

**Brief Grant Proposal for New Projects
Library Services and Technology Act FFY2013**

This form is available for download in Microsoft Word on our web site via:
<http://www.oregon.gov/OSL/LD/grantmainalt.shtml>. Proposals not meeting the following conditions will be returned. The form must not exceed this cover page and two pages of proposal content. A page is defined as one side of a sheet of paper. Use 12 point Times New Roman with one inch margins. Do not alter the format of this form. The deadline for receipt of this proposal is **5:00 pm on Friday April 13, 2012. Use form Appendix D if applying for a second or third year of funding.**

General Information

Project Title:

Applicant:

Address:

Contact Person:

Phone:

Email:

Fiscal Agent (if different than Applicant):

Authorized by:

Title:

Signature:

Date:

PLEASE INDICATE THE ANTICIPATED LENGTH OF YOUR GRANT PROJECT:

(Check applicable boxes)

THIS IS THE 1ST YEAR OF A ONE YEAR GRANT PROJECT.
 TWO YEAR
 THREE YEAR

For projects that are anticipated to be multi-year projects be sure to include an estimate of the funds anticipated to be needed for future years in the Section 4 budget discussion and Section 5 grid.

THIS IS PRIORITY ____ OF THIS ORGANIZATION'S PROPOSALS.

This form must be received at the State Library no later than **5:00 pm on Friday, April 13, 2012. Faxed copies will not be accepted.** Mail or deliver **one copy** of your proposal to:

Library Development Services
 Oregon State Library
 250 Winter St. NE
 Salem, OR 97301-3950

As a courtesy, the State Library asks that you email an electronic copy of your proposal, in rtf or Word format, to ann.reed@state.or.us. This does not substitute for the signed, mailed copy.

Project Proposal (insert your text after each section)

- Section 1. Provide the exact text of the single most relevant *Library Services and Technology Act (LSTA)* purpose that will be addressed by the grant project. See Appendix A.
- Section 2. Describe the problem that will be addressed by the proposed grant project.
- Section 3. Describe the proposed solution that the project will implement. Indicate the project goal, and the quantified objectives that will be used to measure whether the goal is accomplished. Describe briefly the activities that will be undertaken to meet each objective.
- Section 4. Provide specifics about the project budget.

Section 5. Proposed project budget summary (Use this format – do not alter it):
(Double click on the table to enter data. Before closing the table, be sure to scroll to the top of it)

Item	Local Cash	Local In-kind	LSTA	Total
Personnel				
Benefits				
Travel				
Equipment				
Supplies				
Contractual				
Library Materials				
Total Direct Charges				
<i>Indirect Charges</i>				
Total Budget				

Proposed second year LSTA amount: _____ Proposed third year LSTA amount: _____