

**Brief Grant Proposal for Continuing Projects
Library Services and Technology Act FFY 2013**

General Instructions

The brief grant proposal form is to be used to present a summary of your LSTA grant project concept. This form is available for download in Microsoft Word via the Library Development Services, Oregon State Library website at: <http://www.oregon.gov/OSL/LD/grantmainalt.shtml>.

In order to ensure an equitable process, brief proposals not meeting the following conditions will be returned. The form must not exceed the 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 change the words on this form. The deadline for receipt of the Project Proposal is **5:00 pm on Friday April 13, 2012**. 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.

General Information

Project Title

Enter the name of the proposed project. The name should be descriptive of the proposed project.

Applicant

Enter the full legal name of the applicant library, system or other agency. See the Grant Guidelines for information about eligible applicants.

Address

Enter the mailing address, city and zip code of the applicant.

Contact

Enter the name of the person responsible for the proposal who may be contacted for further information or clarification. This person need not be the intended project manager or the library director. Correspondence about this proposal will be directed to this person.

Fiscal Agent (if different than Applicant)

Enter the name of the Fiscal Agent if it is different than the Applicant. The fiscal agent has legal standing to accept federal funds.

Authorization

The proposal must be signed by a person officially authorized in the applicant's governing body or their fiscal agent to submit a proposal for federal grant assistance.

Project URL

If the project has a website for public use, please give the web address.

Length of Grant Project

Please indicate in this section of the project proposal the anticipated duration of the proposed project by checking the applicable box or boxes. See the Grant Guidelines for information about length of grant project.

Priority

The LSTA Advisory Council has requested that libraries submitting more than one grant proposal indicate the priority of each proposal submitted. Use numbers (1, 2, 3, etc.) to indicate relative priority (1st priority, 2nd priority, etc.) when submitting more than one proposal. If only one proposal is being submitted, answer "n/a".

Project Proposal Sections

Section 1. Briefly describe the project. Indicate the overall goal and objectives of the multi-year project.

Briefly describe the project to refresh the Council's memory, and recap the goal for the multi-year project and the quantified objectives expected to be met by the end of the entire project.

Section 2. Describe the progress accomplished in the current grant year to date and justify the need for continued funding.

Indicate progress already made in activities and goals, as well as items anticipated to be done in the next few months. Indicate why the project will require further work and financial support in the next year.

Section 3. Indicate the goal of this proposed next year of the grant project. List the measurable objectives that will accomplish this goal. Describe briefly the specific activities that will be undertaken to meet each objective.

- A. The goal should be a very short broad statement of the overall purpose of the project - e.g. "Increase English literacy in XYZ place." The goal is the ideal of what you really want to achieve.
- B. The objectives describe how the project will accomplish the goal. Think of objectives as specific outcomes you will accomplish. The project objectives should be measurable — quantified and/or date-bound. Each objective should state **who** will do **what** by **when**, and **how much** will be done. (Examples: "The library will achieve a 10% increase in ESL tutoring enrollment by the end of the grant" "The library will form a partnership to improve the collection by 200 titles to support demand by December 31, 2013").

Your project should have a sufficient number of objectives to cover all aspects of the project. The proposed objectives may be tentative. Following more refined planning prior to submitting a full grant proposal, you may wish to revise the objectives presented in the

proposal. Remember to scale the goal and objectives to fit the capacity of your organization.

- C. Describe the specific activities that will enable the project to meet the objectives. These activities may be presented in the form of a project timeline.

Examples:

Activities that might meet the objective "The library will achieve a 10% increase in ESL tutoring enrollment by the end of the grant" could be:

- "Outreach to ten Hispanic organizations to promote the tutoring service"
- "Creation of newspaper and radio ads in Hispanic outlets to advertise tutoring"
- "Spanish-language posters in Hispanic markets, churches, etc."

Activities that might meet the objective "The library will form a partnership to improve the collection by 200 titles to support demand by December 31, 2013" could be:

- "Contact local farmworker's union and two local agencies serving Hispanics."
- "Hold strategy meeting to identify needs and possible contributions to the collection – inviting church leaders in the Hispanic community, local union leaders, social service personnel working with Hispanics, Hispanic Community Association, Community College ESL staff."
- "Set regular meeting time and offer electronic list for organizations to share thoughts, services, etc."

Please call the Federal Programs Coordinator at 503-378-5027 for assistance if needed.

- Section 4. Provide specifics about this proposed year's project's budget. Identify any additional resources obtained for the project.

A well-prepared budget justifies all expenses and is consistent with the proposal narrative. List all project personnel, travel, equipment, contractual services, and library materials necessary to do the activities that achieve the project objectives. Identify costs to be paid from LSTA, and those covered by local cash or in-kind contributions. Remember that it will be a year before funds are available, so allow for inflation where necessary. A cash contribution is the outlay of cash, either the grantee's or cash contributed to the grantee by third parties. An in-kind contribution is contribution of equipment, supplies, transportation services, substitute teacher pay, or other tangible resource, as distinguished from a cash grant. Contributors may also donate the use of space or staff time as an in-kind contribution.

(Example: "The project manager will devote 25% of her time to the project as an in-kind contribution"). An industry value for in-kind volunteer time can be found at: http://www.independentsector.org/programs/research/volunteer_time.html. This figure can be adjusted up or down based on the complexity of volunteer tasks.

Remember to indicate if personnel funds cover substitute hours, an increase to part-time hours, or a new position, as LSTA funds may not be used to replace local personnel funding. LSTA funds should not be used to match federal work-study funds.

If you plan a multi-year project remember to estimate the grant funds anticipated to be needed in the future year(s) and indicate the amount(s) below the grid in Section 5.

You may find it helpful to create a grid organized by categories in the budget summary and add notes.

Example:

Item	Local Cash	Local In-kind	LSTA
Personnel			
Half time tutor - \$20/hr, 1040 hrs.	\$1,000		\$19,800
25% of existing library director for supervision	\$0	\$15,000	\$0
Summer college interns – 2 bodies @ \$12/hr, 25 hrs per wk each, 10 weeks.	\$3,000		\$3,000

You will want to briefly indicate how you will fund the project when the grant has ended.

Section 5. Proposed project budget summary

Use the format provided to list the total estimated project budget, subdivided by LSTA funds, local cash, and in-kind services. "Total direct charges" is the sum of the preceding lines. "Total indirect charges" asks for any administrative charges that must be charged to the grant project by the fiscal agent. Indirect charges may not exceed 6% of total direct LSTA funds requested and may only be claimed if an agency has a current Federally-approved indirect cost plan. If you do not have a federally-approved indirect cost plan, you may budget an amount for payroll services or other administrative services as a direct cost. This direct cost is based on an estimate of the work needed, not a percentage of the funds requested.

The proposed budget may be tentative. You may wish to revise the budget presented in the proposal following more refined planning for the full grant application. If there are significant changes, be sure to justify them in the full application.

For questions regarding these instructions, contact Ann Reed, Federal Programs Coordinator, at (503) 378-5027 or ann.reed@state.or.us.