LSTA Application Instructions and Application

 for 2025-2026 EZ Planning Grant

# Section 1, APPLICATION INSTRUCTIONS

1. Be familiar with and understand the [Guidelines](https://statelibrary.ncdcr.gov/services-libraries/grants-libraries/lsta-grant-information/apply-lsta-grant) available online; contact the State Library with any questions.
2. Use the Application Form in Section 2 to provide responses to the numbered items below.
	* **12 page maximum**
3. Provide Consultant’s resume and budget (consultant resume and budget are not included in the 12 page maximum).
4. Complete a [budget table](https://statelibrary.ncdcr.gov/lsta-budget-form/open) using the [form instructions](https://statelibrary.ncdcr.gov/lsta-budget-form-instructions/open)
5. Complete a [timeline form](https://statelibrary.ncdcr.gov/lsta-timeline-form/open)
	* The timeline will show project actions/activities, expected completion dates, and who is responsible for that part. 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.
	* 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).
6. Email the following by **11:59 PM** on **March 1, 2025** to lsta@dncr.nc.gov:
	* Application form as a word document
	* Timeline table as a pdf document
	* Budget table as a pdf document
7. Complete an online [certification form](https://us.services.docusign.net/webforms-ux/v1.0/forms/046a3d6fdf31bc87d0c1553c1579af3b) for the submitted application by **11:59 PM** on **March 1, 2025**
8. **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.

1. **ABSTRACT**

Clearly and conciselysummarize 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.

1. **LIBRARY USERS AND NEED** (use a - c to identify each response separately)
2. How will current and potential library users benefit from this planning project? Describe your current and potential library users and some of the long-term benefits you expect to see as a result of this project.
3. Why is a planning project needed at this time for your current and potential library users? State the user-focused community need and describe how the need was determined. The statement of need includes a well-defined benefit or planned benefit to patrons demonstrating it is user-focused
4. Describe why a consultant is needed to accomplish the planning. If a consultant was used in an LSTA-funded planning project in the past five years, describe why another is needed.
5. **PROJECT DESCRIPTION** (use a - d to identify each response separately)

Provide responses to each of the following that will cover the entire scope of the project.

1. Describe the type of planning you wish to carry out and why the consultant was selected for this project.
2. Describe how the library proposes to involve the community in the planning efforts (e.g., current or potential library users, trustees, community residents, community leaders, local government officials, institution staff and administration, local IT staff).
3. Describe the consultant’s key responsibilities and describe library staff member’s key responsibilities.
4. A successful project will set an expectation that the library will implement the plan after the funding period has ended. How will the library implement the plan?
5. **EVALUATION** (use a - c 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.

1. How will you determine whether the project reached or moved toward the project goals? After you have your plan, 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) from the implementation of the plan, some of which may occur outside the funding period?
2. How will library staff’s knowledge of your community’s needs change? How will library staff’s knowledge of planning processes change for future projects?
3. **CONSULTANT’S BUDGET**

**Attach** budget information from the proposed consultant that shows how the costs for services were calculated including, but not limited to, projected hours/days to be worked, fees, travel expenses, and other project related expenditures

1. **CONSULTANT’S RESUME**

**Attach** a brief resume (4 page maximum) that contains the consultant’s/consultants firm name and address along with three organizations, with contact names, addresses, and telephone numbers, for which the consultant has performed similar planning activities during the past five years.

# Section 2, APPLICATION FORM

1. 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.
2. Use a size 12 font and single spacing.
3. Insert the institution/library name, Project Title, AND page numbers in the document footer.
4. **PROJECT TITLE**
5. **ABSTRACT**
6. **LIBRARY USERS AND NEED**
	1.
	2.
7. **PROJECT DESCRIPTION**
	1.
	2.
	3.
8. **EVALUATION**
	1.
	2.
9. **CONSULTANT’S BUDGET**
10. **CONSULTANT’S RESUME**

**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 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 at the end of the Five Year Plan, or until all audit exceptions have been resolved, whichever is longer.

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). See Excluded Parties List System at <https://www.sam.gov> .

8. Equipment Purchases and Inventory

Equipment with a per unit price above $5,000 requires prior written approval from the State Library and will be inventoried annually for the remainder of its useful life. If fair market value at the time of surplus or disposal exceeds $5,000, disposal must be cleared with the State Library.

9. Publicizing & Acknowledging Funds

Grantees are required to credit IMLS/LSTA in all related publications and activities in conjunction with use of the grant funds. Grantees should publicize grant-supported activities in available and appropriate media. The following acknowledgement statement must be used when meeting these requirements:

“This publication/activity/ program was supported by grant funds from the Institute of Museum and Library Services under the provisions of the federal Library Services and Technology Act as administered by the State Library of North Carolina, a division of the Department of Natural and Cultural Resources.”

Copies of any publications or materials produced under the grant must be submitted to the State Library. IMLS logos are available at <http://www.imls.gov/recipients/imls_acknowledgement.aspx>

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 federal grant funds must be available without discrimination to all members of the community served. Participation may not be denied on the basis of race, color, national origin, handicap, age, or sex. Relevant legislation includes but is not limited to the following: Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d through 2000d-4); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); The Age Discrimination Act (42 U.S.C. 6101 *et. seq)*; 45 CFR 1110 - Nondiscrimination in federally assisted programs; 45 CFR 1170 - Nondiscrimination on the basis of handicap in federally assisted programs and activities; 45 CFR 1181 - Enforcement of nondiscrimination on the basis of handicap in programs or activities conducted by the Institute of Museum and Library Services.

12. Trafficking in Persons

Grantees must comply with 22 U.S.C. § 7104(g) which prohibits engaging in trafficking in persons, procuring a commercial sex act, or using forced labor.

13. Audit and Financial Reporting Requirements

LSTA grants must be audited in compliance with federal and state audit requirements for local governments and public authorities, institutions of higher education, and non-profit organizations. The following source documents outline the standards and requirements:

* United States Office of Management and Budget (OMB) 2 CFR 200, Subpart F - Audit Requirements
* North Carolina General Statute 143C-6-23 “State grant funds: administration; oversight and reporting requirements,” and the corresponding rules of North Carolina Administrative Code, Title 09, Chapter 03M, “Uniform Administration of State Grants.”

LEGAL REFERENCES:

* 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards [address grants and cooperative agreements pertaining to institutions of higher education, states, local governments, Indian tribes, and nonprofit organizations]
* 2 CFR Part 3185 - Nonprocurement debarment and suspension
* 2 CFR 3186 - Requirements for drug-free workplace.