



North Carolina Department of Cultural Resources
State Library of North Carolina
Administration and Library Development

Beverly Eaves Perdue, Governor
Linda A. Carlisle, Secretary

Mary L. Boone, State Librarian

MEMORANDUM

TO: LSTA Grant Project Manager

FROM: Penny Hornsby, Federal Programs Consultant
Library Development Section, State Library of North Carolina

DATE: March 18, 2009

SUBJECT: LSTA Planning Grant, Mid-year Cycle 2008-2009
Fully Executed Grant Agreement and Other Important Information

This memorandum includes important information about your Mid-year Cycle 2008-2009 Library Services and Technology Act (LSTA) Planning Grant. Please share this memorandum with all appropriate persons in your library and in other relevant offices.

Fully Executed Grant Agreement

Enclosed is a fully executed original of the grant agreement between your library and the State Library. This agreement became effective upon the date that all parties had signed; from that date forward it was allowable to begin spending project funds. [To facilitate project implementation we previously sent you an email notification confirming that the State Library's representative had signed your agreement, and that you could proceed to make project expenditures.]

Grant Reimbursement Request Form

Grant payments are made on a reimbursement basis. There is a form to use each time you request reimbursement of grant funds. The "Grant Reimbursement / Payment Request & Matching Funds Report" (an MS Excel document with tabs for instructions, example, and reimbursement form) is available at <http://statelibrary.ncdcr.gov/lsta/Reim-BudgRev-Forms0809.htm>. Look for the form especially for mid-year grants.

If applicable to your grant, you will also use this form to report matching expenditures. A completed reimbursement request form must be signed and accompanied by documentation (i.e. invoices, receipts, etc.) of project expenses. Grantees are expected to submit requests during the course of the project; do not wait until the final deadline. This ensures a more even flow of funds back to your library, and it helps the Department of Cultural Resources manage its funds allocations effectively. Send requests as soon as you have significant expenditures **or** according to these Mid-year Cycle 2008-2009 deadlines:

- April 15, 2009 – request minimum of 25% of grant funds. Also due: estimate of grant balance that will be claimed after June 30.
- **July 31, 2009 deadline to spend project funds for Mid-year Cycle 2008-2009 projects.**
- August 15, 2009 – final deadline to submit reimbursement requests.

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Budget Revision Request Form

Changes in use of project funds require prior approval from the State Library. Budget revision requests must include a summary of the dollar changes and a justification for the requested change(s). The Budget Revision instructions and form (a spreadsheet document with several tabs) are available at the web location noted on page one of this memorandum. You may submit revision requests to me by email at penny.hornsby@ncdcr.gov.

Grant Acknowledgement

We have enclosed a **sample Media Release** that we encourage you to customize for publicizing your grant. Remember that any project announcements/programs/activities/publications must acknowledge the support of these grant funds from the federal Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the State Library of North Carolina, a division of the Department of Cultural Resources. An electronic copy of this sample release is available upon request.

Final Report

The State Library will provide report forms for 2008-2009 projects. You will submit the majority of your final report via an online form that will be available at the State Library's LSTA website. See an example at <http://statelibrary.ncdcr.gov/lsta/report0708.htm> (for 2007-2008 projects).

As you will see from the example above, the report includes these parts: narrative report, summary expenditure report, certification form, and any supplemental materials such as publicity items. The narrative report components include

- project purpose;
- primary users and services;
- activities/methods, how the funds were spent;
- outputs, i.e. numerical measures;
- outcomes (if applicable to your project), i.e. indicators of changes in the target audience's skills, knowledge, behavior, attitude, status, or life condition brought about in part as a result of the project;
- any other results;
- anecdotes; and
- lessons learned.

Additional specific information may also be requested depending on the grant you received.

Be sure to record and retain all appropriate baseline data to use for comparative purposes at the end of your project. Also, plan to capture the anecdotes and stories during the course of the project that show evidence of the difference that the grant-funded services and resources make for your library users.

Project Records

Keep in your grant project file all grant-related documentation: a copy of your original application, grant information and guidelines, award letter, signed grant agreement, copies of all reimbursement requests and expenditure documentation, any approved budget revisions, and the final report. Also keep copies of any publicity or other materials generated from the project – for your records, and so that you can include copies in your final project report. The retention period requirements for the grant records are stated in your grant agreement.

Please contact me at any time if you have questions: telephone 919-807-7420; fax 919-733-8748; e-mail penny.hornsby@ncdcr.gov. We wish you all the best as you implement your project!

Enclosures (2)