

State Library of North Carolina - Library Services and Technology Act
EZ BASIC EQUIPMENT GRANTS
2003-2004
Information & Guidelines

What is this grant program and its purpose?

This grant program is intended to help eligible libraries have sufficient up-to-date computer workstations to ensure that their users have access to the Internet and online content, including NC LIVE resources, North Carolina ECHO, and StartSquad.org. These grants are to fund only the most basic hardware/equipment needs (i.e. computer workstations); Internet Infrastructure Improvement Grants are being offered to accommodate more advanced network infrastructure.

This grant program helps achieve Outcome 1.1 in *Library Services & Technology Act Plan for Implementation in North Carolina – 2003-2007* (found at URL <http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>): making certain that North Carolinians have access to electronic information resources through their libraries.

Who may apply?

The following libraries are eligible to apply for these grants: public libraries that qualify for grants from the Aid to Public Libraries Fund, community college libraries, libraries serving the constituent institutions of the University of North Carolina (which includes libraries serving the Area Health Education Centers and the North Carolina School of Science and Mathematics); libraries serving the member institutions of North Carolina Independent Colleges and Universities, and the State Library of North Carolina.

Only one Basic Equipment Grant application may be submitted by an eligible public library system or academic institution. [Definitions: *A library system is inclusive of all outlets making up that system (e.g. Nantahala Regional Library). An institution is the parent institution of the library (e.g. UNC-Greensboro).*]

What amount of funds may be requested?

The maximum grant request is \$25,000; the minimum grant request is \$2,500.

Are local matching funds required?

Yes. Beginning this year, Basic Equipment Grants require local matching funds.

- The local **cash** contribution to the project must equal a minimum of 15% of the amount of federal funds requested. The match is a 3 to 20 ratio of matching funds to grant funds. Example: If the grant amount requested is \$20,000, the local match must be at least \$3,000, and the total project cost will be at least \$23,000 (\$20,000 grant funds + \$3,000 local funds).
- All of the match must be cash from local or state funds or funds from non-governmental agencies (e.g. foundations, service clubs). Other federal funds and local administrative overhead costs may **not** be used as local match.

- Matching funds must be spent for the same categories of allowable expenses as the grant funds.
- Matching funds must be available at the time a funded library signs the grant agreement.

No project funds (grant or matching dollars) may be encumbered or expended until library representatives and the State Librarian sign the grant agreement.

How may the grant funds be used?

Grant funds are to be used to purchase computer hardware for user Internet access in a library. Funds also may be used for supporting equipment, software and one-time services essential to providing access to the Internet.

Allowable purchases:

- **Computer hardware**, e.g. public access workstations, including sufficient memory, storage, peripherals (i.e. printers, modems), and **computer furniture**. This includes hardware and furniture for **handicapped-accessible** workstations. Network computers (“thin client” applications) are eligible if the library already has the necessary server and software infrastructure to use them.
- Basic operating and communications **software** and related utility software to access the Internet. A basic office automation software package, to support effective use of Internet resources, may be included. Software necessary to enable users with disabilities to access Internet resources may be included. Other software is not eligible.
- One-time services such as **wiring** and **installation** charges.

Proposed hardware purchases **must meet or exceed** the “Minimum Specifications for New Purchases” (page 9).

Ineligible expenses:

- Equipment for placement in a facility that does not meet the definition of an eligible library as defined in North Carolina's LSTA Plan (see page III-3 of *Library Services & Technology Act Plan for Implementation in North Carolina* at URL <http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>). "Virtual libraries" without qualified staff, established to meet the needs of distance learners, do not meet this definition.
- **On-going operating costs**, such as monthly Internet Service Provider (ISP) fees.
- **Add-on or separate applications software** not specified as eligible above.
- **“Overhead” or indirect/administrative costs.**

What projects will receive priority for funding?

To be eligible for consideration, an application must be received by the February 20, 2003 deadline and all proposed equipment purchases must meet or exceed the “Minimum Specifications for New Purchases” (page 9). The following factors and criteria will be used to determine priority for funding among the eligible applications.

I. Need and Impact on Adequacy

- What is the library’s current number of computer workstations for user access to the Internet and online resources? (*Note: The total number of workstations for user access at all library locations within the organization will be considered in determining need.*)

- According to the workstation adequacy chart (pages 8, 9), how many user access workstations **should** the library have in order to meet minimum adequacy defined for this grant round?
- What impact will this project have on the library's progress toward meeting guidelines for minimum workstation adequacy?
- A library that has already achieved the minimum adequate number of user Internet workstations may still request workstations; **however**, the library must justify the number of workstations requested. If available grant funds are limited, priority will be given to libraries that do not meet the minimum adequacy standards.

II. Readiness

- The connections or wiring for the workstations are already in place or are budgeted for.
- The library has in place plans and procedures to provide technical support to keep the Internet workstations functioning.
- A strategy for staff training is planned or in place. This strategy insures that staff have the necessary skills to effectively use Internet resources and to help patrons use Internet resources effectively.

III. Local Commitment

To be eligible to receive a grant:

- A library must have an approved Acceptable Use Policy in place for user Internet access.
- A library or its parent institution or governing body must have an approved policy in place to assure that computer workstations are replaced at three-to-five-year intervals.

IV. Ability to Pay and Local Effort

In awarding LSTA grants to North Carolina libraries, two additional factors will serve as measures of institutional need if all other factors are equal in the review of a group of grant proposals. They are:

- **Ability to pay:** The relative resources available to fund library services from local government or within an academic institution—that is, the per capita local tax base or the per FTE institutional resources will be used as a measure of its ability to pay for services locally, and
- **Local effort:** The relative local effort in supporting library services—that is, per capita support of a public library or, for academic libraries, the library operating expenditures as a percentage of the Educational and General Expenditures for the academic institution, or, for a school library, the per capita support or the library operating expenditures as a percentage of the general expenditure for the school.

The data used by State Library staff and reviewers to determine ability to pay and local effort is updated annually. Data for the current year is available at <http://statelibrary.dcr.state.nc.us/lsta/financialfactors0304.htm>.

What is the review process?

- To be eligible for review, grant applications must be received in the State Library's Library Development Section Office (Room 210, Archives & State Library Building) by 5:00 p.m. February 20, 2003.
- Only complete applications from eligible institutions will be reviewed.
- Eligible applications will be reviewed and evaluated by State Library staff according to the grant program criteria. State Library Senior Management will make final decisions.
- Procedures for EZ grants allow for appeals of funding decisions. Awards are not final until the appeals process is completed.
- Announcement of funded applications will be posted to the State Library's web site (at URL <<http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>>) by the June award announcement date.
- No project funds (grant or matching dollars) may be encumbered or expended until library representatives and the State Librarian sign the grant agreement.

How are grant payments made?

Grant funds are paid on a reimbursement basis. Libraries pay project expenses using local funds, and are then reimbursed for *actual* documented expenses up to the grant amount awarded.

Grant payments will only be made for expenses incurred after a library is awarded a grant and library representatives and the State Librarian have signed the grant agreement.

Grantees must submit requests for reimbursement once a quarter, at a minimum. Regular reimbursements ensure an even flow of grant payments. This process also assists the Department of Cultural Resources in managing its monthly allocations from the state.

By the postmark date of April 15, 2004, a minimum of seventy-five percent (75%) of the grant amount must be requested for reimbursement. Requests received by this date will be paid by June 30, 2004. At the same time grantees must also estimate the remaining grant expenses that will be claimed; these expenses will be paid after June 30.

July 15, 2004 is the final deadline for grant payment/reimbursement requests to be received or postmarked. The State Library will complete all payments by August 30, 2004.

The State Library understands that costs of computer equipment change rapidly. If the proposed equipment is purchased for less than the grant award amount, the library must obtain State Library approval to use the balance of the grant funds. The State Library does not guarantee approval for additional purchases in order that all grant funds can be used.

What reports must grantees make?

As part of the evaluation process for this grant program, all grant recipients must complete a report on the grant. It will be due to the State Library by September 30, 2004. The report will include a summary of grant expenditures and appropriate anecdotal descriptions of the grant's

impact on user access to the Internet, NC LIVE, and other online resources. The State Library will provide a form for the grant report.

What else do applicants need to know?

Because these grants are from federal funds administered through a state agency, all grantees must adhere to required federal and state provisions. (See **Grant Provisions**, page 10.) Please read these carefully.

Grant program timeline:

These deadlines apply to the 2003-2004 Basic Equipment Grants:

December 20, 2002	Guidelines and application available to libraries
February 20, 2003	Applications due by 5:00 p.m. *
June 5, 2003	Announcement of funded projects
July 2003 – June 30, 2004	Grant project implementation period
October 15, 2003	Postmark deadline for first grant reimbursement request
January 15, 2004	Postmark deadline for second grant reimbursement request
April 15, 2004	Postmark deadline for third reimbursement request; a minimum of 75% of grant amount must be requested by this deadline. Also due: estimate of any grant balance that will be claimed after June 30.
June 30, 2004	Date by which all project funds must be spent
July 15, 2004	Final date to submit reimbursement request for balance of grant
August 30, 2004	State Library completes grant payments
September 30, 2004	Final report due to State Library

* Must be **received** in the State Library’s Library Development Section Office, Room 210 Archives & State Library Building.

Instructions for preparing and collating your application:

Your application is one of many that reviewers will read. (Some State Library staff reviewers read more than 200 applications.) Following these instructions will make it easier for reviewers to read and evaluate your proposal:

- Use an 11-point font size or greater and margins at least 1” on all sides. Concise wording is best.
- Copy your pages front and back, if possible, on plain white paper.
- Use a header or footer, with a single page numbering system, throughout the whole document except for the State Library's initial signature page. Handwritten page numbers on attachments are acceptable.
- When using attached sheets to answer questions, repeat questions and question numbers from the application form, but do not repeat explanatory information.
- Any supplemental information or attachments should follow the completed application form.

- If you append any material not specifically requested in the application, be judicious in how much you include. Provide extracts of long documents. Reviewers can pay more careful attention to applications that are concise and supporting materials that are directly relevant.
- Staple application in upper left corner, with signature page on top.

Where do I apply?

Completed application forms should be sent to the address below. Send 16 applications, including one with original signatures in blue ink. All applications must be received in the State Library’s Library Development Section Office (Room 210, Archives & State Library Building) by 5:00 p.m. on February 20, 2003.

Delivery by US Postal Service:	Delivery by commercial service (e.g. FedEx, UPS), or hand delivery: RECOMMENDED
LSTA Grant Applications	LSTA Grant Applications
Library Development Section	Library Development Section, Room 210
State Library of North Carolina	State Library of North Carolina
4640 Mail Service Center	Archives & State Library Building
Raleigh NC 27699-4640	109 E. Jones Street
	Raleigh NC 27601

Warning: To be considered, applications must be received in the Library Development Office by the 5:00 p.m. February 20, 2003 deadline.

To assure on-time receipt by the State Library, applicants are strongly encouraged to use a commercial service and the Jones Street address. Packages sent via US Postal Service and Mail Service Center address (even Express Mail) frequently encounter delivery delays, and the US Postal Service does **not** deliver to the Jones Street address. Any application not received by the deadline will not be eligible for consideration.

For further information:

Questions about the Basic Equipment Grants should be directed to Timothy Owens, Consultant for Public Library Networking, State Library of North Carolina; telephone: 919.733.2570; or e-mail: towens@library.dcr.state.nc.us.

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MEASURES OF NEED FOR BASIC EQUIPMENT GRANTS

USER ACCESS TO THE INTERNET

To establish priorities for the Basic Equipment Grant, the following levels of access have been established to assist grant reviewers in determining those libraries with the highest need. The objective of the grant program is to improve in-library access for users to information resources available through the Internet, including NC LIVE, North Carolina ECHO, and StartSquad.Org.

Equipment purchased under this grant program may only be placed in facilities that meet the definition of a library in North Carolina's LSTA Plan (see page III-2 of *Library Services & Technology Act Plan for Implementation in North Carolina – 2003-2007*, at URL <<http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>>). In order to meet this requirement and serve the needs of distance learners, libraries are encouraged to collaborate with other libraries. Funds may be used to buy equipment that will be placed in a partnering library.

Applications will be evaluated based on the total number of computer workstations available to users in an academic library or a public library system—not on the basis of the number of workstations in a single facility. Decisions about the allocation of workstations among library facilities is a local management decision.

Academic Libraries

Establishing the number of workstations that should be available for in-library use in academic institutions is a complex issue, driven by a number of factors (e.g., number of workstations available in computer labs and through other means on campus; information resources provided by the institution and its libraries; the mission and academic programs of each institution; and other plans to provide student, faculty, and staff access to electronic information resources).

These measures have been set by the State Library to assist in establishing minimal levels of user access to help in determining priorities for funding for the purposes of this grant program only. Planning at individual institutions should be based on campus-wide technology planning and factors appropriate for that campus.

Type of Library	Minimum Number of In-Library Workstations
Community college libraries, UNC system libraries, and independent academic libraries.	A minimum of 5 workstations, or 1 workstation per 100 FTE Students ¹ whichever is higher.

¹For libraries serving community colleges, the number of FTEs reflects:

- *Average Annual Full-time Equivalent (FTE)*: This is the data collected by the North Carolina Community College System and represents the FTE for students enrolled in curriculum and regular budget extension programs. This is the figure that the staff at the Community College System recommended be used as the most accurate indicator because so many of their FTE are not enrolled in courses that lead to a bachelor's degree.

For libraries serving institutions that are part of the UNC system and for independent colleges and universities, the FTE numbers are those collected for IPEDS and NCHEDS with the following definition:

- *For institutions of higher education, enrollment of full-time students, plus the full-time equivalent of part-time students as reported by institutions. In the absence of an equivalent reported by an institution, the FTE enrollment is estimated by adding one-third of part-time enrollment to full-time enrollment. This data element includes only resident-credit enrollment in courses basic to or creditable to a bachelor's or higher degree.*

Public Libraries

The North Carolina Public Library Directors Association's (NCPLDA) *Guidelines for North Carolina Public Libraries 1998* (see URL <<http://statelibrary.dcr.state.nc.us/ncplda/guidelines.htm>>) identifies technology standards that include provision of public access to the Internet at each library location and at least one user workstation per 2,500 legal service population.

The State Library supports those measures as appropriate goals. However, for the purposes of this grant program in 2003-2004, the following measure will be used to help in determining priorities for funding and to assist libraries in moving toward the NCPLDA standard:

Type of Library	Minimum Number of In-Library Workstations
Public libraries	1 workstation per 5,000 legal service population ¹

¹ For public libraries the population of legal service area, as defined in *Output Measures for Public Libraries, A Manual of Standardized Procedures* (American Library Association, 1987), is the number of people in the geographical area for which a public library has been established to offer services and from which (or on behalf of which) the library derives income, plus any area served under contract for which this library is the primary service provider.

GUIDELINES FOR CONNECTIVITY AND BANDWIDTH

Libraries with one to four workstations may find dial access to the Internet acceptable. Library outlets with more than four workstations should operate a LAN with high-speed, dedicated Internet access.

Local bandwidth needs may vary depending on specific applications and usage. Any contract for services should include a provision for upgrade to higher bandwidth as network performance requires.

The following table suggests **minimum** levels to consider:

# Workstations	Bandwidth Guidelines
5 - 9	56k
10 - 15	128k
16 - 19	256k
20+	T1

MINIMUM SPECIFICATIONS FOR NEW PURCHASES

I. Workstations for user Internet access

Hardware Specifications for New Purchases	
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Component	Minimum
CPU	2.0 GHz Pentium IV or equivalent
RAM	256 MB
Hard Disk	40 GB
Floppy Disk	3.5" high density (1.44 MB)
Optical Drive	CD-ROM or CD-RW or DVD
Video Display Card	64 MB video display card
Monitor	SVGA 17"
Modem OR Network Card	56 Kbps* or Network adapter appropriate to the LAN environment * Buyers should check with their Internet service provider (ISP) to make sure the modem is what the ISP recommends.
Printer	ink-jet or laser 600 dpi black & white or 2400 x 1200 dpi color

These minimum specifications were adopted by the State Library of North Carolina on October 10, 2002, for purchases under the 2003-2004 LSTA grant program.

GRANT PROVISIONS

The following state and federal provisions apply to the LSTA grant program. Libraries awarded grants must agree to comply with these provisions.

1. Grant Agreement and Timing of Expenditures

Official notification of the grant award must be received from the State Library and a grant agreement (formal agreement between the grantee and the State Library) signed by both the representatives of the library and the State Librarian *before* any funds may be encumbered or expended for the project.

2. Allowable and Unallowable Costs

Grantees must carry out the grant project according to the approved grant proposal, and all federal funds must be expended solely for the purpose for which a grant was awarded.

The following costs are unallowable and may not be proposed as grant project costs: bad debts, contingencies, contributions and donations, entertainment, fines and penalties, under recovery of costs under grant agreements (excess costs from one grant agreement are not chargeable to another grant agreement).

3. Legal and Regulatory Compliance

Grantees must expend grant funds in accordance with all applicable local, state, and federal laws and regulations.

4. Budget Revisions and Programmatic Changes

Grantees must not deviate from the approved budget and plan for carrying out the grant project as contained in the approved grant application unless prior approval is obtained from the State Library.

5. Records Retention

Grantees must maintain adequate financial records to ensure complete reporting, and retain programmatic and financial records relating to the grant for a minimum of three years from the due date of the final grant report.

6. Free and Open Competition

Purchases made from grant funds must be carried out to ensure free and open competition to the extent possible. Libraries eligible to purchase under state contract may use this option for grant purchases.

7. Debarment & Suspension

Transactions for the purposes of this grant will not knowingly be made with parties who have been debarred or suspended from receiving Federal financial assistance under Federal programs and activities (Debarment and Suspension Certification).

8. Equipment and Inventory

Equipment with unit price above \$500 purchased with grant funds must be labeled as purchased with LSTA funds and listed on biennial inventory reports requested by the State Library. If fair market value at the time of surplus or disposal exceeds \$5,000, disposal must be cleared with the State Library.

9. Publications and Presentations

Grantees are expected and encouraged to publicize projects in available and appropriate media outlets. Public relations releases concerning the project, or any publications or materials produced as a part of the grant project, must include the following statement: "This project is ____% supported with federal LSTA funds made possible through a grant from the Institute of Museum and Library Services, administered by the State Library of North Carolina, a division of the Department of Cultural Resources." Copies of any publications or materials produced under the grant must be submitted to the State Library.

10. Lobbying

Grantees are prohibited by federal law from using grant funds to pay costs associated with lobbying Congress or the public for purposes of influencing elections, legislation, or the award of any federal funds. Grantees receiving an award of over \$100,000 must file a certification regarding lobbying.

11. Non-discrimination

All library services provided as a result of the federal grant funds must be available without discrimination to all members of the community served. Participation may not be denied on the basis of race, color, national origin, handicap, age, or sex.

12. Audit Requirements

Grant funds must be audited in compliance with state and federal audit requirements for local governments and public authorities, institutions of higher education, and non-profit organizations, and, as applicable, according to the standards of the Single Audit Act of 1984 as amended 1996.

SOURCE DOCUMENTS:

General Statute 143-6.1 and applicable prescribed requirements in the Office of the State Auditor's Audit Advisory #2 "Rewrite of G.S. 143-6.1 entitled "Nonprofits State Funds Accountability Act -- Reports on the Use of State Funds by Non-State Entities" including its attachments.

Office of Management and Budget (OMB), Circular A-87 Revised, ("Cost Principles for State, Local, and Indian Tribal Governments"). OMB Circular A-21, ("Cost Principles for Education Institutions"). OMB Circular A-122, ("Cost Principles for Non Profit Organizations").

Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Section 6101 of the Age Discrimination Act of 1975; The Americans With Disabilities Act of 1990; subject to certain exceptions, Title IX of the Education Amendments of 1972.

Code of Federal Regulations, 31 U.S.C. Section 1352 (certification regarding lobbying).

Code of Federal Regulations, 45 CFR Part 1183, ("Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments").

OMB Circular A-133 Revised, ("Audits of States, Local Governments, and Non-Profit Organizations").

**State Library of North Carolina – Library Services and Technology Act
EZ BASIC EQUIPMENT GRANT
2003-2004
Application**

DUE DATE: Received by 5:00 p.m. February 20, 2003 in the Library Development Section Office, Room 210.

INSTITUTION / LIBRARY: _____

MAILING ADDRESS: _____

U.S. CONGRESSIONAL DISTRICT (in which institution is located): _____

CONTACT PERSON / TITLE: _____

PHONE: _____ **FAX:** _____ **EMAIL:** _____

FUNDS (whole dollars only):	Grant Amount Requested	\$
	Grant request maximum \$25,000; minimum \$2,500)	+
	Matching Funds	\$
(Match must equal at least 15% of grant amount requested)		
	Total Project Funds =	\$

ABSTRACT: Provide in the space below an abstract of your project.

CERTIFICATION AND SIGNATURES:

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying institution/library.

Printed name of library director

Printed name & title of local government or Institutional authorizing official

Signature, Library Director

Signature, above official

Date

Date

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1. BUDGET:

Round total amounts to whole dollars.

	<u>Quantity</u>	<u>Unit Cost</u>	<u>LSTA \$</u>	<u>Local \$</u>	<u>Total \$</u>
a. Computer Workstations	_____	_____	_____	+ _____	= _____
b. Modems or Network cards	_____	_____	_____	+ _____	= _____
c. Printers	_____	_____	_____	+ _____	= _____
d. Other Computer Hardware	_____	_____	_____	+ _____	= _____
_____	_____	_____	_____	+ _____	= _____
_____	_____	_____	_____	+ _____	= _____
e. Software	_____	_____	_____	+ _____	= _____
f. Furniture	_____	_____	_____	+ _____	= _____
g. Wiring	_____	_____	_____	+ _____	= _____
h. Installation	_____	_____	_____	+ _____	= _____
j. TOTAL PROJECT COSTS (a.-h.)			* _____	+ _____ **	= _____

* Grant funds requested must equal at least \$2,500, but cannot exceed \$25,000. Costs exceeding the maximum grant amount of \$25,000 must be paid from local sources.

** Local cash matching funds must equal at least 15% of the LSTA grant request (i.e. a 3 to 20 ratio, or approximately 13% of total project costs).

2. BUDGET EXPLANATION:

- a. Provide a detailed description of equipment that will be purchased (make and model, specifications), specific affiliated software packages, and explanation of any wiring and installation costs. Be sure to include complete specifications for **ALL** equipment. (Use worksheet on next page and/or attached sheets.)

- Applications that do not include **complete** specifications for equipment will **not** be considered for funding.
- Applications that request funding for equipment that does not meet or exceed the "Minimum Specifications for New Purchases" will **not** be considered for funding.

2.b. Worksheet

Fill out this worksheet, and/or attach separate sheets, to indicate make, model #'s and **complete** specifications for **all** the equipment you plan to purchase for this project. Attach a copy of this worksheet to your grant application. Make extra copies of the worksheet if necessary.

NOTE: Descriptions of **any other** computer equipment, software, furniture, and installation or wiring purchases for which grant funding is requested, and which are not listed on the worksheet, should be provided on a separate sheet.

Computer make:		
Computer model:		
Hardware Specifications		Grant Purchase Specifications
Component	Minimum Required	Basic Equipment
CPU	2.0 GHz Pentium IV or equivalent	
RAM	256 MB	
Hard Disk	40 GB	
Floppy Disk	3.5" high density (1.44 MB)	
Optical Drive	CD-ROM or CD-RW or DVD	
Video Display Card	64 MB video display card	
Monitor	SVGA 17"	
Modem OR Network Card	56 Kbps* or Network adapter appropriate to the LAN environment * Buyers should check with their Internet service provider (ISP) to make sure the modem is what the ISP recommends.	
Printer	ink-jet or laser 600 dpi black & white or 2400 x 1200 dpi color	

List any Application Software included in budget:

3. USERS AND RESOURCES:

a. Complete the appropriate space below to show the number of eligible library users.

For community college libraries:

Use data from Table 26 “Annualized Average Annual Full-Time Equivalent (FTE)—2000-2001” posted at URL < <http://statelibrary.dcr.state.nc.us/lsta/lsta.htm> >.

Source: *2000-2001 Annual Statistical Report* (North Carolina Community College System, September 2001).

FTE Students ¹	
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For libraries serving public and private colleges and universities:

Use data from Table 5 at

URL <<http://www.ga.unc.edu/publications/abstract/>>.

Source: *Statistical Abstract of Higher Education in North Carolina, 2001-2002* (The University of North Carolina, April 2002).

FTE Students ²	
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For public libraries:

Use data from Table 1, Public Library Profile, at the State Library’s web site:

<<http://statelibrary.dcr.state.nc.us/ld/plstats0001/0001table1.pdf>>.

Source: *Statistical Report of North Carolina Public Libraries, July 1, 2000-June 30, 2001* (State Library of North Carolina, 2002).

Legal Service Area Population ³	
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Definitions:

¹ For libraries serving community colleges, the number of FTEs reflects:

Average Annual Full-time-equivalent (FTE): This is the data collected by the North Carolina Community College System and represents the FTE for students enrolled in curriculum and regular budget extension programs. This is the figure that the staff at the Community College

System recommended be used as the most accurate indicator because so many of their FTE are not enrolled in courses that lead to a bachelor's degree.

² For libraries serving institutions that are part of the UNC system and for independent colleges and universities, the FTE numbers are those collected for IPEDS and NCHEDS with the following definition:

- *For institutions of higher education, enrollment of full-time students, plus the full-time equivalent of part-time students as reported by institutions. In the absence of an equivalent reported by an institution, the FTE enrollment is estimated by adding one-third of part-time enrollment to full-time enrollment. This data element includes only resident-credit enrollment in courses basic to or creditable to a bachelor's or higher degree.*

³ For public libraries the population of legal service area, as defined in *Output Measures for Public Libraries, A Manual of Standardized Procedures* (American Library Association, 1987), is the number of people in the geographical area for which a public library has been established to offer services and from which (or on behalf of which) the library derives income, plus any area served under contract for which this library is the primary service provider.

b. User Access Workstations (All applicants complete this section.)

For every library outlet, list the current number of workstations for **user access** to the Internet and the number requested for purchase with these grant funds. Provide figures for **all** outlets, not just the outlets for which you are requesting equipment. As stated in *Measures of Need for Basic Equipment Grants* (Information & Guidelines, page 8) evaluations for this grant program will be based on the total number of workstations available to users in an academic library or a public library system—not on the basis of the number of workstations in a single facility.

Facility <i>(list each library outlet on a separate line)</i>	Workstations		
	<i>Current</i>	<i>Requested</i>	<i>TOTAL</i>
SYSTEM TOTALS			

c. Are modems and phone lines, or network connections, available for the additional computer workstations you wish to purchase? (not an allowable grant expense)

Yes, already available _____ and/or Budgeted _____

d. If you are proposing to purchase network computers ("thin client" applications), does the library already have the necessary server and software infrastructure to use them? (server and software for thin clients are not an allowable grant expense)

Yes, already available _____ and/or Budgeted _____

4. PROJECT DESCRIPTION:

Describe the project you wish to carry out. How will this project help you provide sufficient up-to-date computer workstations in your library outlets to ensure your users have access to the online electronic content provided through the Internet, NC LIVE, and other online resources? *Use only the space provided below.*

5. PROJECT TIMELINE:

List the sequence of project activities with expected completion dates. Remember to accommodate institutional approval process and grant program deadlines. *Use only the space provided below.*

When _____ What _____ Who _____

6. TECHNICAL SUPPORT:

Describe plans to provide technical support to keep the workstations functioning (e.g., staff responsibility and training, # FTE hours devoted to support, # library hours technical support will be available, service contracts). *Use only the space provided below.*

7. STAFF TRAINING:

Describe plans for **training library staff** in effective use of the Internet, NC LIVE, and other online resources (e.g. continuing education budget, workshops planned, staff responsibility). *Use only the space provided below.*

8. EQUIPMENT REPLACEMENT:

Attach a copy of the appropriate local policy for regular equipment replacement. The policy must clearly state the *date adopted* and the *official adopting body*.

9. ACCEPTABLE USE POLICY:

Attach a copy of the library's Acceptable Use Policy for user Internet access. The policy must clearly state the *date adopted* and the *official adopting body*.

DO NOT INCLUDE THIS PAGE WITH YOUR APPLICATION.

SUBMISSION INSTRUCTIONS:

Your application may be one of many that reviewers will read. (Some State Library staff reviewers read more than 200 applications.) Following these instructions will make it easier for reviewers to read and evaluate your proposal:

- Use an 11-point font size or greater and margins at least 1" on all sides. Concise wording is best.
- Copy your pages front and back, if possible, on plain white paper.
- Use a header or footer, with a single page numbering system, throughout the whole document except for the State Library's initial signature page. Handwritten page numbers on attachments are acceptable.
- When using attached sheets to answer questions, repeat the questions and question numbers from the application form, but do not repeat explanatory information.
- Any supplemental information or attachments should follow the completed application form.
- If you append any material not specifically requested in the application, be judicious in how much you include. Provide extracts of long documents. Reviewers can pay more careful attention to applications that are concise and supporting materials that are directly relevant.
- Staple application in upper left corner, with signature page on top.

DUE DATE: Received by 5:00 p.m. February 20, 2003 in the Library Development Section Office, Room 210.

SEND a total of 16 copies including one with original signatures in blue ink.

Delivery by US Postal Service:	Delivery by commercial service (e.g. FedEx, UPS), or hand delivery: RECOMMENDED
LSTA Grant Applications	LSTA Grant Applications
Library Development Section	Library Development Section, Room 210
State Library of North Carolina	State Library of North Carolina
4640 Mail Service Center	Archives & State Library Building
Raleigh NC 27699-4640	109 E. Jones Street
	Raleigh NC 27601

Warning: To be considered, applications must be received in the Library Development Office by the 5:00 p.m. February 20, 2003 deadline.

To assure on-time receipt by the State Library, applicants are strongly encouraged to use a commercial service and the Jones Street address. Packages sent via US Postal Service and Mail Service Center address (even Express Mail) frequently encounter delivery delays, and the US Postal Service does **not** deliver to the Jones Street address. Any application not received by the deadline will not be eligible for consideration.