

Full Grant Proposal Instructions
Library Services and Technology Act FFY2013

General Instructions

The Grant Application form is the official form to apply for competitive grants from LSTA funds awarded to Oregon. You may attach additional pages to the form in order to provide the information requested under Part III, Project Narrative. The deadline for receipt of the Grant Application is **5:00 pm on Friday, August 10, 2012**. The LSTA Advisory Council requires that applications be submitted in 12 point Times New Roman, with one inch margins. Do not alter the format of this form. As a courtesy, the State Library asks that you email an electronic copy of your proposal, in rtf or Word format, without letters of recommendation and appendixes, to *ann.reed@state.or.us*. This does not substitute for the signed, mailed copy.

Line-by-line Instructions

PART I: General Project Information

1. Project title

Enter the name of the proposed project. The name should be descriptive of the proposed project. You may amend the name given to your project in the Project Proposal if you wish.

2. Applicant

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

3. Address

Enter the mailing address, city and zip code of the applicant. Please include the zip+4. See <http://zip4.usps.com/zip4/> for assistance in finding the zip+4.

4. Contact: phone, email address

Enter the name of the person responsible for the application who may be contacted for further information or clarification, their phone number and email address. This person need not be the intended project manager or the library director. Correspondence about this proposal will be directed to this person.

5. Fiscal agent (if different from applicant)

Enter the name of fiscal agent organization. The Fiscal Agent has legal standing to accept federal funds. If the applicant(s) do not have legal standing, the contract would be made with the fiscal agent who does. For example: City of Scio (on behalf of the Linn Library League).

6. Project URL

Please list the URL if the project is continuing digitization, or providing other Web content.

7. Congressional district(s)

Indicate the Congressional District or Districts that the project will impact. District information can be found at: <http://www.house.gov/writerep/>. If the project is statewide, indicate 'all'.

8. DUNS number

The **Data Universal Numbering System (DUNS) number** is the nine-digit number established and assigned by Dun and Bradstreet to uniquely identify business entities. A DUNS number may be obtained by application to D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>). This number is **required**. If the grantee has no legal standing, please use the DUNS number of the fiscal agent.

9. List geographic target area to be served by the project

Indicate the geographic area to be served by the project. This could be the entire state, but will more likely be one or more cities, counties or portions of counties. Use the names of the cities and/or counties to describe the project service area (Example: "Polk, Yamhill, and Marion Counties"; "Newport and surrounding areas in Lincoln County"; "La Grande, Pendleton, Hermiston and Baker").

10. Estimated number of persons benefiting from the project

Estimate the number of persons that you anticipate may potentially use the project services, and benefit from the project. Just a number is needed on the line. If the project is designed to serve specific populations, such as the elderly, handicapped, or limited English-speaking, the estimate should be based upon some percentage of the total library service population. Do not automatically use the total estimated population of the service area, but only the persons that you estimate may directly benefit from the project.

11. Description of persons benefiting from the project

Give a brief description of the persons the project will directly benefit, for example, "Children who attend child care centers and their parents, with emphasis on low income families." The sentence or phrase provided should describe the people estimated on line 10.

12. List partnering organizations

All partnering organizations listed on line 12 must also sign section IV.1. Partners are significantly involved in the grant, and their involvement is critical to the success of the project. If there are several partners, each may submit a separate copy of the Part IV.1 certification. Participating organizations may be involved in some activities, but are not pivotal to the success of the project. For example, a historical society and an Indian tribe have a project to design an exhibit on Native American culture which will be displayed at several libraries. In this case, the historical society might be the grant applicant, and the Indian tribe would be the partner. The libraries that would host the exhibit would be participants. Participants should be listed in the activities part of the narrative, and may

wish to write a letter of support for the project. Participants are not listed on line 12 and do not need to sign section IV.1.

13. Project abstract

In one paragraph, summarize the project: the problem the project addresses, the gist of the proposed solution the project will implement. Briefly indicate the project goal, and the grant objectives. Do not exceed 1/3 of a page.

14. List the text of the single most relevant goal from the *Five-Year State Plan 2013-2017* that will be addressed by the grant project.

State Library Staff will assist you in translating the LSTA purpose used in the brief proposal to the goal of the new *Oregon Library Services and Technology Act Five-Year State Plan 2013-2017*. A project simply needs to relate to one of the goals in the plan. It is not necessary to indicate all the goals a project may address.

15. Project continuation

Summarize how the project is intended to continue after the grant funded period expires.

16. Letters of support

List the name and affiliation of anyone who submitted a letter of support attached to the grant application. Project partners listed in line 12 should not write a letter of support. That the partners have signed section IV.1 and agreed to be part of the project indicates their support. Letters of support demonstrate the need of the community, and support from outside parties. Applicants requesting a second or third year of funding should solicit new letters of support.

INFORMATION IN BOX AREA

Fill in the requested information about the length of the grant project, and the priority of the application when more than one is submitted.

PART II: Project Budget

The budget may be revised from your earlier proposal budget to reflect more accurate cost estimates. 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, staff time, space, substitute teachers, or other tangible resource, as distinguished from a cash grant.

(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.

Note that LSTA funds will not replace local salary funds or match federal work-study funds. LSTA funds may be used to add hours to a part-time employee or hire a substitute.

The "Total direct charges" line is the sum of the preceding lines. The "Indirect charges" line asks for any administrative charges that will be incurred by the fiscal agent. Indirect charges may not exceed 6% of the total direct LSTA costs and may only be claimed if the grantee has a current Federally-approved indirect cost plan. A copy of relevant portions of the Federally-approved indirect cost plan must be submitted with the grant application in order for indirect cost reimbursement from the LSTA grant to be approved. 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.

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 budget grid.

PART III: Project Narrative

The project narrative should present a complete and detailed description of the project. The LSTA Advisory Council evaluates the grant applications substantially based on the information provided in the project narrative. See the evaluation criteria listed in the grant guidelines.

A. Background of Applicant (describe the agency's ability to undertake this project)

This section might include:

- Experience in managing other programs or similar projects
- Location, size and resources of the applicant that impact the grant
- Unique qualifications of staff to undertake the project

B. Detailed statement of problem

You will need to answer the following:

- What is the problem that requires a solution?
- What evidence is available to document this problem? Use quantitative and qualitative information (Example: "According to the U. S. Census 2000, 12.2% of the county population is foreign born and does not speak English"). Cite your sources. Do not make unsupported assumptions.
- Who has the problem? To what extent does the problem exist?
- What is currently being done about the problem? Why does it not work?
- Why are local resources inadequate to solve the problem? (Example: "The local community college has a two-year waiting list for ESL program enrollment.")

If addressing the whole problem is beyond the capacity of your organization, scope it to a size your organization can handle. For instance, instead of addressing the literacy needs of a whole county, one might try to solve the literacy needs of a neighborhood or city, or hotel workers, or parents of toddlers.

C. Detailed statement of your solution. Indicate the goal, quantified objectives, and activities of your solution (include timeline)

In short, what is your proposed solution to the problem. Why is your proposed project the best solution?

What is the goal of your project? A goal is a broad statement of what you wish to accomplish. Goals are broad, general, intangible, and abstract. A goal is really about the final impact or outcome that you wish to bring about. It directly addresses the problem in B. Try to use words such as decrease, deliver, develop, establish, improve, increase, produce, and provide. An example would be “Increase English literacy in XYZ place.”

The objectives establish the scope of the project and the framework for the activities. They describe the outcomes of the project and indicate measurable project towards the goal. Each objective should state who will do what by when, and how much will be done. This is not the same as an activity. Several activities will accomplish an objective.

(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. Remember to scale the goal and objectives to fit the capacity of your organization. If you have difficulty in writing objectives, please contact the Federal Programs Coordinator at 503-378-5027 for help.

Activities lay out the plan of operation to achieve each objective.

In the example above, activities might be the bulleted items:

"The library will achieve a 10% increase in ESL tutoring enrollment by the end of the grant"

- "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."

"The library will form a partnership to improve the collection by 200 titles to support demand by December 31, 2013"

- "Contact local farmworker's union"
- "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 Hispanic people, Hispanic Community Association, Community College ESL staff."
- "Set regular meeting time and offer electronic list for organizations to share thoughts, services, etc."

A timeline should be included. State why particular activities, equipment, or methods are chosen. (For example: A grantee asked for a \$5,000 digital camera when they are available in stores for much less. The grantee documented that the cheaper cameras would not have the capability to adequately produce the quality of image needed to address the goal and objectives). Describe the staffing needed, and attach either a proposed job description(s) or a resume if a staff member is doing the project. Be realistic about how much can be done, the time it will take, and which activities the organization can sustain after the grant funds are expended.

Remember that LSTA will not replace local funding. If you request personnel funds, you will need to hire a substitute to free a current staff member for the project, add hours to part-time staff, or hire staff for the project.

Please contact the Federal Programs Coordinator at 503-378-5027 for help.

D. Budget narrative

The project activities and budget description may be combined in one grid or list, if preferred. If there are significant changes from the brief proposal budget, be sure to justify them in the budget narrative.

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, staff or substitute time, office space, or other tangible resource, as distinguished from a cash grant.

(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 work-study funds.

Be sure to discuss how the project will continue after the grant ends.

E. Evaluation method

Discuss the plan for evaluation, including a description of how data will be gathered to monitor progress toward meeting the project's objectives, and how the project will be publicized.

The grant guidelines give a detailed list of the criteria by which the Council will evaluate the applications. The criteria essentially tell you what information should be covered by the project narrative, or otherwise included in the grant application. Each section of the project narrative should be brief and to the point, while at the same time presenting the requested information in sufficient detail for the evaluators to make an assessment of the quality of the project plans.

PART IV: Certification of Application

1. Documentation of project support

An authorized representative of all partners listed under Part I, line 12 must indicate by their signature that they have read the application and are committed to carrying out the project. Only original signatures will be accepted in Part IV. Applicants may submit multiple copies of this page, each with an original signature if they wish.

2. Children’s Internet Protection Act certification

Public libraries and public/school libraries or consortia including public library or school library members **must** check one of the options (a, b, or c) on the CIPA certification form. This form is certified by the signature for the whole proposal.

3. Certification of the grant applicant and/or fiscal agent (if different)

d. The Grant Applicant may or may not have legal standing. If the Grant Applicant is part of a legally established entity, or a 501(c)3, then the Grant Applicant must have a legally established Fiscal Agent sign part 3.e

e. The fiscal agent is the organization that will sign the LSTA contract with the State Library, and will administer the financial aspects of the grant. Normally the Grant Applicant and the Fiscal Agent are one and the same. If they are different, please provide the requested contact information for the fiscal agent. An authorized official of the fiscal agent for the grant project must indicate by their signature that their agency is empowered and authorized to serve as fiscal agent, and is willing to adhere to all requirements for the administration of LSTA grants.