

**State Library of North Carolina – Library Services and Technology Act
EZ SCHOOL LIBRARY COLLECTION DEVELOPMENT GRANTS
2003-2004
Information & Guidelines**

What is this grant program and its purpose?

This grant program is designed to help school library media centers highlight the importance of a current, accurate, and attractive collection of curriculum-related books to support student achievement. The availability of grant funds and the requirement for matching funds are designed to leverage additional money to help build print collections and bring heightened attention to the need for improvement of the school library's current collection.

These grants are not intended to be an ongoing source to solve the problem of inadequate print resources. And with the high level of need and over 2000 schools in the state, current policies limit each school to one grant.

This grant program supports Goal #3 of the *Library Services and Technology Act Plan for Implementation in North Carolina, 2003-2007* (<<http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>>): *Goal #3: Libraries and librarians lead in support of learning and discovery for children and teens. Outcome 3.2: North Carolina's children and teens have access to the full range of ideas and information.*

These grants are from federal funds allocated to the State Library of North Carolina under the Library Services & Technology Act (P.L. 104-208, as amended), administered by the federal Institute of Museum and Library Services (IMLS).

Who may apply?

Libraries that meet these criteria may apply:

- Serve **public** elementary, middle, junior and senior high schools.
- Meet the definition of an eligible library from *Library Services & Technology Act Plan for Implementation in North Carolina* (see <http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>).
- Have not received a grant for collection development in previous years.

An eligible public school library media center may submit only one grant application.

What amount of grant funds may be requested?

The maximum grant request is \$10,000; the minimum is \$1,000.

Are matching funds required?

Matching funds are required for all School Library Collection Development Grants. Matching funds demonstrate the school's commitment to the library and its print collection. They must be clearly documented in the application and must meet these guidelines:

- Provide \$1 to \$1 match (e.g. if a library requests \$3,000, the required match is \$3,000.)

- Come from any combination of local or state sources. **Federal funds cannot be used to match the grant.**
- Not replace funds normally committed to the library book budget. Consequently, the match amount must represent funds that are in **addition to** an average of the library's book expenditures for the two fiscal years prior to the year the grant project will be implemented.
Example: ABC School Library Book expenditures 2001/2002 = \$6,000
Book expenditures 2002/2003 = \$8,000
Average for the last two fiscal years = \$7,000

TIP: Using the example above, if ABC school library applies for \$5,000 in grant funds, it also must provide \$5,000 in matching funds. The \$5,000 in matching funds must be **in addition to** the library's projected 2003-2004 funds for books of at least \$7,000 (average of the last two years). If awarded grant funding, the library's total dollars available for books for 2003-2004 would then be at least \$17,000 (\$7,000 regular budget + \$5,000 grant match + \$5,000 grant).

- May **not** be money normally available to the media center that may be expended for books (e.g., such funds might include fines, lost/replacement funds, book fair proceeds).
- Must be spent for an allowable expenditure under grant guidelines. [See below: "How may the project funds be used?"]
- Must be available and spent during the same time period as the grant funds: 2003-2004 grants **and match** are to be spent in the 2003-2004 school year.
- Must be from source(s) clearly explained in the grant application.
- **Must be available for expenditure by August 1, 2003.**

How may the project funds be used?

Project funds (grant funds and matching funds) may be used to purchase **books** that support the school curriculum. This may include general non-fiction, fiction, and reference materials. Cassette tapes may be purchased **only** if part of an appropriate book/cassette combination or as audio books to fulfill the needs of specific user populations. Associated expenses are also allowable: jobber processing costs, as well as shipping/handling, and taxes (if taxes are not recouped by the school).

Grant funds and local matching money may not be used for the following:

- Class sets of books.
- Accelerated Reader (or other reading program) testing software/disks and spine labels.
- Internal processing costs
- Equipment
- Computer software and other media: cassette tapes (except as noted above), videos, CD-ROMs etc.
- "Overhead" or indirect/administrative costs.

Libraries that wish to buy more than five copies of one title should provide a clear, concise explanation. The State Library retains the right to disallow such expenditures.

What is the basis for selecting projects for funding?

To be eligible for consideration, an application must be received by the February 20, 2003 deadline.

Reviewers use these factors and criteria to determine priority for funding among the eligible applications.

I. Need and Impact on Adequacy

The application must clearly explain the deficiencies in the current library media center book collection and show how the project will improve the collection. Assessment of need and appropriateness of the proposed collection development project will be determined by answers to the following questions.

- How many books/volumes does the library media center currently own?
- What is the average age (i.e., copyright date) of the current book collection?
- How many and what specific curricular areas will be supported by the planned purchases?
- What impact will this project have on the library's progress in achieving adequate resources to meet user needs in the specified areas?

MEASURES OF NEED FOR COLLECTION DEVELOPMENT GRANTS

Secondary, Middle and Unit Schools

Excerpt from "Library Media Services" in *Accreditation Standards 2000* (Commission on Secondary and Middle Schools, Southern Association of Colleges and Schools).

Principle: An effective school provides access to a balanced, up-to-date, and well-maintained collection of library media resources to support the curriculum.

The school shall provide a balanced collection of 2,000 usable library volumes, or at least 10 volumes per student, whichever is greater. Schools with enrollment in excess of 1,500 students must provide at least 15,000 usable volumes.

Elementary Schools

Excerpt from "Library/Media Services" in *Checklist of Standards for the Accreditation of Elementary Schools, 2002-2003 School Year* (Commission on Elementary and Middle Schools, Southern Association of Colleges and Schools).

The library/media center's collection of print and non-print media is current, comprehensive and carefully selected in terms of the school's mission and instructional program.

The book collection contains a minimum of 10 books per student or 1,500 books, whichever is greater. No school is required to have more than 10,000 books.

II. Readiness

The library must provide a recent collection assessment and the collection development plan based on that assessment as part of the application.

TIP: The grant application requires a collection development plan, and not merely a collection development policy. For definitions of both, refer to *IMPACT: Guidelines for School Library Media and Instructional Technology Programs* (North Carolina Department of Public Instruction)

Helpful information for collection assessment is available in the online version of *IMPACT* on the NCWISEOWL web site under the link for Media and Technology at <http://www.ncwiseowl.org/impact.htm>. Chapters on Program Administration may be especially useful.

III. Local Commitment

Applicants should demonstrate involvement of faculty and staff in planning and the school's support for the project. In addition, the budget information must clearly demonstrate the school's financial commitment. Reviewers will evaluate this support using the following information:

- Participation of the Media Advisory Committee in planning the collection development project, including a letter of support signed by the Media Advisory Committee members that documents their involvement.
- The source of matching funds, which must clearly be new funds provided in addition to the average of the library's book expenditures from all sources in the two previous years.
- A signed statement from the principal, library media coordinator, chair of the Media Advisory Committee, and school treasurer committing to the match and identifying the source of the matching funds.

IV. Ability to Pay and Local Effort

Two additional factors will serve as measures of school need *if all other factors are equal in the review of a group of grant proposals*. Those are:

- The relative resources available to fund schools from local government (i.e. "**ability to pay**")—that is, the relative wealth status of the community based on the per capita local tax base). An additional indicator of ability to pay will be participation in the federal free and reduced school lunch program. The Application will require the percentage of students qualifying for federal free and reduced school lunches in the 1st Month 2002-2003.
- The relative **effort** of the school (i.e. "local effort") in supporting school library services—that is, per capita support of a school library or the library operating expenditures as a percentage of the general expenditures for the school. As an indicator of this local effort for this grant program, the Application will require figures and supporting documentation to show amounts of state instructional materials funds at the school level and allocated to the school media center.

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, a representative from the NC Department of Public Instruction and at least one peer reviewer. Reviewers will use the grant program criteria to evaluate applications. 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. Official award letters and grant agreements for signature will be mailed to funded applicants.
- **No project funds (grant or matching dollars) may be encumbered or expended until the school and library representatives and the State Librarian sign the grant agreement.**

How are grant payments made?

Grant funds are paid on a **reimbursement** basis. Libraries/schools pay project expenses using their own funds and are then reimbursed for *actual* documented expenses (copies of invoices) up to the grant amount awarded. Detailed information on the reimbursement process is included in grant award packets.

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.

All grant payment/reimbursement requests must be received or postmarked by April 15, 2004. [See Important Note below.]

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.

Important Note: Grant funds are paid/reimbursed when libraries provide evidence (i.e. copies of invoices) that they have spent an equal amount of matching dollars. This grant reimbursement process

- can potentially cause cash flow problems for your school; please be aware of this possibility when planning your project.
- means that all project purchases (both grant and match based) must be completed and invoiced by April 15, 2004.

What reports must grantees make?

As part of the evaluation process for this grant program, all grant recipients must complete a report on the grant-funded project. It will be due to the State Library by May 31, 2004. The report will include a summary of project expenditures and a narrative description of the project's impact on the development of curriculum-related book collections that are accurate, current and attractive. The State Library will provide a form for the grant report.

What else do applicants need to know?

Because these grants are from federal funds administered through a state agency, all grantees must adhere to required federal and state provisions. (See **Grant Provisions**, page 8.) *Please read these carefully.*

TIPS:

- Reviewers may not be familiar with all your acronyms; please spell them out.
- In previous years, as many as two hundred School Library Collection Development Grant applications have been received and reviewed. Reviewers respond more favorably to proposals that follow the directions and are clear, concise, and not excessive in length.

Grant program timeline:

These deadlines apply to the 2003-2004 School Library Collection Development 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
August 1, 2003	Matching funds must be available for expenditure
October 15, 2003	Postmark deadline for first grant reimbursement request
January 15, 2004	Postmark deadline for second grant reimbursement request
April 15, 2004	Final postmark date to submit reimbursement requests (All project invoices must be in hand to meet this deadline.)
May 31, 2004	Final report due to State Library
May 31, 2004	Date by which all project payments must be completed

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

Instructions for assembling and collating your application:

- Be sure to number and identify each question and appendix.
- Use a header on each page that includes your school name and page number.
- Consecutively number the entire application.
- Copy your pages on plain white paper, front and back if possible.
- Staple application in upper left corner.

- Do not include a special cover page.
- Do not enclose the application in binders or notebooks.

Strong Recommendation: Be conservative in the number and quantity of attachments! Attach only sufficient material to provide an adequate response. Reviewers are unlikely to pay attention to large quantities of materials (such as entire shelf listings).

Where do I apply?

Completed application forms should be sent to the address below. Send 10 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:

Interested applicants are encouraged to direct any questions about School Library Collection Development Grants to Jim Rosinia, Youth Services Consultant, State Library of North Carolina, Library Development Section; telephone: 919.733.2570; or e-mail: jrosinia@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. 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 50% 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 SCHOOL LIBRARY COLLECTION DEVELOPMENT GRANT
2003-2004
Application**

DUE DATE: *Received by 5:00 p.m. February 20, 2003 in the Library Development Section Office, Room 210.*

SCHOOL NAME: _____

MAILING ADDRESS: _____

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

SCHOOL CODE: (6 digits) _____ **FED. EMPLOYER ID #:** (9 digits) _____

PROJECT MANAGER, NAME / TITLE: _____

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

FUNDS (whole dollars only):	Grant Amount Requested	\$
	Grant request maximum \$10,000; minimum \$1,000)	+
	Matching Funds	\$
	(Match must equal grant amount requested)	
	Total Project Funds =	\$

ABSTRACT: In the space below, summarize your project. At minimum, specify collection areas to be developed and approximate number of books you will add. (Use a font size no smaller than 10.)

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 school.

Printed name of Media Coordinator Signature of Media Coordinator Date

Printed name of School Principal Signature of Principal Date

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1. SCHOOL DATA:

Complete the table below.

Number of students in your school (i.e. eligible library users): (Official school enrollment/membership 1 st month 2002-2003)			
What percentage of students in your school qualified for federal free and reduced school lunches in the 1st Month 2002-2003?			%
State Instructional Materials Funds:	2000-2001	2001-2002	2002-2003
For the whole School	\$	\$	\$
Allocated to the Media Center (if any)	\$	\$	\$

2. OTHER SCHOOL & MEDIA CENTER INFORMATION:

The following information relates to your school library's eligibility for this grant program. Shade or place a check mark in the appropriate YES or NO box and complete any additional requested information.

	YES	NO	QUESTION
a.			Is your school library media center headed by a full-time school media coordinator? If yes, provide name. Name: _____
b.			Does your school library have a cataloged collection of information resources?
c.			Is the school library housed in a designated space?
d.			Does the school library have a yearly materials budget?
e.			Is the school library media center open at least 20 hours per week?
f.			Is there flexible/continuous access for all students to the library media center throughout the school day?
g.			Is your school recognized as a public school by the North Carolina Department of Public Instruction?
h.			Is your school accredited by the Southern Association of Colleges and Schools (SACS)? If yes, provide: Date of initial accreditation _____ Date of last re-accreditation visit from SACS _____

3. LIBRARY MEDIA CENTER – BOOK AND FISCAL RESOURCES:

Factors that reviewers will use to determine need and priorities for funding will include the number of titles/volumes and average age of book resources available to users in your school library. A basis for comparison is SACS standards for library media services and collections (see *Information and Guidelines*, box on page 3).

a. Library Media Center BOOK Resources

Complete as many boxes as you can using the most current figures available:

Category	Numbers or Date
Book titles , number in library collection	
Book volumes , number in library collection	
Date of last inventory	
Date collection development plan completed (mo/year)	
Average copyright date of fiction books	
Average copyright date of nonfiction books	
Average copyright date of all books	
(or specify other assessment of book collection age)	

b. Expenditures for Books by Source of Funds

Provide information about the school library media center's expenditures for its **book** collection for the past two years as well as planned expenditures for the current year.

Source of Funds for Book Purchases	Expended 2000-2001	Expended 2001-2002	Budgeted 2002-2003
Local school system funds	\$	\$	\$
State Instructional Materials funds			
PTO			
Fines & replacements			
Book fairs			
Other (specify)			
Total Expenditures for Books	\$	*\$	*\$

Explain any differences of more than 50% year to year.

* The averaged amount of the dollars in these two boxes is the two-year average amount that you will be committed to spend as your base or "regular" book expenditures in 2003-2004, if awarded a grant. The grant and the local match for the grant must be **in addition to** this base book expenditures amount.

c. Library Media Center Funding

Complete the two forms below. If necessary, modify income sources and expenditure categories to match your local situation. And, if available, attach as **Appendix A** copies of documentation (e.g. budget printouts) for the 2001-2002 and 2002-2003 budget information included in the forms below.

EXAMPLE:

SCHOOL YEAR 2001-2002			
Income / Revenues		Expenditures	
Source	Amount	Category	Amount
State Instruc Materials	\$325	Library books	\$1,200
Periodicals allotment	\$450	Periodical subscriptions	\$450
Title I	\$1,000	Supplies	\$260
PTO	\$500	Automated system maint.	\$150
Book fairs	\$245	Videos	\$325
Fines & lost books	\$65	AR tests	\$200
(other as needed)		(other as needed)	
Total	\$2,585	Total	\$2,585

For 2001-2002, report actual income and expenditures for the school library media center using this form. You may modify the form if your local categories differ.

SCHOOL YEAR 2001-2002 (Actual)			
Income / Revenues		Expenditures	
Source	Amount	Category	Amount
State Instruc Materials		Library books	
Periodicals allotment		Periodical subscriptions	
Title I		Supplies	
PTO		Automated system maint.	
Book fairs		Videos	
Fines & lost books		AR tests	
(other as needed)		(other as needed)	
Total		Total	

For the current 2002-2003 year, report **anticipated total** income and expenditures for the school library media center. Totals should include actual-to-date as well as expected income and expenditures for the balance of the year. You may modify the form if your local categories differ.

SCHOOL YEAR 2002-2003 (Anticipated Totals for Year)			
Income / Revenues		Expenditures	
Source	Amount	Category	Amount
State Instruc Materials		Library books	
Periodicals allotment		Periodical subscriptions	
Title I		Supplies	
PTO		Automated system maint.	
Book fairs		Videos	
Fines & lost books		AR tests	
(other as needed)		(other as needed)	
Total		Total	

4. MATCHING CERTIFICATION:

Attach as **Appendix B** a match certification letter signed by the school library media coordinator, chairman of the Media Advisory Committee, principal, and school treasurer which includes the following:

- Identification/verification of the **amount(s)** and **source(s)** of the matching funds. Be as specific as possible in identifying the source of the matching funds.

Additionally, the letter must certify that if awarded a 2003-2004 School Library Collection Development Grant,

- The matching funds will be available for expenditure by August 1, 2003;
- Commitment to spend for library books in 2003-2004 a base (i.e. "regular") amount that will equal at least the two-year average of library book expenditures for 2001-2002 and 2002-2003;
- Matching funds and grant funds expenditures will be **in addition to** the 2003-2004 base library book expenditures (i.e. the two-year average amount).

DO NOT INCLUDE THIS INSTRUCTION PAGE IN YOUR APPLICATION

5. PROJECT BUDGET:

Provide in the grid below estimates of your proposed expenditures for the School Library Collection Development Grant project.

Round totals to whole dollars.

	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total Cost</u>
a. Books		\$	\$
b. Jobber Processing Costs		\$	\$
c. Shipping / Handling			\$
d. Taxes (if not recouped by school)			\$
e. Total Project Costs (a.-d. above)			\$

Total Project Costs = Grant Funds + Matching Funds (\$1 grant to \$1 matching)

Amount of grant funds requested	*
Amount of matching funds (must = or exceed grant funds)	+
Total Project Costs (= e. above)	=

* Grant funds requested must be at least \$1,000, but cannot exceed \$10,000.

6. BUDGET EXPLANATION:

Explain below the basis for your project budget figures in #5 above. Identify the vendors from whom you expect to make purchases. Explain any costs for jobber processing. *NOTE: Do not include your book order lists.*

All the following information should be provided on attached sheets. Be sure to number and identify each question. Use a header on each page that includes your school name and page number. Consecutively number the entire application.

7. SCHOOL / COMMUNITY / MEDIA CENTER DESCRIPTION:

This description should give proposal reviewers a current "snapshot" of your school and its media center. *Do not exceed one-half page.*

Provide a brief sketch of your **school and the community** it serves.

Some information to include:

- ✓ geographic location of the school in the town/county,
- ✓ age of the school,
- ✓ grades covered,
- ✓ number of teachers,
- ✓ some information about the students served -- particularly noting any growing or shrinking populations (e.g., Hispanic).

Also include a description of the **media center**. The description should include:

- ✓ resources and services offered,
- ✓ staffing,
- ✓ factors affecting ability to provide quality library service -- such as a recent move or expansion.

Add any other pertinent information about your school and library.

8. COLLECTION ASSESSMENT AND COLLECTION DEVELOPMENT PLAN:

- a. Explain the methodology or means you have used to assess the status of your media center book collection to help you determine the need for this project. Examples: collection mapping; assessment by age (e.g. copyright dates, purchase dates); assessment by circulation figures, numbers of items, etc.
- b. Summarize the results of your collection assessment. In other words, what weaknesses or deficiencies did your assessment identify?
- c. Attach as **Appendix C** a copy of your collection age report, and if applicable, a sample of your raw collection assessment data. Typically 2-5 pages will be adequate to demonstrate the data you used. Provide only sufficient materials to be representative. *Do not provide excessive quantities of documentation data, such as extensive shelf listings.*
- d. Attach as **Appendix D** a copy of your library's multi-year (two- to five-year) collection development plan.

9. PROJECT DESCRIPTION:

Do not exceed one page. Do not include book order lists.

Describe the project you wish to carry out and tell how the project will help you provide accurate, current, and attractive books to meet the curriculum-based needs of your users. The proposed project should be tied to the deficiencies identified in the collection assessment and collection development plan. *If the priorities for the project deviate from the areas of need identified in the assessment and plan, explain why.* The description should include answers to the following:

- ✓ What **kinds** (specific curriculum areas) and **quantities** of books do you propose to buy for this project?
- ✓ How did you determine that these books were needed? Were there any factors beyond the assessment that led you to request these books?
- ✓ How was the library's Media Advisory Committee involved in determining the scope of this project?
- ✓ What impact will the new books have on your ability to meet the needs of your students, faculty, and staff?
- ✓ How will the new books support the school curriculum (e.g, the science curriculum for the first through third grades)? How will teachers use the new materials with their students? Be as specific as possible.

10. PROJECT TIMELINE:

Do not exceed one page.

List the sequence of project activities with expected completion dates and who will be responsible for each activity. Be especially specific about the time frame for spending the funds (e.g. preparation of purchase orders, cut-off dates to receive materials, last date for invoices to be paid from the business office, etc.). In addition to needed institutional approval and financial processes, remember to also accommodate LSTA grant program deadlines.

When _____ What _____ Who _____

11. MEDIA ADVISORY COMMITTEE COMMITMENT:

Attach as **Appendix E** a letter signed by the members of the Media Advisory Committee confirming the committee's participation in and support of this collection development project.

SUBMISSION INSTRUCTIONS:

Assemble your application as follows:

- _____ Signed first page of application.
- _____ Answers to questions #1-3, # 5, #6.
- _____ Answers to questions #7-10 (narrative sections)
- _____ Appendix A – Copies of documentation for 2001-2002 and 2002-2003 Library Media Center budgets (& extracted figures if necessary). *As requested in Question #3c.*
- _____ Appendix B – Match certification letter. *As requested in Question #4.*
- _____ Appendix C – Collection age report and collection assessment data (& sample raw data as needed). *As requested in Question #8c.*
- _____ Appendix D – Collection Development Plan. *As requested in Question #8d.*
- _____ Appendix E – Media Advisory Committee commitment letter. *As requested in Question #11.*

- Be sure to number and identify each question and appendix.
- Use a header on each page that includes your school name and page number.
- Consecutively number the entire application.
- Copy your pages on plain white paper, front and back if possible.
- Staple application in upper left corner, with no special cover page, and not enclosed in binders or notebooks.

Strong Recommendation: Be conservative in the number and quantity of attachments! Attach only sufficient material to provide an adequate response. Reviewers are unlikely to pay attention to large quantities of materials (such as entire shelf listings).

DUE DATE: *Received by 5:00 p.m. February 20, 2003 in the Library Development Section Office, Room 210.*

SEND a total of 10 copies, including 1 with original signatures in blue ink.

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.