

**OREGON STATE LIBRARY
LSTA COMPETITIVE GRANT PROGRAM**

These checklists are included for your convenience. They do not need to be sent with the grant proposal or application.

BRIEF PROPOSAL CHECKLIST

CRITERIA	YES	NO
The brief proposal was received at the Oregon State Library before 5 p.m., April 13, 2012		
The brief proposal has an original signature by an official with contract authority		
All type is 12 point Times New Roman, and margins are 1"		
Address information is complete and accurate, and includes street address, city, and zip code		
LSTA funds requested are for allowable costs (see Appendix B)		
The brief proposal is no more than three pages long. (a page is one side of a 8.5" x 11" piece of paper)		
All pages of the brief proposal are present		
All columns and rows of budget table show		
Word or rich-text copy of proposal emailed as courtesy		

FULL PROPOSAL CHECKLIST

CRITERIA	YES	NO
The full proposal was received at the Oregon State Library before 5 p.m., August 10, 2012		
All type (including foot or endnotes) is 12 point Times New Roman, and margins are 1"		
LSTA funds requested are for allowable costs (see Appendix B)		
The full proposal has an original signature by the official with contract authority and/or the fiscal agent		
If the full proposal is requesting indirect costs, a copy of the relevant portion of a recent federally-approved indirect cost plan is attached and such costs are no more than 6% of the proposed LSTA grant amount		
Address information is complete and accurate, and includes street address, city, and zip code		
DUNS number is current or in process of annual renewal		
All columns and rows of budget table show, and add properly		
Active partners are listed in Part I #12, and have signed the certification in Part IV		
CIPA certification is signed by public and school libraries and consortia with public or school library members.		
Letters of support are attached		
All pages of the full proposal are present		
Word or rich-text copy of full proposal emailed as courtesy		