LSTA Letter of Intent Application Instructions and Application

for 2025-2026 Project Grants

## Section 1, APPLICATION INSTRUCTIONS

1. Applicants are expected to review 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 numbers 1 - 4.

* For one year applications, **2 page maximum**
* For two or three year application, **3 page maximum**

1. 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)
2. Email the following by **11:59 PM** on **November 1, 2024** to [lsta@dncr.nc.gov](mailto:lsta@dncr.nc.gov):
   1. Application form as a word document
   2. Budget table as a pdf document
3. **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. **LENGTH OF PROJECT**

Indicate if the Project Grant is for one year, two years, or three years in length.

1. **LIBRARY USERS AND NEED**
2. Who are the current or potential library users this project will benefit? Describe the specific community to be served using demographic statistics, library records, surveys, or other relevant data to support your statement.
3. State the community need and describe how the need was determined using data like community statistics, surveys, focus groups, anecdotes.
4. **PROJECT DESCRIPTION**

What do you want to do to solve or address the problem stated in #2? Why was this solution selected? Why not something else? If this project is successful, what outcome(s) will result from this grant? How many years are proposed for this project? If more than a single year, explain why implementing the project requires more than one year.

Provide a narrative of the entire anticipated project that is clear, succinct, persuasive, and is written for reviewers who may not be familiar with your library or with the technical aspects of your project.

## 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. **LENGTH OF PROJECT**
6. **LIBRARY USERS AND NEED**
7. **PROJECT DESCRIPTION**