LSTA Application Instructions and Application

 for 2025-2026 Year 2 or 3 Project Grants

## 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 additional questions, as needed (additional questions are not included in the 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) for each remaining year on the project
	* 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(s) 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. **PROJECT DESCRIPTION** (use a - e to identify each response separately)
2. Provide a brief overview (1-2 paragraphs) of your entire project that is clear and succinct.
3. Describe whether the project is on target, delayed, or ahead of schedule; include explanation where appropriate.
4. Provide a bulleted list of accomplishments completed to date and those expected to be completed by June 30 of the current grant year.
5. 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.
6. 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?
7. 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?
8. **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.

1. **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.

1. **What outcomes do you plan to see as result of this project?** Describe the outcomes you plan to see as a result of this project that correlate to the stated need. What changes do you anticipate seeing in your intended audience based on this project?

Remember: Outputs are the **countable products** (the number of workshops taught, the number of objects scanned, or the number of website views). Outcomes are the changes brought about, in part, because of the project in the user’s **behavior, attitudes, skills, knowledge, status, or life condition (learn more about outcomes:** <http://www.shapingoutcomes.org/course/overview/a2.htm> ).
2. How will you evaluate your outcomes? Describe how you will evaluate each of the above-listed outcomes to determine your success. Include the evaluation method, when you will evaluate, and the metrics you will observe to determine a change. Use of outcome-based evaluation is recommended.

## 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. **PROJECT DESCRIPTION**
7. **NEW PROJECT PARTNERS, if applicable** (others respond with N/A)
8. **EVALUATION**