

State Library of North Carolina

**LSTA LETTER OF INTENT
2003-2004
Application**

DUE DATE: MUST BE RECEIVED BY NOVEMBER 22, 2002, 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"/> Automated System | <input type="checkbox"/> NC ECHO Digitization |
| <input type="checkbox"/> Hispanic Services | <input type="checkbox"/> Powerful Partners Collaboration |
| <input type="checkbox"/> Internet Infrastructure Improvement | |

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 2003-2004.
- Receiving approval of this Letter of Intent does not guarantee that my library will be awarded funding for 2003-2004.

Print name of library director

Signature, library director

Date:

LSTA LETTER OF INTENT 2003-2004 – 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)
- 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

An LOI must demonstrate understanding of the requirements of the grant program for which you wish to apply.

To complete a Letter of Intent (LOI), be sure you are familiar with the guidelines for the applicable grant program. Guidelines and information for the LSTA 2003-2004 grant programs may be found at <http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>.

Carefully review the Guidelines for the applicable grant program, then using them as your guide, briefly answer the following questions.

1. What is your proposed project?
2. a) What is the need or problem this project is designed to address?
b) How will this project help resolve the need/problem?
3. a) How did you identify the need or problem?
b) Why did you select this approach to meet the need/problem?
4. a) Please complete this sentence: If we are successful, one positive change for library users resulting from this project will be ...
b) What data or statistics will you track to measure the extent to which you succeed in achieving the positive change you stated above?
5. List 3-8 primary activities that will help you achieve this outcome.
6. Provide an estimated overall project cost. Also, describe types and estimated amounts of major expenses you foresee (e.g., equipment, temporary staff, contracted services, etc.)
7. For collaborative projects:
 - a) Identify the partners in the project.
 - b) Briefly describe the involvement of each partner in relation to this project. Describe needs assessment and planning efforts to date and each partner's role in those activities as well as their role during project implementation.

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LSTA LETTER OF INTENT 2003-2004 – 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

Warning Note from State Library Staff:

To be considered, Letters of Intent must be received in the Library Development Office by the 5:00 p.m. November 22, 2002 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 Penny Hornsby, Federal Programs Consultant, at the State Library: phornsby@library.dcr.state.nc.us or 919-733-2570.