

**State Library of North Carolina - Library Services and Technology Act
EZ GRANT – LSTA PROJECT PLANNING
2003-2004
Information & Guidelines**

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 several LSTA grant programs. 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>>.

- Hispanic Services 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 new *Library Services & Technology Act Plan for Implementation in North Carolina – 2003-2007* (available at the following URL: <<http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>>):

- *Goal #1: Achieving Equity in Library Service*
 - *Outcome 1.2: North Carolinians have access to library services relevant to their needs.*
 - *Strategic Focus: Develop and expand community-centered services.*
 - × *1.2.B. Output: Aid libraries of all types in projects to develop or expand services for unserved and underserved groups identified through community-based needs assessment and planning.*
 - *Outcome 1.4: North Carolina's library leaders have access to the skills, information, tools, and resources they need to provide excellent library service.*
 - *Strategic Focus: Develop & assist library leaders, managers & staff.*
 - × *1.4.B. Provide library managers with the resources they need to plan and evaluate library services.*

Why is the State Library offering these grants?

Planning successful applications for some of North Carolina's LSTA grant programs requires substantial preliminary work. These 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 Hispanic Services Grants require that a library develop a working relationship with representatives of the Hispanic community as well as plan and implement an effective needs assessment. These activities require time, and the 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>.

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

Libraries that receive LSTA Project Planning Grants for 2003-04 will be able to begin their planning in July 2003 and will be expected to complete their planning by June 30, 2004. They will then be in a position to submit a Letter of Intent for grant funding in Fall 2004. If their Letter of Intent is successful, then they can submit a full application in late February 2005 for a project that will begin in July 2005.

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).*]

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.

Are local matching funds required?

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

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.

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 local procurement policies require 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, 2003. 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, 2003, 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 #1C 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.

What is the basis for selecting projects for funding?

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

- The application must be **received** by the February 20, 2003 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: Hispanic Services or other outreach project¹; NC ECHO Digitization Grant; and Powerful Partners Collaboration Grant. (More information about these grant programs is available at <http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>.)

Before a library can receive funding, the State Library must determine that the 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?

¹ The State Library anticipates that grants will be available for outreach to users in other unserved and underserved groups beyond Hispanic populations for implementation in the 2004-2005 year.

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/financialfactors0304.htm>.

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, 2003.
- 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.

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, 2004, 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, 2004. 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, 2004 is the final deadline for grant payment/reimbursement requests to be received or postmarked. The State Library will complete all payments by August 30, 2004.

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, 2004. The State Library will provide a form for this report.

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 9.) Please read these carefully.

Grant program timeline:

These deadlines apply to the 2003-2004 LSTA Project Planning Grants:

December 20, 2002	Guidelines and application available to libraries at URL http://statelibrary.dcr.state.nc.us/lsta/lsta.htm
February 20, 2003	Applications due by 5:00 p.m. *
June 5, 2003	Announcement of funded projects
July 2003 – June 30, 2004	Grant project implementation period
August 15, 2003	Information required of provisionally funded libraries due by 5:00 p.m.**
October 15, 2003	Postmark deadline for first grant reimbursement request
January 15, 2004	Postmark deadline for second grant reimbursement request
April 15, 2004	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, 2004	Date by which all project funds must be spent
July 15, 2004	Final date to submit reimbursement request for balance of grant
August 30, 2004	State Library completes grant payments
September 30, 2004	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 (application section #1C). This information must be received in the State Library's Library Development Section Office, Room 210, Archives & State Library Building.

Instructions for preparing and collating your application:

Your application is one of many that reviewers will read. (Some State Library staff reviewers read more than 200 applications.) 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 initial signature page. Handwritten page numbers on attachments are acceptable.
- When using attached sheets to answer questions, repeat 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.

Where do I apply?

Completed application forms should be sent to the address below. Send 16 applications, including one with original signatures **in blue ink**. 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, 2003.

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, 2003 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.

For further information:

Questions about the LSTA Project Planning Grants should be sent to this e-mail address: nclsta@library.dcr.state.nc.us. Include your question and full contact information, and the appropriate State Library staff member will either e-mail a response or call you to follow-up.
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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. Publications and Presentations

Grantees are expected and encouraged to publicize projects in available and appropriate media outlets. Public relations releases concerning the project, or any publications or materials produced as a part of the grant project, must include the following statement: "This project is ___% supported with federal LSTA funds made possible through a grant from the Institute of Museum and Library Services, 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.

12. Audit Requirements

Grant funds 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, and, as applicable, according to the standards of the Single Audit Act of 1984 as amended 1996.

SOURCE DOCUMENTS:

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-87 Revised, ("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").

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.

Code of Federal Regulations, 31 U.S.C. Section 1352 (certification regarding lobbying).

Code of Federal Regulations, 45 CFR Part 1183, ("Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments").

OMB Circular A-133 Revised, ("Audits of States, Local Governments, and Non-Profit Organizations").

State Library of North Carolina - Library Services and Technology Act
EZ GRANT – LSTA PROJECT PLANNING
2003-2004
Application

DUE DATE: *Received by the State Library by 5:00 p.m. on February 20, 2003*

INSTITUTION/ LIBRARY: _____

MAILING ADDRESS: _____

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

CONTACT PERSON / TITLE: _____

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

GRANT AMOUNT REQUESTED (whole dollars only): _____ **\$** _____
Total grant amount requested (maximum \$15,000; minimum \$1,000)

PLANNING FOR: Hispanic Services Grant NC ECHO Digitization Grant Powerful Partners Collaboration Grant

ABSTRACT: Provide in the space below an abstract of your planning project.

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. The appropriate authorities of the applying institution/library have authorized this application.

Printed name of library director / media coordinator

Printed name & title of local government or institutional authorizing official
(for public schools this official is the principal)

Signature, Library Director / Media Coordinator

Signature, above official

Date

Date

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1. PROJECT DESCRIPTION:

Use a separate sheet to outline a simple narrative response to the following questions about your proposed planning effort.

Keep the grant criteria in mind and include the following:

A. Project Objective

What is your planning project's objective? What do you want to accomplish?

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. Project Consultant and Other Personnel

- a. If you are proposing to hire a consultant, describe the role and key responsibilities of the consultant.
- b. Outline your criteria for selecting the proposed project consultant.
- c. Describe the role and responsibility of any other personnel that you propose to hire and the qualifications that you will seek.
- d. Provide the following information about the consultant(s) chosen to assist you²:
 - 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.

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.

² 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, 2003.

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, 2003.

- 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.

F. Budget

- a. Complete the budget form shown with Question #3.
- b. In this section of your 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.

2. CONSULTING ASSISTANCE

If you are requesting funding for consulting assistance, please complete this series of questions.

- A. Is it mandatory that your library issue an RFP for consulting services under local government/institution policies?

YES _____ NO _____

- B. If the library is required to issue an RFP, please provide the following information:

Activity	Date
Preparation of RFP completed	
RFP advertised for consultant responses	
Consultant proposal submission deadline	
Bid/Proposal opening	
Bid/Proposal evaluation completed	

3. BUDGET WITH ESTIMATED PROJECT EXPENDITURES:

Complete the attached sheet outlining your proposed budget for project expenditures.

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	\$ _____	+	= _____

SUBMISSION INSTRUCTIONS:

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