

**EZ LSTA PROJECT PLANNING GRANT  
2008-2009**

**PROGRAM-SPECIFIC 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 specific 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. The ultimate services or resources for which the library is planning must be consistent with the library's mission and strategic plans.

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

- Library Outreach Services Grants;
- NC ECHO Digitization Grants; and
- Technology 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 to targeted audiences;
- building collaborative partnerships and developing project plans; and
- assessing archival and special collections and creating plans for digitizing them.

This grant program helps achieve all three Goals of the *Library Services & Technology Act Five-Year Plan 2008-2012* (<<http://statelibrary.dcr.state.nc.us/lsta/plan2008-12.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 Library Outreach Services 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. [An LSTA Project Planning Grant is not a prerequisite for a Library Outreach Services Grant, but the needs assessment must be done prior to applying for Library Outreach Services funding.]
- 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. Libraries planning for an NC ECHO Digitization Grant should use the project planning grant to address both content and process.
- 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.

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 purposes 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 that produces successful programs and services.

- Multiyear projects are an option in the grant categories for which a library may plan using this LSTA Project Planning Grant. Libraries expecting to propose a multiyear project will generally be well-served to first implement a Project Planning Grant to ensure careful consideration of issues that are likely to affect a longer term project -- especially if partnering with other libraries or institutions.

### **3. What is the schedule for the planning grant and a full grant application?**

Libraries that receive 2008-2009 LSTA Project Planning Grants may be able to complete most of their planning activities during summer and fall 2008. They will then be in a position to submit a Letter of Intent for grant funding in Fall 2008. If their Letter of Intent is successful, then they can submit a full application in late February 2009 for a project that, if funded, will begin in July 2009.

### **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\*;
- library/media center administrative units of public school districts [A public school district is a local school administrative unit as defined in Chapter 115C of the North Carolina General Statutes.];
- qualified special libraries\*;
- qualified state agency libraries\*;
- the State Library of North Carolina.

- \* In order to be eligible for LSTA funds, a library must meet these basic requirements:
  - be at least 51% publicly funded, or not-for-profit;
  - be headed by a trained library professional (school libraries must be headed by a full-time certified school media coordinator; all other libraries must be headed by a person with an MLS);
  - have a cataloged collection of information resources, designated space, a materials budget, and be open a minimum of 20 hours per week.

Additional requirements exist based on the type of library. See the *Library Services and Technology Act Five-Year Plan 2008-2012*, page 15, for more information:

<<http://statelibrary.dcr.state.nc.us/lsta/plan2008-12.pdf>>.

**IMPORTANT NOTE: The applicant must be eligible to apply for the grant program for which they wish to plan.** Read the 2008-2009 program-specific information and guidelines

(<<http://statelibrary.dcr.state.nc.us/lsta.htm>>) for pertinent grant programs to determine which libraries and organizations are eligible.

An eligible library or organization may submit only one application for an LSTA Project Planning Grant in this round. A “library” is the eligible public library system 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)*].

Collaborative projects involving more than one library system are allowable; however, one of the partner libraries must be the lead library, responsible for accepting and administering the grant funds.

**5. What amount of funds may be requested?**

The maximum amount that may be requested is \$15,000. Any costs above the maximum award are the responsibility of the local library(ies).

**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 coordinator or other school personnel participating in any planning effort; and
- travel / mileage expenses.

All proposed expenditures must be justified in the application budget.

**Unallowable 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.

In planning for an NC ECHO Digitization Grant, these grant funds may **not** be used for

- collection development activities, including the identification and acquisition of new materials;
- conventional arrangement, description, and cataloging of source material;
- retrospective conversion of catalog records; or
- preservation activities or materials (reformatting of media, preservation enclosures, etc.).

**8. What special considerations apply to this grant?**

If a library wishes to retain a consultant, that person or firm must be qualified to provide the necessary consulting assistance. A library must provide convincing information in the grant application about the consultant’s qualifications and relevant experience. To enable the library to provide this information, any RFP or other solicitation of proposals should elicit the following (as requested in #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 the project, and the number of onsite visits that the consulting firm will make.

- Description of the consultant's previous experience and why it makes the person the appropriate choice to assist 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.

NOTE: To assist libraries in finding a consultant, the State Library maintains a Consultant List. See the list at <http://statelibrary.dcr.state.nc.us/lsta/consultants.htm>.

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

### **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 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: Library Outreach Services Grant, NC ECHO Digitization Grant, or Technology 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>; see 2008-2009 LSTA Grant Programs.

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 must demonstrate that they understand both the grant program and the issues they must resolve before they are ready to submit an application for a full grant. 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 why/how they are not yet ready to apply for the specified grant program.

In addition to the clarity of the need, reviewers will be evaluating the level or extent 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 LSTA 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?

**See Section #1 of *General Information & Provisions* document for 2008-2009 LSTA grants (<<http://statelibrary.dcr.state.nc.us/lsta/GenInfoProvs08-09.pdf>>) for additional factors and issues that may be taken into account in the review of all grant proposals and selection of applications for funding.**

#### **10. For further information about this grant program:**

Questions about the LSTA Project Planning Grants should be directed to Penny Hornsby, Federal Programs Consultant, Library Development Section, State Library of North Carolina, at <[penny.hornsby@ncmail.net](mailto:penny.hornsby@ncmail.net)> or 919-807-7420.

SLNC 12/07

**EZ LSTA PROJECT PLANNING GRANT  
2008-2009  
Application**

**DUE DATE:** *Original and 15 copies must be received by 5:00 p.m. February 21, 2008, in the Library Development Section Office, Room 310A.*

**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):** \_\_\_\_\_ **\$**  
(grant request maximum \$15,000)

**PLANNING FOR:**    \_\_\_ Library Outreach Services Grant  
                      \_\_\_ NC ECHO Digitization Grant  
                      \_\_\_ Technology Grant

**ABSTRACT:** Provide a brief abstract of your project in the space below. See instructions on the following page.

**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 or media coordinator

\_\_\_\_\_  
Printed name & title of local government or institutional authorizing official

\_\_\_\_\_  
Signature, library director or media coordinator

\_\_\_\_\_  
Signature, above official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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## ABSTRACT INSTRUCTIONS

The abstract should ***clearly and concisely*** summarize your project. The abstract must not exceed the space available on the signature page (page 1). The abstract should only include information that is in the body of the proposal.

## INSTRUCTIONS FOR PREPARING AND COLLATING YOUR APPLICATION

Refer to Section #9 in the *General Information & Provisions* for LSTA Grants 2008-2009 at <http://statelibrary.dcr.state.nc.us/lsta/GenInfoProvs08-09.pdf>.

**It is critical that you review all grant program information and guidelines before completing this application. See:**

- *Program-Specific Information & Guidelines* for LSTA Project Planning Grant 2008-2009 (within this document, preceding this application form; also, <http://statelibrary.dcr.state.nc.us/lsta/ProjPlanGLApp08-09.pdf>), and
- *General Information & Provisions* for 2008-2009 LSTA grants at <http://statelibrary.dcr.state.nc.us/lsta/GenInfoProvs08-09.pdf>.

### 1. PROJECT DESCRIPTION

Use a separate sheet to outline a simple narrative response to the following questions about your proposed planning effort. Keep in mind the project planning grant criteria 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 strategic plans?

#### b. Need

Explain why you need an LSTA Project Planning Grant.

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

#### c. Planning Grant Objective(s) / Outcome(s)

In addition to being ready to apply for a full LSTA grant, what results/outcomes 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. Libraries planning for an NC ECHO Digitization Grant should expect the results of the Project Planning Grant to address both content and process for the intended project.

#### d. Project Partners

- 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.
- 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**

- Create a timeline that lists the sequence of projected activities with anticipated completion dates. The timeline should be prepared in consultation with any consultant(s) and partner(s). Remember to accommodate the local institutional approval process and the grant program deadlines.
- 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 you:
- Name and address of the consulting firm.
  - Name and title of each individual in the consulting firm who will carry out the project, the minimum number of hours each will dedicate to the project, and the number of onsite visits that the consulting firm will make.
  - 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 of work, fees, travel expenses, and other project related expenditures.
- c.** 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 on the following page 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 objectives and action plans.

Include a document from the proposed consultant that delineates how the costs for services will be calculated (as required in 2b above).

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

**3.a. BUDGET TABLE**

| EXPENDITURE CATEGORY                  | LSTA            | LOCAL<br>(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                              | _____           | + _____           | = _____        |
| <b>H. TOTAL A through G</b>           | <b>\$ _____</b> | <b>+ _____</b>    | <b>= _____</b> |

#### 4. CIPA CERTIFICATION AND COMPLIANCE

Every public library and public elementary and secondary school library that submits an application for funding to the State Library must include one original of the Internet Safety Certification document <<http://statelibrary.dcr.state.nc.us/lsta/SafetyCert2007.pdf>> as part of its application package. However, most libraries will not be subject to CIPA compliance as a result of receiving LSTA funds.

Those interested in compliance information should read the LSTA CIPA Compliance Information document at <<http://statelibrary.dcr.state.nc.us/lsta/compliance08.pdf>>.

If you have questions regarding CIPA certification and compliance, please contact Grant Pair at <grant.pair@ncmail.net> or 919-807-7408.

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**APPLICATION CHECKLIST:** A complete application package will include:

- \_\_\_\_\_ Application signature page signed by appropriate persons.
- \_\_\_\_\_ Complete proposal that responds to every required section of the application.
- \_\_\_\_\_ Complete budget table, with figures that add up correctly.
- \_\_\_\_\_ Budget narrative.
- \_\_\_\_\_ **1 original application** with certifying signatures **in blue ink, plus 15 copies** (16 total).
- \_\_\_\_\_ **1 original** of the required **CIPA** certification form.

#### SUBMISSION & FORMAT INSTRUCTIONS

Make sure that your application is prepared according to the recommended format. Refer to instructions in Section #9 of *General Information & Provisions* for LSTA Grants 2008-2009 at <<http://statelibrary.dcr.state.nc.us/lsta/GenInfoProvs08-09.pdf>>.

#### DELIVERY INFORMATION

***DUE DATE: The complete application package must be received by 5:00 p.m. February 21, 2008 in the Library Development Section Office, Room 310A.***

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

**Warning: To be considered, applications must be received in the Library Development Office by the 5:00 p.m. February 21, 2008 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.