

State Library of North Carolina – Library Services and Technology Act

**LSTA LETTER OF INTENT
for 2009-2010 Project
Application**

DUE DATE: MUST BE RECEIVED BY NOVEMBER 18, 2008, 5:00 p.m.

Send a total of 28: one with original signature in blue ink, and 27 copies.

Submit a separate cover sheet (i.e. this page) and letter of intent information for each project. Check the appropriate grant category below. A library may submit a Letter of Intent only for a grant category for which the library is eligible.

Library Outreach Services

NC ECHO Digitization

Technology

INSTITUTION / LIBRARY: _____

MAILING ADDRESS: _____

CONTACT PERSON / TITLE: _____

PHONE: _____ **FAX:** _____

E-MAIL: _____

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

CERTIFICATION AND SIGNATURE: Please sign below in blue ink.

I am aware that:

- Submission of this Letter of Intent does not obligate my library to apply for an LSTA grant for 2009-2010.
- Receiving approval of this Letter of Intent does not guarantee that my library will be awarded funding for 2009-2010.

Print name of library director

Signature, library director

Date

LSTA LETTER OF INTENT 2009-2010 – Questions to Address *(Do not include these instructions with your submission.)*

Instructions for preparing your Letter of Intent:

- Do not exceed three pages total (excluding cover signature page) for a single year project, or four pages for a multiyear project.
- Number each answer.
- It is not necessary to repeat each question.
- Use at least 11-point font size and margins at least 1" on all sides.
- Put your library name and a page number at the bottom of each page.
- Do not include any attachments.

A Letter of Intent must demonstrate understanding of the requirements of the grant program for which you wish to apply.

To complete a Letter of Intent application, be sure you are familiar with the guidelines for the applicable grant program. Guidelines and information for the LSTA 2009-2010 grant programs may be found at <http://statelibrary.dcr.state.nc.us/lsta/2009-2010Grants.htm> .

A library may submit a Letter of Intent only for a grant category for which the library is eligible.

Review the Guidelines for the applicable grant program with great care. Then use them as the basis for brief answers to the following questions. Use NA if the question is not appropriate to your project.

1. What is your proposed project? Briefly describe the scope and content of the proposed project.

2.
 - a) What is the need or problem this project is designed to address?
 - b) How did you identify the need or problem?
 - c) How will this project help resolve the need/problem?
 - d) Complete this sentence: If we are successful, one positive outcome/change for library users resulting from this project will be

3. Tell briefly how this proposed project supports the library's goals and the goals of the LSTA Five-Year Plan.

4.
 - a) Describe the process that you are using to plan the proposed project.
 - Did you have a planning grant?
 - Name the organizations represented in the planning group.
 - Outline the key steps you have carried out in the planning process and the timeline for your planning process, including meetings held by the planning group.
 - b) For collaborative projects:
 - Identify the partners in the project.
 - Briefly describe the collaboration process and the role of each partner in this project. Describe needs assessment and planning efforts to date and state each partner's role in those activities as well as their anticipated role during project implementation.

5. How many years are you proposing? If more than a single year, explain why your project requires more than one year to implement.
6. List 3-8 primary activities that will occur during the 2009-2010 project year.
7. Provide an estimated budget for the 2009-2010 year. List types of expenses and estimated amounts (e.g., equipment, temporary staff, contracted services, etc.).
8. For multiyear projects, briefly list expected activities, anticipated results, and estimated costs for years 2 and 3.

DUE DATE: MUST BE RECEIVED BY NOVEMBER 18, 2008, 5:00 p.m.

LSTA LETTER OF INTENT 2009-2010 – Delivery Instructions

Send a total of 28 Letters of Intent: 1 with original signature in blue ink, and 27 copies.

Delivery by commercial service (e.g., FedEx, UPS), or hand delivery: RECOMMENDED	Delivery by US Postal Service:
LSTA Grant Applications	LSTA Grant Applications
Library Development Section, Room 310A	Library Development Section
State Library of North Carolina	State Library of North Carolina
Archives & State Library Building	4640 Mail Service Center
109 E. Jones Street	Raleigh NC 27699-4640
Raleigh, North Carolina 27601	

Warning: To be considered, Letters of Intent must be received in the Library Development Office by the 5:00 p.m. November 18, 2008 deadline. To assure on-time receipt by the State Library, we strongly encourage you 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 letter of intent not received by the deadline will not be eligible for consideration.

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

Questions? Contact the State Library's Federal Programs Consultant, Penny Hornsby at: <penny.hornsby@ncmail.net>; 919-807-7420, or 919-807-7400.

SLNC 9/08