

State Library of North Carolina - Library Services and Technology Act
EZ LSTA PROJECT PLANNING GRANT
2004-2005
Information & Guidelines

1. What is this grant program and its purpose?

This grant program is designed to aid libraries that wish to develop plans, evaluate the viability of a concept, and/or complete preliminary activities that enable them to prepare applications for certain LSTA grant programs. Libraries that apply for an LSTA Project Planning Grant must be eligible to apply for the grant program for which they will plan, and the ultimate services or resources that will result when all projects are completed must be consistent with the library's mission and strategic plans.

Those programs are listed here and full guidelines are available on the State Library's web site at URL <<http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>>.

- Community-Centered Outreach Services;
- NC ECHO Heritage Partners Grants;
- NC ECHO Digitization Grants; and
- Powerful Partners Collaboration Grants.

Examples of the types of activities that can be supported with this grant for project planning include:

- community needs assessments to assist in planning outreach projects;
- building collaborative partnerships and developing project plans; and
- assessing archival and special collections and creating plans for digitizing them.

These grants will support the implementation of several facets of the *Library Services & Technology Act Plan for Implementation in North Carolina – 2003-2007* (<<http://statelibrary.dcr.state.nc.us/lsta/plan2003-07.pdf>>).

2. Why is the State Library offering these grants?

Planning successful applications for some of North Carolina's LSTA grant programs requires substantial preliminary work. In addition, multiyear projects may require more planning and preparation than a single year grant.

These LSTA Project Planning Grants are designed to provide financial assistance to libraries that wish to carry out activities to develop well-conceived project plans. Here is some background to help understand why these LSTA Project Planning Grants can be helpful:

- The Community-Centered Outreach Grants require that a library develop proposed services based on the results of needs assessment and planning efforts that involve the target audience. These activities require time, and a needs assessment requires expertise. Having assistance in these efforts can result in a much more effective and competitive grant project plan.
- Libraries and other agencies that wish to work together on a collaborative NC ECHO project can benefit from the time spent assessing collections and determining the resources and

expertise that each “brings to the table.” Consulting assistance can help the partners in this process, as can other resources.

- Encouraging libraries to develop new collaborative relationships among libraries as well as between libraries and other organizations in the community is a high priority of North Carolina’s LSTA program. The goal is to create a strong infrastructure of understanding, shared goals, and healthy working relationships among all types of libraries as well as an expanded, more visible role for those libraries in the communities they serve.

Cooperation and collaboration are very different processes. In emphasizing collaboration, North Carolina’s LSTA program aims to foster true partnerships between organizations that have a strong commitment to shared goals. Building effective partnerships is a challenging process. One of the objectives of these planning grants is to support efforts by libraries to engage other libraries and community agencies in a planning process that results in a true, effective collaboration. More information about the characteristics of collaboration is available at the State Library’s LSTA web site:
<<http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>>.

3. What’s the schedule for the planning grant and a full grant application?

Libraries that receive LSTA Project Planning Grants for 2004-05 will be able to begin their planning in July 2004 and will be expected to complete their planning by June 30, 2005. They will then be in a position to submit a Letter of Intent for grant funding in Fall 2005. If their Letter of Intent is successful, then they can submit a full application in late February 2006 for a project that will begin in July 2006.

4. 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; public schools with a qualified school library media center; and the State Library of North Carolina.

A library may submit only one application for an LSTA Project Planning Grant. A “library” is a public library system, public school, or academic institution. [i.e., *A public 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).*]

The applicant must be eligible to apply for the grant program for which they wish to plan. Refer to the *Information & Guidelines* at <<http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>> for individual grant programs to determine which libraries are eligible.

5. What amount of funds may be requested?

The maximum amount that may be requested by a library system is \$15,000, and the minimum is \$1,000. Any amount over \$15,000 that is required for the planning project is the responsibility of the local library.

6. Are local matching funds required?

No local matching funds are required for an LSTA Project Planning Grant.

7. How may the grant funds be used?

LSTA Project Planning Grant funds are intended to help libraries pay for activities that will assist them in planning an LSTA project. Allowable expenditures include:

- fees for the services of a qualified consultant to help carry out planning activities;
- cost of temporary staff that may be required to assist in the administration of a needs assessment or other information gathering activities;
- supplies and postage;
- meeting costs, including the cost of substitutes for public school library media specialist or other school personnel participating in any planning effort; and
- travel / mileage expenses.

These LSTA grant funds may **not** be used for “overhead” or administrative costs; for the cost of entertainment and social events; or the cost to have the grant application written. All proposed expenditures must be justified in the application budget.

8. What special considerations apply to this grant?

If a library wishes to retain a consultant, applicants must arrange for qualified, appropriate consulting assistance. Applicants must either:

- (1) provide complete, convincing information in their grant application about the qualifications of the consultant they plan to hire, **OR**
 - (2) if applicant will use an RFP process that cannot be completed prior to the grant application deadline, they must provide information about the consultant that they plan to hire no later than August 15, 2004. This means that a grant application may be given provisional approval and that the final funding decision will be made if the State Library receives information about the library’s consultant by August 15, 2004, and approves the consultant as having the appropriate qualifications for the planning project.
- (2) if local purchasing policies require an RFP process that cannot be completed prior to the grant application deadline, this means that a grant application may be given provisional approval. The final funding decision will be made if the State Library receives information about the library's consultant no later than August 15, 2004, and approves the consultant as having the appropriate qualifications for the planning project.

So that libraries can submit the required information about the preferred consultant for this application, any RFP or other solicitation of proposals should elicit the following (as requested in Item #2b of the Application):

- Name and address of the consulting firm.
- Name and title of each individual in the consulting firm who will carry out the project and the minimum number of hours each will dedicate to a library's project, and the number of onsite visits that will be made.
- Description of the consultant's previous experience and why it makes the person the appropriate choice to assist you with your project.
- Information from the proposed consultant that delineates how the costs for services will be calculated, including but not limited to projected hours/days to be worked, fees, travel expenses, and other project related expenditures.

Grant applicants are encouraged to undertake the consultant selection process as early as possible; however, **no contract can be signed with a selected consultant until grant agreements are signed by both library representatives and the State Librarian.**

There are distinct advantages to identifying the preferred consultant as early as local policy allows:

- (1) All sections of the application can be completed by the deadline, eliminating any delay in implementing the planning project.
- (2) Consultant schedules sometimes fill up months in advance. If you have a place on a consultant's schedule you will be in a better position to begin your project promptly.

9. What is the basis for selecting projects for funding?

There are three factors that determine whether a library's application is eligible for consideration:

- The application must be **received** by the February 20, 2004 deadline.
- The project must be designed to assist a library in activities aimed at preparing an application for **one** of the following LSTA grant programs: Community-Centered Outreach Grant; NC ECHO Heritage Partner Grant; ECHO Digitization Grant; and Powerful Partners Collaboration Grant.
- The library must be eligible to apply for the grant for which they want to plan.

More information about these grant programs, including eligibility, is available at <http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>.

Before a library can receive funding, the State Library must determine that any selected consultant has appropriate qualifications for the planning project.

The following factors and criteria will be used to determine priority for funding among the eligible applications.

I. Need

Applicants for LSTA Project Planning Grants must demonstrate an understanding of the issues that their planning project will help resolve. Reviewers will expect to see a clear statement of the applicant's current level of readiness as well as where they need to be in order to complete an application for the specified grant program. In other words, there must be a lucid articulation of the gap in their readiness to apply for the specified grant program.

In addition to the clarity of the need, reviewers will be evaluating the level of need in establishing priorities for funding.

II. Appropriateness of Proposed Planning Activities

The appropriateness of the proposed planning activities to the library and the grant program will be another factor in determining the project planning grant recipients. Reviewers will assess factors such as:

- Conformity between the library's mission and proposed planning activities;
- Proposed methodology and its suitability for the proposed project;
- Consultant role, qualifications, and/or criteria for selection; and
- Involvement of suitable partners.

III. Readiness

Evaluation of a library's readiness to carry out a planning process will be multifaceted, considering a series of questions:

- Do the proposed activities reflect an understanding of the grant program's requirements?
- Has the library identified the issues that must be resolved by the planning process?
- Is the library willing to devote adequate time for staff and appropriate members of the community (trustees, local government officials, etc.) to participate in the planning activities, including providing any consultants with background information?
- If the process is a collaborative one, are the partners identified and willing to be fully involved in the planning process?

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/financialfactors0405.htm>.

10. 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, 2004.
- 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.

11. 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, 2005, 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, 2005. 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, 2005 is the final deadline for grant payment/reimbursement requests to be received or postmarked. The State Library will complete all payments by August 30, 2005.

12. What reports must grantees make?

A report of the planning activities will be required from libraries receiving grants. It will be due to the State Library by September 30, 2005. The State Library will provide a form for this report. The grant report will also require a copy of any data or documents that result from this project planning grant.

13. What impact will CIPA have on LSTA grantees?

In Fall 2000, Congress passed the Children's Internet Protection Act (CIPA) establishing certain requirements that affect public and school libraries that use federal funds to support public access to the Internet. One result is that the State Library must assure the Federal Government that affected libraries have Internet safety policies in place and are using technology protection measures, e.g., filtering software technology. This requirement applies to public libraries and public elementary and secondary school libraries that receive LSTA funds to purchase computers for accessing the Internet or to pay for the direct costs of accessing the Internet.

Libraries that participate in the Universal Service (E-rate) program are also subject to CIPA compliance requirements, which are more stringent for the E-rate program than for LSTA.

E-rate CIPA compliance requirements take priority over those for LSTA. This means that a public or school library that is already complying with CIPA under the provisions of the E-rate program does not have to take any further compliance action to be eligible for LSTA funds. For additional information on CIPA compliance for libraries subject to LSTA rules, please see <http://statelibrary.dcr.state.nc.us/lsta/cipa.htm>.

Every library that submits an application for funding to the State Library *must* include the appropriate CIPA certification documents as part of its application package. This applies to all grant applicants—no matter what type of library or what type of grant. This requirement is the result of guidance provided to state library agencies by the Institute of Museum and Library Services (IMLS), the federal agency that administers LSTA.

Additional information on CIPA, with guidelines and all required forms, is available at <http://statelibrary.dcr.state.nc.us/lsta/cipa.htm>.

14. What else do applicants need to know?

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

15. Grant program timeline:

These deadlines apply to the 2004-2005 LSTA Project Planning Grants:

| | |
|------------------------------|--|
| December 20, 2003 | Guidelines and application available to libraries at URL http://statelibrary.dcr.state.nc.us/lsta/lsta.htm |
| February 20, 2004 | Applications due by 5:00 p.m. * |
| June 9, 2004 | Announcement of funded projects |
| July 2004 - June 30, 2005 | Grant project implementation period |
| August 15, 2004 | Information required of provisionally funded libraries due by 5:00 p.m.** |
| October 15, 2004 | Postmark deadline for first grant reimbursement request |
| January 15, 2005 | Postmark deadline for second grant reimbursement request |
| April 15, 2005 | 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, 2005 | Date by which all project funds must be spent |
| July 15, 2005 | Final date to submit reimbursement request for balance of grant |
| August 30, 2005 | State Library completes grant payments |
| September 30, 2005 | Final report due to State Library |

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

** Provisionally funded libraries must provide a more complete and updated timeline, actual budget and budget explanation, and qualifications information for the consultant and consultant's staff. This information must be submitted by August 15, 2004.

16. Where do I apply?

The complete application package should be sent to the address below. Send 1 original application with certifying signatures in blue ink, plus 15 copies (16 total), plus 1 original of the required CIPA certification form(s). 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, 2004.

| 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, 2004 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.

17. For further information:

Questions about the Project Planning Grants should be directed to Penny Hornsby, Federal Program Consultant, Library Development Section, State Library of North Carolina; telephone: 919.807.7420; or e-mail: phornsby@library.dcr.state.nc.us

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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. Publicizing & Acknowledging Funds

Grantees are required to acknowledge IMLS/LSTA when preparing publications and printing materials. They should also publicize grant-supported activities in available and appropriate media.

The following acknowledgement statement must be used when meeting these requirements: "This publication/activity/program/etc) was supported in whole or in part by the Institute of Museum and Library Services under the provisions of the federal Library Services and Technology Act as 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. Relevant legislation includes the following: 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.

12. Audit and Financial Reporting Requirements

LSTA grants 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. The following source documents outline the standards and requirements:

- 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-133 - Audits of States, Local Governments, and Non-Profit Organizations.

LEGAL REFERENCES:

- Nondiscrimination in Federally Assisted Programs – 45 CFR 1110
- Nondiscrimination on the Basis of Handicap in Federally Assisted Programs and Activities – 45 CFR 1170
- Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments – 45 CFR 1183
- Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants) – 45 CFR 1185
- OMB Circular A-102 – Grants and Cooperative Agreements with State and Local Governments
- OMB Circular A-110 – Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
- OMB Circular A-87 - 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

State Library of North Carolina - Library Services and Technology Act
EZ LSTA PROJECT PLANNING GRANT
2004-2005
Application

DUE DATE: Original and required copies must be received by 5:00 p.m. February 20, 2004, in the Library Development Section Office, Room 210.

INSTITUTION/ LIBRARY: _____

MAILING ADDRESS: _____

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

PROJECT MANAGER, NAME / TITLE: _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

GRANT AMOUNT REQUESTED (whole dollars only): _____ **\$**

Total grant amount requested (maximum \$15,000; minimum \$1,000)

PLANNING FOR: Community-Centered Outreach NC ECHO Digitization Grant
 NC ECHO Heritage Partners Grant Powerful Partners Collaboration Grant

ABSTRACT: Provide a brief abstract of your project. Do not exceed the space below.

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 / media coordinator

Printed name & title of local government or institutional authorizing official

Signature, Library Director / Media Coordinator

Signature, above official

Date

Date 12/03

ABSTRACT INSTRUCTIONS:

The abstract should ***clearly and concisely*** summarize your project. The abstract must not exceed the space available on the cover sheet. The abstract should not include information that is not in the body of the proposal.

APPLICATION & SUBMISSION INSTRUCTIONS: 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 required 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.
- Be sure to enclose one (1) original of the required CIPA certification form(s) in your application package. No additional copies are required.

Do not include this instruction page with your application.

1. PROJECT DESCRIPTION:

Use a separate sheet to outline a simple narrative response to the following questions about your proposed planning effort. Keep the project planning grant criteria in mind as you respond:

A. LSTA Project Grant

What LSTA grant program will you be planning for? Why are you interested in that grant program? How are the potential new services or resources you hope to develop consistent with your library's mission and service plan?

B. Need

Explain why you need an LSTA project planning grant.

- What issues do you need to resolve in the planning project?
- How will this help improve your readiness to apply for a full LSTA grant?
- How did you identify these issues?
- Why is the process you outlined for your planning project the best approach to resolving those issues?

C. Planning Grant Objective(s)

In addition to being ready to apply for a full LSTA grant, what results will you look for when planning activities are completed? Describe any testing or evaluation of concepts that you expect to occur during this planning project.

D. Project Partners

- a. Describe your plans to work with other libraries, agencies and/or community organizations as partners in your planning project. If you have chosen not to work with partners in your planning and/or you do not expect to propose a collaborative project, please explain why.
- b. Describe how you will involve others in the community (e.g. trustees, community leaders, and/or local government, school or campus officials) in your planning effort.

E. Action Plan

- a. Create a timeline that lists the sequence of projected activities with anticipated completion dates. Be sure to reflect the grant timeline, and remember to accommodate the local institutional approval process and the grant program deadlines.

Note:

- If a consultant has been selected, the timeline should be prepared in consultation with him/her.
- If an RFP must be advertised before a consultant can be selected, this timeline will need to be provided to the State Library by August 15, 2004.

- b. Outline the library's plan for providing adequate time for staff to participate in the planning process and (if you are planning to hire a consultant) to assist the consultant with background information.

2. Project Consultant and Other Personnel

a. If you are proposing to hire a consultant, describe the role and key responsibilities of the consultant.

b. Provide the following information about the consultant(s) chosen to assist you¹:

- Name and address of the consulting firm.
- Name and title of each individual in the consulting firm who will carry out the project and the minimum number of hours each will dedicate to a library's project, and the number of onsite visits that will be made.
- Describe the consultant's previous experience and why it makes the person the appropriate choice to assist you with your project.
- Attach a document from the proposed consultant that delineates how the costs for services will be calculated, including but not limited to projected hours/days to be worked, fees, travel expenses, and other project related expenditures.

c. If you have not yet selected the consultant, outline your criteria, your process and your timeline for selecting the proposed project consultant. The criteria used to select a consultant should ensure that the consultant has appropriate experience and skills to provide the particular assistance the library requires.

d. Describe the role and responsibility of any other personnel that you propose to hire to assist with the project planning, and the qualifications that you will seek.

3. BUDGET WITH ESTIMATED PROJECT EXPENDITURES:

A. BUDGET TABLE

Complete the budget table to provide the estimated costs required to carry out the project.

B. BUDGET NARRATIVE

Provide a clear explanation of each expenditure included in your budget—its purpose, how you arrived at the amount, and any other information that will help reviewers understand how you will be spending money in support of the project's objective and action plans.

If you expect to use a consultant and the information cannot be supplied until a consultant is selected, it will be required from any library selected for funding by August 15, 2004.

Attach a document from the proposed consultant that delineates how the consultant costs will be calculated, e.g. personnel costs, travel costs, meals, etc.

¹ If a consultant has not yet been selected, this information must be provided to the State Library by any library selected for funding by August 15, 2004.

3A. BUDGET TABLE

| EXPENDITURE CATEGORY | LSTA | LOCAL (if any) | TOTAL |
|---------------------------------------|-----------------|-------------------|----------------|
| A. Temporary Staff Wages and Benefits | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| Subtotal | _____ | + | = _____ |
| B. Consulting Fees | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| Subtotal | _____ | + | = _____ |
| C. Supplies | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| Subtotal | _____ | + | = _____ |
| D. Postage | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| Subtotal | _____ | + | = _____ |
| E. Printing | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| Subtotal | _____ | + | = _____ |
| F. Travel Costs | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| Subtotal | _____ | + | = _____ |
| G. Other Expenditures (specify) | | | |
| _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| Subtotal | _____ | + | = _____ |
| H. TOTAL A through G | \$ _____ | + | = _____ |

4. CIPA CERTIFICATION AND COMPLIANCE:

Every library that submits an application for funding to the State Library *must* include the appropriate CIPA certification document(s) as part of its application package. However, most libraries will not be subject to CIPA compliance as a result of the receipt of LSTA funds.

Applicants should *carefully* read the CIPA Certification Guidelines for LSTA Grant Applicants <<http://statelibrary.dcr.state.nc.us/lsta/certguidelines.pdf>> to determine what document(s) to submit. Only *one* original of each required document should be submitted with the application.

Libraries interested in compliance information should read the LSTA CIPA Compliance Information document at <<http://statelibrary.dcr.state.nc.us/lsta/compliance.pdf>>. A single web page with these links is at <<http://statelibrary.dcr.state.nc.us/lsta/cipa.htm>>.

If you have questions regarding CIPA certification and compliance, please contact Grant Pair at gpair@library.dcr.state.nc.us or 919.807.7408.

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**SUBMISSION & FORMAT INSTRUCTIONS:** Make sure that your application is prepared according to the recommended format. Refer to instructions on page 2 of the Application.

***DUE DATE:*** *The complete application package must be received by 5:00 p.m. February 20, 2004 in the Library Development Section Office, Room 210.*

**SEND 1 original application with certifying signatures in blue ink, plus 15 copies (16 total), plus 1 original of the required CIPA certification form(s).**

| <b>Delivery by US Postal Service:</b> | <b>Delivery by commercial service (e.g. FedEx, UPS),<br/>or hand delivery: RECOMMENDED</b> |
|---------------------------------------|--------------------------------------------------------------------------------------------|
| 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, 2004 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.

**Do not include this instruction page with your application.**