1. Title
2. Users and Needs

Who are the current or potential library users this project will benefit?  State the need (problem) and describe how the need was determined.

1. Project Description
2. What do you want to do to solve or address the need stated above?  What is your project’s user-focused goal?
3. Why was this solution selected?
4. What will a successful project look like, include outcomes.
5. Provide the name(s) of any project partner(s), describe their contribution to the project, explain their roles and responsibilities in the project, and describe the benefit and potential impacts of the project to the partner.
6. Timeline

Insert table

1. Evaluation
2. Before and after data is important to accurately measure and report effectiveness. How will you document before and after “outputs”; the countable products.
3. 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?
4. Budget

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **Budget Category – see descriptions above**  | **Quantity of Items**  | **Cost per Item**  | **Total LSTA Funds**  |
| **A**  | **Salaries/Wages/Benefits**  |   |   |   |
| **B**  | **Consultant Fees**  |   |   |   |
|   |   |   |   |   |
| **C**  | **Travel, library staff only**  |   |   |   |
|   |   |   |   |   |
| **D**  | **Supplies/Materials**  |   |   |   |
|   | Group items together by type or program  |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
| **E**  | **Equipment that exceeds $5,000 per item**  |   |   |   |
|   |   |   |   |   |
| **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 (cannot exceed grant maximum)** Round up to nearest dollar; use this total to enter in Online Signature Page.  |   |