

State Library of North Carolina

**LSTA LETTER OF INTENT
2002-2003
Application**

DUE DATE: RECEIVED BY DECEMBER 20, 2001, 5:00 p.m.

Submit a separate cover sheet and letter of intent information for each project. Check the appropriate grant category below.

- | | |
|---|---|
| <input type="checkbox"/> Hispanic Services | <input type="checkbox"/> NC ECHO Digitization |
| <input type="checkbox"/> Internet Infrastructure Improvement | <input type="checkbox"/> Powerful Partners Collaboration |

LIBRARY: _____

MAILING ADDRESS: _____

CONTACT PERSON / TITLE: _____

PHONE: _____ **FAX:** _____

E-MAIL: _____

ABSTRACT: Within the space provided below, summarize your proposed project.

CERTIFICATION AND SIGNATURE:

I am aware that:

- Submission of this Letter of Intent does not obligate my library to apply for an LSTA grant for 2002-2003.
- Receiving approval of this Letter of Intent does not guarantee that my library will be awarded funding for 2002-2003.

Print name of library director

Signature, library director

Date:

LSTA LETTER OF INTENT 2002-2003 – Questions to Address

(Do not include these instructions with your submission.)

To complete a Letter of Intent (LOI), be sure you are familiar with the guidelines for the applicable grant program. Guidelines for the LSTA 2002-2003 grant programs may be found at <http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>.

An LOI must demonstrate understanding of the intentions and requirements of the grant program for which an application is made.

Briefly answer the following questions.

- Do not exceed two pages total
 - Number each answer
 - It is not necessary to repeat each question
 - Use at least 11-point font size
 - Put your library name at the top of each page
 - Do not include any attachments
1. What is your proposed project? Will this help you overcome a problem or meet a need? How will this project improve services to users?
 2. Please complete this sentence: If we are successful, one positive outcome of this project will be ...
 3. List 3-8 primary activities that will help you achieve this outcome.
 4. Provide an estimated overall project cost. Also, describe types and estimated amounts of major expenses you foresee (e.g., equipment, temporary staff, collections, etc.)
 5. What data or statistics will you track to measure the extent to which you succeed in achieving the positive outcome you noted in #2?
 6. For collaborative projects: Briefly describe the involvement of each partner in relation to this project. Describe planning efforts to date and each partner's role during project implementation.

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See delivery instructions on next page.

LSTA LETTER OF INTENT 2002-2003 – Delivery Instructions

Send a total of 20 copies including one with original signature in blue ink.

Delivery by US Postal Service:	Delivery by commercial service (e.g., FedEx), 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, North Carolina 27601

Note from State Library Staff:

We highly recommend you do not rely on the US Postal Service – including their 1- or 2-day delivery options - unless you mail at least a week in advance. The State Library cannot guarantee that items sent by the US Postal Service will arrive by the deadline; applications not received by the deadline will not be accepted.

Please note that the address for non-US Postal Service deliveries is different.

Questions? Contact Penny Hornsby, Federal Programs Consultant, at the State Library: phornsby@library.dcr.state.nc.us or 919-733-2570.