LSTA Letter of Intent Application Instructions and Application
for 2021-2022 Project Grants

Section 1, APPLICATION INSTRUCTIONS

A. Applicants are expected to review 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 numbers 1 - 4.
- For single year applications, **3 page maximum** including the budget table; Online Signature Page not included in maximum
- For two year applications, **4 page maximum** including the budget table; Online Signature Page not included in maximum
- For three year applications, **5 page maximum** including the budget table; Online Signature Page not included in maximum

C. Complete and submit the Letter of Intent Online Signature Page.

D. Email the signed Letter of Intent Online Signature Page and the Application Form as one attachment to LSTA@ncdcr.gov by **11:59 PM on November 1, 2020**.

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. LIBRARY USERS AND NEED (use a - b to identify each response separately)
a. Who are the current or potential library users this project will benefit?
b. State the need and describe how the need was determined.

3. 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.

4. BUDGET TABLE- use the following Budget Categories (A-F and H) to identify and describe all LSTA and matching expenditures. For Multi-Year Projects provide a separate table for each year of the project. Use the table below to prepare your preliminary 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.

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 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.**					
	☐ The library chooses not to include Indirect Costs. ☐ The library chooses a rate not to exceed 10% of modified total Direct Costs AND declares it is eligible for the 10% rate. ☐ The library has a rate of _____ % that has been negotiated with a federal agency.					
I	**Total LSTA Funds Requested** Round up to nearest dollar; use this total to enter in Online Signature Page.					

LETTER OF INTENT ONLINE 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 signature so be sure to plan enough time for your local situation. Complete and submit the Letter of Intent Online Signature Page. Once submitted, the project manager will receive an email with a PDF file of the filled in form. Print the emailed PDF file, obtain the required signature in blue ink, scan the signed Letter of Intent Online Signature Page and the Application Form (in that order) and email as one attachment to LSTA@ncdcr.gov. Include the library name and grant category 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. **LIBRARY USERS AND NEED**

3. **PROJECT DESCRIPTION**

4. **BUDGET**

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