

LSTA Application Instructions and Application for 2021-2022 Year 2 or 3 Project Grants

Section 1, APPLICATION INSTRUCTIONS

- A. Be familiar with and understand the [Guidelines](#) available online; contact the State Library with any questions.
- B. Use the Application Form in Section 2 to provide responses to the numbered items below.
 - **12 page maximum** including the budget table; Online Signature Page not included in maximum
- C. Provide additional/supplemental information, as needed.
- D. Complete and submit the [LSTA Online Signature Page](#).
- E. Email the signed LSTA Online Signature Page and the Application Form as one attachment to LSTA@ncdcr.gov by **11:59 PM** on **March 1, 2021**.

1. PROJECT TITLE (20 character maximum)

Provide a title that briefly describes your project. This will distinguish between multiple applications from the same library and it will help others who may be interested in the project's topic to quickly know what it's about.

2. ABSTRACT

Clearly and concisely summarize the project in 90-160 words; use this same text for the LSTA Online Signature Page. Abstracts for all grant awards will be available online so write for a public audience and avoid acronyms, abbreviations, individual's names, dollar amounts, etc.

3. PROJECT DESCRIPTION (use a - e to identify each response separately)

- a. Provide a brief overview (1-2 paragraphs) of your entire project that is clear and succinct.
- b. Describe whether the project is on target, delayed, or ahead of schedule; include explanation where appropriate.
- c. Provide a bulleted list of accomplishments completed to date and those expected to be completed by June 30 of the current grant year.
- d. Describe any challenges that have occurred to date and how they were resolved; include their impact on your planning for the remainder of the project.
- e. Describe any changes or adjustments made to the project's original premise. What has been learned in this year that will impact or change remaining years of the project?
- f. A successful project may set an expectation that the library will continue to offer the program/service after the funding period has ended. How will the library sustain the programs/services offered through this grant for library users? How will the library replace/update hardware or equipment purchased for this project when it ages out?

4. NEW PROJECT PARTNERS, if applicable

Provide the name of the organization, describe their contribution to the project, and explain their roles and responsibilities in the project.

5. PROJECT TIMELINE for this year of the project

Complete a table that shows: the timeline of project actions/activities, expected completion dates, and who is responsible for that part. Identify the percentage of time each staff member will dedicate to the project. The timeline should have at least one entry for each month of the funding period and should be prepared in consultation with any partner(s). Include details such as planning meetings, training, testing, significant project targets and milestones, outreach to the potential audience(s), and evaluation activities. Be sure to allow for the local institutional approval process and grant program deadlines.

Provide a separate table as an attachment for each remaining year of the project.

6. EVALUATION (use a - b to identify each response separately)

How will you measure and document the success of this project? Describe the methods that will be used to gather information and determine whether the library has achieved the project goals.

- a. Before and after data is important to accurately measure and report effectiveness. How will you document before and after “outputs”, or countable products (the number of workshops taught, the number of objects scanned, or the number of website views)?
- b. How will you determine whether the project reached or moved toward the project goals? How will you document the “outcomes”; the changes brought about, in part, because of the project in the target audience’s behavior, attitudes, skills, knowledge, status, or life condition?

7. MATCHING FUNDS REQUIRED

Required Matching Funds are calculated against the Project Total Cost.

- a. Identify the % of matching funds required.
 - 25%
 - 33%
 - 50%
 - N/A
- b. Identify the source(s) of matching funds such as a partner, Friends group, foundation, local business, library budget, etc.

8. BUDGET for the remaining years of the project - use the following Budget Categories (A-F and H) to identify and describe all LSTA and matching expenditures.

A. Salaries/Wages/Benefits

Include all salaries, wages, and benefits paid to staff at the lead library that are directly contributing to the project; include position titles (but not names) and number of FTEs (full time equivalent) in description.

B. Consultant Fees

All expenses related to acquiring the services of a consultant for a specific activity within the project are included in this category. Include all fees, travel, accommodations, and support services incurred and invoiced by the consultant.

C. Travel, library staff

Travel costs must be related to the project activities and incurred by library staff of the lead library working on the project. Costs include airfare, ground transportation, accommodations, meals, etc.; include number of travelers and types of travel expenditures.

D. Supplies/Materials

Costs for consumable items necessary to carry out the project, such as print books, e-books, audiobooks, DVDs and/or technology or hardware such as computers, laptops, tablets, printers, e-readers, etc. with a per item cost under \$5,000. Group items together by type or program, for example: Instead of listing each of these items on a separate row, group them together like this – Supplies for Learning Center (6 sets of books, easel, sand table, board games, manipulatives, puzzles, rug).

E. Equipment that exceeds \$5,000 per item

Only nonexpendable, tangible property with a per item acquisition cost over \$5,000 should be listed here. Note that each item requires written approval from the State Library prior to purchase and each item will be inventoried annually for the remainder of its useful life.

F. Services

Activities provided by a third-party contractor or vendor; provide the name of the service, the vendor, and the cost for each vendor.

G. Subtotal

Total the Matching Funds and LSTA Funds columns.

H. Indirect Costs may not be charged against Matching Funds or Cost Share in this program. Calculate the Indirect Costs based off the LSTA Funds subtotal in row G.

Select ONE of the following:

- Option 1: The library chooses not to include Indirect Costs.
- Option 2: The library chooses a rate not to exceed 10% of modified total Direct Costs AND declares it is eligible for the 10% rate; supporting documentation will be required with the Grant Agreement.
- Option 3: The library has a rate of _____ % that has been negotiated with a federal agency; supporting documentation will be required with the Grant Agreement.

Budget Table

Use the table below to prepare your budget. List all proposed grant and matching expenditures with a brief description for each item that will help reviewers understand how the money will be spent in support of the project. Add rows as needed. Attach quotes where appropriate.

Provide a separate table for each remaining year of the project.

	Budget Category – see descriptions above	Quantity of Items	Cost per Item	Matching Funds	LSTA Funds	Total Funds
A	Salaries/Wages/Benefits					
	Use separate row(s) for each staff person	1				
B	Consultant Fees					
	Use separate row(s) for each consultant	1				
C	Travel, library staff only					
	Use separate row(s) for each staff person	1				
D	Supplies/Materials					
	Group items together by type or program					
E	Equipment that exceeds \$5,000 per item					
	List multiples of the same type on one row; use separate row(s) for each different type.					
F	Services					
	Use separate row(s) for each service provider	1				
G	Subtotal					
H	Indirect Costs (IDC): applicants must choose one, IDC may only be charged against LSTA Funds.					
	<input type="checkbox"/> The library chooses not to include Indirect Costs. <input type="checkbox"/> The library chooses a rate not to exceed 10% of modified total Direct Costs AND declares it is eligible for the 10% rate. <input type="checkbox"/> The library has a rate of _____ % that has been negotiated with a federal agency.					
I	Total LSTA Funds Requested (for this year)					
	Round up to nearest dollar; use this total to enter in Online Signature Page.					

LSTA ONLINE SIGNATURE PAGE

A Project Manager, which may or may not be the library director, needs to be identified on the Signature Page. The Project Manager is the primary contact between the applicant library and the State Library for the life of the project. It is expected that when questions arise about expenditures, reimbursements, reporting, and anything else related to the grant, the Project Manager will be the State Library's primary point of contact.

It may take a few days or a few weeks for your organization to obtain the required signatures so be sure to plan enough time for your local situation. Once the LSTA Online Signature Page has been submitted, the project manager will receive an email with a PDF file of the completed in form. Print the emailed PDF file, obtain the required signatures in blue ink, scan the signed LSTA Online Signature Page and the Application Form (in that order) and email as one attachment to LSTA@ncdcr.gov. Include the library name and Project Title in the subject line.

QUESTIONS?

Contact your liaison consultant or lsta@ncdcr.gov or 919-814-6796.

Section 2, APPLICATION FORM

- A. Using the format below, start the application by copying/pasting the numbered items below into a new document and typing responses under each number and heading.
- B. Use a size 12 font and single spacing.
- C. Insert the institution/library name, Project Title, AND page numbers in the document footer.

1. PROJECT TITLE

2. ABSTRACT

3. PROJECT DESCRIPTION

4. NEW PROJECT PARTNERS, if applicable (others respond with N/A)

5. PROJECT TIMELINE

Insert a table.

6. EVALUATION

7. MATCHING FUNDS

8. BUDGET TABLE

Begin a new page; copy/paste the table from the instructions here, then complete it as directed.