

*LIBRARY SERVICES AND TECHNOLOGY ACT  
(LSTA)*

GENERAL INFORMATION  
AND GRANT APPLICATION GUIDELINES

**GRANT CYCLE FOR FEDERAL FISCAL YEAR 2016**

*OREGON STATE LIBRARY*

January 15, 2016

Welcome to the Federal Fiscal Year 2016 LSTA Grant Packet. The Library Services and Technology Act (LSTA) is the major source of federal grant funding for libraries in the United States. Please examine this grant packet carefully and contact Ann Reed with any questions at [ann.reed@state.or.us](mailto:ann.reed@state.or.us) or 503-378-5027.

This packet contains information and forms that will be needed to apply for the **2016** LSTA grant cycle. **Proposals are due 1:00 PM on April 15, 2016.** Grants will be made for projects beginning on July 1, 2016 and ending on June 30, 2017.

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## *Table of Contents*

Grant Cycle for FFY 2016	4
Checklist for full proposal	5
Eligible Applicants	7
Competitive Grant Process	7
Grant Project Evaluation (Outcome based evaluation)	8
Allowable and Acceptable Costs	8
Personnel Costs	9
Indirect Costs	10
CIPA – Children’s Internet Protection Act	10
Requirements for Technology, Digital Collections and Continuing Education Grants	10
Evaluation of proposals	11
Grant Administration Procedures	11
Grant Administration Tracking	12
Grant Administration Best Practice	12
LSTA five year plan goals (Appendix A)	13
Allowable Costs (Appendix B)	17
Full Grant Proposal Form (Appendix C)	21
Full Grant Proposal General Instructions (Appendix D)	26
Continuing Grants Form (Appendix E)	35
Continuing Grants Instructions (Appendix F)	37
LSTA full proposal evaluation criteria (Appendix G)	44
Digital Collection Project Proposal Requirements (Appendix H)	46

Oregon State Library  
LIBRARY SERVICES AND TECHNOLOGY ACT  
Grant Cycle for FFY 2016

**Timetable**

**2016**

January 15	Link for General Information and Grant Application Guidelines for Federal Fiscal Year 2016 Library Services and Technology Act grant cycle e-mailed to Oregon libraries
February 24	Preliminary proposals due to the State Library (voluntary)
March 1-18	Online comment period on proposal drafts from the Council (voluntary)
April 15	Full proposals due at the State Library by <b>1:00 P.M.</b> in pdf or word format
May 16 and 17	LSTA Advisory Council meets at the Oregon State Library to review proposals and make recommendations on funding to the State Library Board. Agenda posted to: <a href="http://www.oregon.gov/osl/LD/Pages/LSTAcouncilmtgs.aspx">http://www.oregon.gov/osl/LD/Pages/LSTAcouncilmtgs.aspx</a>
June 10	Oregon State Library Board meets to approve funding for proposals.
June	Library Support and Development prepares and sends grant contracts.
July 1	Grants start. <b>Grants start July 1 and end June 30, 2017. No extensions.</b>
Mid-September 2016	LSTA Advisory Council meets at the Oregon State Library to review final grant reports and make changes to 2017 grant packet and LSTA spending priorities. Agenda posted to: <a href="http://www.oregon.gov/osl/LD/Pages/LSTAcouncilmtgs.aspx">http://www.oregon.gov/osl/LD/Pages/LSTAcouncilmtgs.aspx</a>
Mid-October 2016	State Library Board meets to consider recommendations of LSTA Advisory Council and State Librarian, and approves the LSTA program for FFY 2017
July 31, 2017	2016 Grant Final activity/ self-evaluation reports due at State Library.

## Checklist for Full Proposal

CRITERIA	YES	NO
The full proposal was received at the Oregon State Library on <b>April 15 in either PDF or Word.</b>		
All type is 12 point Times New Roman, and margins are 1"		
LSTA funds requested are for allowable costs (see Appendix B)		
The full proposal has a 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 .		
If the grantee or fiscal agent does not have a current federally-approved indirect cost plan, requested indirect funds are 10% of, or less than, the amount of LSTA funds.		
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		
Proposal includes outcome-based evaluation, using logic model if desired		
Letters of support are attached in the order listed in the proposal		
All pages of the full proposal are present		
For Digital Collection proposals, all requirements are addressed in the text of the proposal (See Appendix H for requirements)		

### **GRANT DEADLINE: April 15, 2016 by 1:00 PM**

Choose one of the following methods for submitting your application so it is date-stamped by April 15, 2016. Applications must include appropriate original, faxed, or digital signatures.

- Email: [ferol.weyand@state.or.us](mailto:ferol.weyand@state.or.us)
- Fax: 503-378-6439
- Mail: Oregon State Library, LSTA Grant, 250 Winter St. NE Salem, OR 97301

Every year, the Oregon State Library administers a competitive grant program with Library Service and Technology Act block grant funds from the Institute of Museum and Library Services. Uses of the block grant funds are outlined in the [Library Services and Technology Act \(LSTA\) Five –Year Plan 2013-2017](#). Competitive grants must address at least one goal of the Plan, found at [http://www.oregon.gov/osl/LD/Pages/lsta.aspx#LSTA\\_Five\\_Year\\_Plan](http://www.oregon.gov/osl/LD/Pages/lsta.aspx#LSTA_Five_Year_Plan) and in Appendix A of this packet.

Detailed information on past grants, downloadable copies of forms, and background on Oregon’s LSTA program can be found on the Library Support and Development Services pages of the Oregon State Library’s website (<http://www.oregon.gov/OSL/LD/grantmainalt.shtml>). We strongly encourage prospective grantees to contact the Federal Programs Coordinator, Ann Reed, at (503) 378-5027 or [ann.reed@state.or.us](mailto:ann.reed@state.or.us) for advice and assistance.

**Award Amounts**

The total amount of funding available for competitive awards typically ranges from \$500,000 to \$600,000. There are no set limits to the amount of funding that may be requested; however, very large requests may not be as competitive as smaller requests. Local support (in-kind or cash) is expected from all applicants as evidence of local commitment to the proposed grant project. Projects are also expected to seek sustaining funding from other sources to support the project once the LSTA grant has ended.

**Recent LSTA Grant Award History**

Federal Fiscal Year	# of Grants Awarded	Total Amount Awarded	Low Amount Awarded	High Amount Awarded	Median Amount Awarded
FFY2015	10	\$634,049	\$25,319	\$183,836	\$45,038
FFY2014	10	\$484,957	\$5,400	\$168,669	\$56,515
FFY2013	10	\$605,208	\$4,023	\$189,669	\$42,225
FFY2012	13	\$676,797	\$9,645	\$125,742	\$40,573

**Types of Grant Projects**

LSTA has funded technical studies, planning grants, service and technology development and demonstration projects, as well as the replication of outstanding projects. Grant projects do not need to be innovative, just new to the applicant.

**Philosophy of Oregon’s LSTA grant program**

The LSTA Council and the Oregon State Library Board encourage the formation of partnerships where and whenever possible. The State Library believes that a larger library can work with its smaller neighbors to the benefit of a region. Projects that benefit larger units of governance, such as counties, several cities or school districts are viewed positively. In projects with *school* partners, the Council will look for solid contributions to the project from the *schools*, not just the public library.

A project partner is an organization that plays an active part in running a grant. This would be more than housing a special piece of equipment. A partner would demonstrate and help teach people to use a special piece of equipment.

### **Eligible Applicants**

LSTA grants may be made to any legally-established public library, academic library, special library, school library, library cooperative or consortium or to any organization with tax exempt status that helps libraries.

### **For purposes of Oregon's LSTA program:**

A **public library** is established under ORS 357.410 and is "a public agency responsible for providing and making accessible to all residents of a local government unit library and information services suitable to persons of all ages" (ORS 357.400). "Local government units" include cities, counties, special districts, county service districts, school districts, and community college districts (ORS 174.116).

An **academic library** is any library of a not-for-profit, degree-granting institution of postsecondary education in Oregon, whether publicly or privately funded. (ORS 543.060)

A **special library** is a private, non-profit or government organization that serves information needs as defined by a particular subject or activity. To be eligible for a LSTA state grant, the special library must have paid library staff, be accessible to the public and have a written collection development policy.

A **school library** is a library serving Kindergarten through 12<sup>th</sup> grade students, teachers, and administrators. A school library may be called a library media center, media center, resource center, information center, instructional materials center, learning resource center, or some other name.

### **Competitive Grant Process**

The LSTA competitive grant program is a one-step process. We encourage prospective grantees to take advantage of the optional council and staff review process in late March. Proposals are due by 1:00 PM on April 15, 2016. ***Late proposals or proposals not adhering to the stated format will not be considered. If a proposal is received for review, it does not mean it is received for funding.***

### **Grant Period and Multi-year Projects / Consecutive Grants**

Grants are funded for 12 months. If a grant project needs to be developed over a two or three year period, you must apply for a series of one year grants. Consecutive grants will only be made in cases where the scope of the work is too large to be accomplished in 12 months, or where the grant activities must be timed to coincide with future events outside of a grantee's control (e.g. library district elections). The Council expects that activities will develop over the duration of a multi-year project. If applying for year 2 or beyond of a grant, please use the Continuing Grants form in Appendix E.

## Extensions

Grant extensions will **not** be available. Grants end June 30, at the end of the fiscal year. If the project involves hiring, allow two to three months within the project timeline for that activity. Any unencumbered funds remaining to the project as of July 1 revert to the Oregon State Library. Labor cannot be encumbered.

## Building in Grant Project Evaluation

Grant projects should be planned to incorporate an outcome-based evaluation whenever possible. Outcome-based evaluation (OBE) measures the impact of a project on the skills, knowledge, attitudes, behaviors, condition, or life status of end-users. Your proposal should identify your specific audiences and say how the project will objectively and concretely measure outcomes. The State Library expects that your project would include in its request funds for surveys, focus groups, facilitators, or whatever methodology you design.

There are online or in person resources to assist you in designing your outcome-based evaluation:

- The State Library's Library Support OBE webpage at <http://www.oregon.gov/osl/LD/Pages/resources/OBE/obe.aspx>
  - The Logic Model is one method to walk through the OBE process. This model is available on the OBE webpage listed above.
- The Institute of Museum and Library Services website also offers assistance at [http://www.ims.gov/research/evaluation\\_resources.aspx](http://www.ims.gov/research/evaluation_resources.aspx) or
- Contact Ann Reed or any of the State Library Support and Development consultants to assist you in designing your evaluation.

At the end of each project, you are required to submit a final activity report that documents project goals and provides an analysis of the project. The report requires quantitative information on project activities and audiences reached. It also requires quantitative and qualitative data that summarize lessons learned and document project achievements, outcomes and, if applicable, large-scale or long-term results that effect one or more institutions or communities. To view the final activity form, go to <http://www.oregon.gov/osl/LD/Pages/lstagrantee.aspx> and click on Reports.

## Allowable and Acceptable Costs

### *Costs not allowed by Federal regulation*

Projects must conform to federally allowable costs (summarized in Appendix B). Links to Federal allowable cost documents can be found via the State Library's LSTA Competitive Grants page (<http://www.oregon.gov/osl/LD/Pages/LSTAcomp.aspx>). LSTA legislation does not allow paying for construction expenses, including planning, remodeling, wiring, expansion costs, new furnishings, architect's fees, land acquisition, siting expenses, or HVAC work. **Please note that LSTA does not cover honorariums or prizes of any kind. Speaker fees are allowable with an invoice. Computers under \$5,000 are now considered supplies.**

### **Costs not accepted by the LSTA Advisory Council for funding**

The LSTA Advisory Council has developed the following list of items they will not recommend for funding, even though such items may be allowable under federal rules.

- The Council sees LSTA as a first-funder. Therefore LSTA will not take over funding of projects initiated by other grant funders.
- Restoration or replacement of current collection funding.
- Restoration or replacement of normal operating costs, such as computer maintenance, ongoing software license fees, utilities, etc.
- Computers, books, or library materials not integral to a new service or program.
- Replacing or upgrading a library automation system purchased with LSTA funds.
- Stand-alone school or school district automation projects.

### **Personnel Costs**

Grant writers should think about asking for labor or personnel, if needed, to enable the institution to perform grant activities. The grant can fund additional hours if a staff person in question is part-time, or it can hire some substitute labor to cover desk hours. Work done on a grant needs to be documented by a time card. LSTA will not restore funding for staff lost due to layoffs.

#### **Personnel vs. Contractual**

On the grant budget, the personnel line is for people hired as a regular employees. Contractual people are hired for limited duration or under some other condition. The Human Resources department of either the grantee or fiscal agent can help the grant author sort out which line to use on the budget table.

#### **Benefits**

If grant personnel are hired as regular employees, the grant may pay for standard benefits that other employees get. If the grant labor is contractual, bear in mind that the grant must pay at least unemployment insurance tax

(<http://www.oregon.gov/EMPLOY/Unemployment/Pages/default.aspx>).

For other possible taxes, see instructions at

([http://www.oregon.gov/dor/BUS/docs/combined\\_payroll\\_211-155-2\\_2015.pdf](http://www.oregon.gov/dor/BUS/docs/combined_payroll_211-155-2_2015.pdf))

#### **Consultants and Subgrants**

Prior to hiring a private consultant, the library planning the project must obtain written approval of the consultant selected from the State Library. Please contact the State Librarian for permission. Consultants must adhere to restrictions on federal funds, particularly regarding lobbying. Grantees shall not use LSTA funds to run a subgrant program without first presenting a detailed plan to the State Library.

## **Indirect Costs**

Indirect costs are overhead costs associated with administering a grant. Indirect costs include items such as postage (if not billed directly), office space, rent, utilities, phone lines, accountant labor, etc. Most large entities receiving federal grant funds have at least one negotiated indirect cost rate, established according to instructions from the Office of Management and Budget. Very large institutions may have 2-3 federally approved indirect cost rates, for use in different types of grants or projects, e.g. medical research, teaching projects, etc. Once an institution has a current federally approved indirect cost rate, that rate can be used for federal grants from other agencies such as this grant program. Generally it is not worth a small entity's time to file a federal indirect cost agreement.

Per 2 CFR 200, the Oregon State Library will honor the indirect cost rate in current federally-approved indirect cost plans. For entities without a federally-approved indirect cost plan, libraries may claim up to 10% of LSTA funds in indirect costs.

Technology grants for resource sharing will adhere to standards that allow automated catalogs to be searchable by other libraries and/or permit full bibliographic records to be exported to automated regional or other large-scale catalogs.

Continuing education activities must be part of a larger project and relate to the goals of LSTA legislation. The State Library expects grantees to invite participants from other libraries to trainings if space allows.

## **CIPA – Children's Internet Protection Act**

If public or school libraries use LSTA funds to buy computers for staff or the public to access the Internet or use LSTA funds to pay direct costs of accessing the Internet, the public or school libraries must "have in place a policy of Internet safety that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access ...to visual depictions that are obscene or child pornography"

In such a case, public and school libraries must certify compliance with the Children's Internet Protection Act (CIPA). Filtering requirements would apply to **all** computers in the library, including staff computers, whether existing or newly purchased with grant funds. Library consortia that include public or school library members using LSTA funds for computers accessing the Internet, also must comply with CIPA filter requirements. All of the consortia members may be affected. The law requires that adults would be able to ask for filters to be disabled from the computer they are using. Libraries concerned about CIPA are encouraged to contact Ann Reed at the State Library before applying.

## **Requirements for Technology, Digital Collections, and Continuing Education Proposals**

Technology project proposals for resource sharing will adhere to standards that allow automated catalogs to be searchable by other libraries and/or permit full bibliographic records to be exported to automated regional catalogs.

Continuing education activities within project proposals must be part of a larger project and relate to the goals of LSTA legislation. The State Library expects grantees to invite participants from other types of libraries if space allows.

Digital collection proposals **must** address the requirements outlined in the document: *Digital Collection Project Proposal Requirements*. Please refer to Appendix H for the requirements. The LSTA Advisory Council will be using the checklist in this document to evaluate the proposals.

**Best practice for other types of grants:**

- Adult Literacy Programs - <http://tinyurl.com/opgfc9c>
- Outreach to Immigrant and Language-Minority Populations - <http://tinyurl.com/pmapw3s>

**Evaluation of proposals**

Council members complete an evaluation form (See Appendix G) for each proposal at their May meeting. The score of a proposal is a starting point for discussion of whether the Council is interested in recommending funding. The Council may not think a project is appropriate to LSTA funding, or may be more appropriate to other types of funding. Please contact the State Library for other grant sources. The Score is expressed as a number, 1-10, and is not legally binding. It is an aid in crafting a recommendation for funding for the State Library Board.

**Grant Administration Procedures**

The Oregon State Library has posted a sample grant contract for applicants to review the contract language if the LSTA Advisory Council makes a positive recommendation for funding to the Oregon State Library Board. The grant contract is a formal agreement between the State and the project fiscal agent and sets out a number of requirements for administering the grant including that:

- 1) All federal funds will be expended solely for the purpose for which a grant was awarded as described in the project narrative of the full proposal.
- 2) All federal funds must be spent in accordance with all applicable laws and regulations governing LSTA.
- 3) Federal funds may not be used for political purposes at any political level.
- 4) Costs accrued before a grant contract is signed are not reimbursable.
- 5) School and public libraries receiving federal money under LSTA to purchase computers to access the Internet and/or purchase direct Internet access must comply with CIPA requirements.
- 6) Local support of agencies receiving federal funds may not be reduced because of receipt of federal funds.

## **Grant Administration Tracking**

2 CFR 200 increases the State Library's obligation to track grantee performance during the grant. Items the State Library will be tracking and reporting to IMLS are:

- Receiving the required and completed written quarterly reports in and on time
- State Library receives grant modification requests 45 or more days in advance of the end of the grant.
- Grantees have appropriate spending and cash claim patterns

## **Grant Administration Best Practice**

Please see the Quick Tips for Better Grant Administration at [http://www.oregon.gov/osl/LD/Pages/lstagrantee.aspx#Administrative\\_Requirements](http://www.oregon.gov/osl/LD/Pages/lstagrantee.aspx#Administrative_Requirements). We definitely recommend sharing copies of the proposal and the grant contract with project participants. Both have valuable information in goals, activities and dates.

Questions, about which grants are suitable for LSTA, can be directed to Ann Reed, Federal Programs Coordinator, at **(503) 378-5027, or by email at *ann.reed@state.or.us***.

### **Appendices:**

**Appendix A** - Purposes of the Library Services and Technology Act

**Appendix B** - Allowable and Unallowable Costs in LSTA Grants

**Appendix C** - Full Grant Proposal form

**Appendix D** - Grant Proposal General Instructions

**Appendix E** - Continuing Grant Proposals

**Appendix F** - Continuing Grant Proposals Instructions

**Appendix G** - LSTA Full Proposal Evaluation Criteria

**Appendix H** - Digital Collections Project Proposal Requirements

## **Summary Goals of Oregon's Library Services and Technology Act Five-Year Plan 2013-2017**

This document contains highlights of interest from the 2013-2017 Five-Year LSTA Plan for competitive grant seekers. The text of the whole plan can be found via the main LSTA page on the Library Support and Development's portion of the Oregon State Library website (<http://www.oregon.gov/osl/LD/Pages/lsta.aspx>). The strategies/initiatives listed are possible projects, but are not meant to exclude projects that would address at least one of the LSTA goals.

### **GOAL # 1 – Provide access to information resources and library services**

#### **Issues Addressed**

- Unserved population;
- Delivering quality library services to Oregonians in sparsely-populated areas;
- Many Oregon libraries are not well situated to serve a rapidly growing population of seniors, ages 65+;
- Many Oregon libraries are not adequately prepared to serve the growing Hispanic/Latino population and/or other emerging immigrant populations;
- Reductions in county law library service;
- Need for citizens to interact with their government online;
- Economic uncertainty statewide.

#### **Outcomes**

- Library services are extended to those who are currently unserved;
- Library services are enhanced for those who are currently underserved;
- Libraries expand access to multimedia material;
- Libraries partner with each other to create programming or information resources;
- Libraries partner with community organizations to create programming or information resources.

#### **Ideas for competitive grants**

- Outreach to seniors, special populations;
- Statewide collaborative borrowing;
- Demonstrations of new types of materials;
- Development of Young Adult services;
- Digitization of important historical information, including newspapers;
- Greater ability to access digital items regardless of physical location.

## **GOAL # 2 – Use technology to increase capacity to provide library services and expand access**

### **Issues Addressed**

- Economic uncertainty statewide;
- Delivering quality library services to Oregonians in sparsely-populated areas;
- Unserved population;
- Institutional barriers to cooperation;
- Changing library services to match the changing information needs of our communities;
- Knowing how to help patrons with new technologies and implement them in a library setting.

### **Outcomes**

- Libraries create efficient ways to share resources to extend library services to Oregonians (e.g., Answerland, OSLIS);
- Libraries create efficient ways to share information resources (e.g., Sage, suggestion of a shared ILS);
- Patrons can access information- Libraries make available information resources across multiple platforms
- Technology increases use and accessibility of library services.

### **Ideas for competitive grants**

- Mobile applications for information resources;
- Digital library on large scale;
- Open-source digital library software;
- Increasing capacity by centralization of digitization services;
- Mobile devices to loan or demonstrate;
- Models of new technologies.

## **GOAL # 3 – Develop a culture in libraries that promotes evaluation and use of evaluation results**

### **Issues Addressed**

- Economic uncertainty statewide;
- Library services and benefits are not widely known or understood by our communities;
- Changing library services to match the changing information needs of our communities.

### **Outcomes**

- Create learning opportunities for library staff that provide training in assessing the value of services including financial viability, community needs assessment, or other evaluation that furthers the ability of libraries and librarians to better serve their respective communities;
- Libraries establish a process to assess community needs;

- Libraries evaluate and prioritize services by community needs and financial viability;
- Libraries back up budget requests with data from service assessment;
- State library staff will develop expertise in outcome-based assessment.

### **Ideas for competitive grants**

- Replication of Salem Public Library’s model for community assessment;
- Public Library Director Institute for small/rural libraries;
- Training in outcome based evaluation;
- Train library personnel in strategic planning and organizational development;
- Develop statewide GIS (Geographic Information System) -like system with library and other demographic data that can produce reports;

## **GOAL # 4 – Develop information literacy skills**

### **Issues Addressed**

- School library programs are being cut, often district-wide;
- Students and teachers not receiving information literacy instruction;
- High levels of unemployment, particularly in rural areas;
- Lack of digital literacy instruction.

### **Outcomes**

- Create programs for development of information literacy skills at all ages;
- Libraries offer services for children and young adults that prepare them for lifelong success;
- Libraries offer lifelong learning activities for Oregonians.

### **Ideas for Competitive Grants**

- Job hunting lab or tutorials;
- Financial literacy programs;
- Finding government information programs;
- Using and finding business information programs;
- Planning grant to develop K-20 continuum of skills, with computerized information literacy assessment tool that can point to remedial resources, ‘advanced OSLIS’;
- Library staff development, especially in using new technologies, teaching computer software;
- Finding legal information (basic tutorial);
- Planning grant for public/academic partnership to offer information literacy course to high school for AP test, or college credit.

## **GOAL # 5 – Foster the joy of reading**

### **Issues Addressed**

- School library programs are being cut, often district-wide;
- Oregon’s preschool children and their families and caregivers need access to early literacy resources and services;
- Drop off in reading when children become young adults;
- Delivering quality library services to Oregonians in sparsely-populated areas;
- Many Oregon libraries are not well situated to serve a rapidly growing population of active seniors;
- Many Oregon libraries are not adequately prepared to serve the growing Hispanic/Latino population and/or other emerging immigrant populations.

### **Outcomes**

- Libraries offer programs that encourage and enhance reading ability in children;
- Libraries provide access to material in different media formats that encourage or enhance literacy;
- Libraries provide access to material and/or programming that encourage or enhance ESL literacy;
- Libraries strive to engage young adults in learning, teaching, and other volunteer activities related to reading.

### **Ideas for Competitive Grants**

- Online book clubs that might incorporate digital books;
- Partnerships between libraries and senior service providers;
- Early literacy outreach – to daycare, with families;
- Outreach to Hispanic/Latino population and/or other emerging immigrant populations.

## Appendix B

### Allowable and Unallowable Costs in LSTA Grants

**Source Documents:**

**2 CFR 200 – Uniform administrative requirements, cost principles, and audit requirements for federal awards.**

### Allowable and Unallowable Costs in General

Generally, costs that are necessary and reasonable for the proper and efficient administration of a grant project are allowable costs that may be proposed as budget items in a LSTA grant application. If a cost is not allowable under local or state regulations, it will not be covered by LSTA. Costs need to be consistent with policies and procedures that apply to other activities of the organization, and be in accordance with accepted accounting principles. For brevity, we have noted one or the other but not both legal citations where applicable. The absence of an item from this FAQ guide does not imply that a cost is allowable.

Cost Associated with Grant	Allowable			OMB Circular	NOTE
	Yes	No	Maybe		
<b>General Cost Questions</b>					
Costs incurred before the grant started			X		Depends on pre-award cost authorization
Fines and penalties		X		2 CFR§200.441	
Reimbursement for excess costs from a previous grant		X		2 CFR§200.453	
Grant writing for an additional year of LSTA funding paid for by current grant			X	2 CFR§200.460	Permissible only for potential federal awards and continuing LSTA grants
Fund raising		X		2 CFR§200.442	
Costs of meetings or events related to fund raising		X		2 CFR§200.442	
Grant writing to foundations, non-federal sources		X		2 CFR§200.430	
Donations / Charitable contributions		X		2 CFR§200.434	
Construction costs (planning, wiring, remodeling, architects' fees, land, siting, new furnishings)		X		Not allowed in 20 U.S.C. 9109	
<b>Costs of Events and Meetings</b>	<b>Yes</b>	<b>No</b>	<b>Maybe</b>		
Entertainment		X		2 CFR§200.438	
Food			X		Event must be during a meeting and on the agenda as a working meal. Follow fiscal agent per diem limits. In general, avoid

<b>Cost Associated with Grant</b>	<b>Allowable</b>			<b>OMB Circular</b>	<b>NOTE</b>
					spending grant funds on food
Alcoholic beverages		X		2 CFR§200.423	
Performers			X		If integral to the content of an educational program e.g. summer reading
Salary			X		Oregon's LSTA program will not replace local salary
Work time	X			2 CFR§200.430 (8)	Hours paid by LSTA should only do LSTA projects and documented with timecards
Travel			X		Use fiscal agent rates and reimbursement practices. Travel related to lobbying not covered.
Location rental fees	X				If necessary to carry out grant activities
<b>Marketing, Public Relations, Advertising</b>	<b>Yes</b>	<b>No</b>	<b>Maybe</b>		
Advertising in news, TV, radio, etc. to recruit personnel for LSTA grant projects	X			2 CFR§200.421	
Advertising in news, TV, radio, etc. for procuring or acquiring goods, equipment, and services for the performance of LSTA grant	X			2 CFR§200.421	
Advertising in news, TV, radio, etc. for a specific purpose to fulfill the grant's activities	X			2 CFR§200.421	
Advertising or promoting the library in general		X		2 CFR§200.421	
<b>Marketing, Public Relations, Advertising cont.</b>	<b>Yes</b>	<b>No</b>	<b>Maybe</b>		
Informing the public or press about a specific LSTA project	X			2 CFR§200.421	
Costs of displays, demonstrations, and exhibits			X	2 CFR§200.421	Ok if promoting a specific project

<b>Cost Associated with Grant</b>	<b>Allowable</b>			<b>OMB Circular</b>	<b>NOTE</b>
Prizes for contests or drawings		X			Item should have no intrinsic value, e.g. certificate
T-shirts, mugs, pens, Frisbees, posters, magnets, and other promotional items with intrinsic value		X		2 CFR§200.421	A rare exception would be if the item directly relates to the grant and is a lot more informational than promotional.
Bookmarks, rolodex cards, brochures	X				Strictly informational in nature
Promotion of the library to Hispanics and other people with diverse cultural, and socioeconomic backgrounds, individuals with disabilities, and to people with limited functional literacy or information skills.	X			Purpose 4 of the Library Services and Technology Act 2010	
Promotion of the library to persons having difficulty using a library, underserved urban and rural communities including children from families with incomes below the poverty line	X			Purpose 5 of the Library Services and Technology Act 2010	
Gifts		X		2 CFR§200.421	
<b>Research</b>	<b>Yes</b>	<b>No</b>	<b>Maybe</b>		
Planning, developing or conducting studies or surveys	X				
Focus groups	X				
<b>Memberships / Community Involvement</b>	<b>Yes</b>	<b>No</b>	<b>Maybe</b>		
Membership in any civic or community organization			X		Must be in grant application and requires approval of the State Library.
Membership in business, technical, and professional organizations	X				
<b>Costs Associated with Districting Grants</b>	<b>Yes</b>	<b>No</b>	<b>Maybe</b>		
Governmental fees (use fees, ballot filing fees, permits, etc.)		X			
Forming a non-profit, 501(c)3 fees		X		2 CFR§200.458	
Attorney fees for reviewing documents, and legal guidance.			X		Must be in grant application and requires approval of

Cost Associated with Grant	Allowable			OMB Circular	NOTE
					the State Library. Does not cover ballot review or drafting resolutions for governmental bodies
Writing ballot measures		X			
Filing election paperwork		X			
Providing a technical and factual presentation of information on the process of forming a district	X			2 CFR§200.450	Must be in grant application and requires approval of the State Library.
Costs of communicating with the public and press pertaining the specific LSTA project			X	2 CFR§200.421	As long as its informational, not urging a vote
Planning to serve unserved and underserved populations	X				
Costs of travel, meeting time relating to urging a governing body to pass a resolution or ordinance		X		2 CFR§200.450	This falls under lobbying
Attempt to “influence the outcomes of any...local election, referendum, initiative or similar procedure..., including introductions of legislation”		X		2 CFR§200.450	
Legislative liaison activities, including attendance at legislative sessions or committee hearings, gathering information regarding legislation, and analyzing the effect of legislation, when such activities are carried on in support of or in knowing preparation for an effort to engage in unallowable lobbying		X		2 CFR§200.450	
Establishing, administering, or paying the expenses of a campaign, political action committee, or other organization established for the purpose of influencing the outcomes of elections		X		2 CFR§200.450	

rev. 1/7/16

**Full Grant Proposal Form  
Library Services and Technology Act FFY 2016**

This form is available for download in Microsoft Word on our web site via:  
<http://www.oregon.gov/osl/LD/Pages/LSTAcomp.aspx>.

The LSTA Advisory Council requires that applications be submitted in 12 point Times New Roman, with one inch margins. Do not change the words on this form. Email a Word or PDF of your proposal to [ferol.veyand@state.or.us](mailto:ferol.veyand@state.or.us) Include letters of recommendation or appendices in the electronic copy.

The deadline for receipt of the signed full proposal is **1:00 pm on Friday April 15, 2016**. There are no exceptions. If requesting indirect costs, attach the appropriate section of a current federally-approved indirect cost plan.

**Part I: General Information**

1. Project title:
2. Applicant:
3. Mailing Address:
4. Contact person:  
Phone:  
Email:
5. Fiscal agent (if different than applicant):
6. Project URL (if any):
7. U.S. Congressional District:
8. DUNS number:
9. List geographic target area to be served by the project:
10. Estimated number of persons benefiting from the project:
11. Description of persons benefiting from the project:
12. List partnering organizations. All partnering organizations must also sign section IV.1. See instructions for guidance on partners versus participants.
13. Project abstract (one paragraph):



**Part III: Project Narrative**

(Attach additional pages. See the criteria for grant proposal evaluation in the Grant Guidelines as well as the Grant Application Instructions for more information on this section. If you are submitting a digital collections proposal, please address the digital collection requirements in this section.)

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

*Detailed statement of problem*

*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 the activities that will be undertaken to meet each objective. (include timeline)*

*Budget narrative*

*Evaluation method and publicity (clearly listed the outcomes of this project)*

**Part IV: Certification of Application**

- 1. Documentation of project support. Partners listed in Part I, number 12 must sign. The grant applicant signs IV.3.d. If the fiscal agent is different than the applicant, they sign IV.3.e.

I HAVE READ THE PROPOSAL PRESENTED ON THE PRECEDING PAGES. I AM AWARE OF THE OBLIGATIONS THAT PARTNERSHIP IN THE PROPOSED PROJECT WOULD ENTAIL. BY MY SIGNATURE I CERTIFY MY ORGANIZATION'S COMMITMENT TO SUPPORT THE PROPOSED PROJECT AS DESCRIBED IN THE PRECEDING PAGES.

Name	Library/Organization	Signature	Date
_____	_____	_____	_____

- 2. Certification for Children’s Internet Protection Act  
Public and public school library applicants, and consortia with public or school members **must** check one of the options below (a, b, or c).

a.	The applicant public or public school library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. Every computer connecting to the Internet, public and staff, is filtered. The filter can be disabled upon request of adults.
----	---

b.	<p><i>(for consortia only)</i></p> <p>Prior to using any LSTA funds to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or a public school library, the applicant consortium or group will collect and retain a duly completed Internet Safety Certification from every constituent public library or public school library in accordance with requirements of Section 9134(f) of the Library Services and Technology Act. Every computer connecting to the Internet, public and staff, is filtered. The filter can be disabled upon request of adults.</p>
c.	<p>The requirements of Section 9134(f) of the Library Services and Technology Act do not apply to the applicant library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or public school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.</p>

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

- a. I affirm that the jurisdiction or organization (henceforth, ORGANIZATION) is the designated fiscal agent for the project described in this application and is empowered to receive and expend funds for the conduct of the proposed grant project.
- b. I affirm that the information contained in this application is true and correct and that the ORGANIZATION for which I am an official has authorized me to submit this application for LSTA grant funds.
- c. I affirm that if this application were to result in the ORGANIZATION being awarded grant funds to carry out the project described in this application, that the ORGANIZATION would comply with all of the federal and state requirements for the administration of LSTA grants, including part IV.2 above and allowable costs described in Appendix B of the General Information and Grant Application Guidelines, Library Services and Technology Act.

d. Signature of grant applicant

\_\_\_\_\_  
Name of official authorized to enter into contractual agreements for the ORGANIZATION

\_\_\_\_\_  
Title

\_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone number

e. Signature of fiscal agent (if different than applicant or if applicant is not a 501(c)3 or legally established entity or if applicant does not have contract authority for the ORGANIZATION)

\_\_\_\_\_  
Name of official authorized to enter into contractual agreements for the ORGANIZATION

\_\_\_\_\_  
Title

\_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone number

**GRANT DEADLINE: April 15, 2016 by 1:00 PM**

Choose one of the following methods for submitting your application so it is date-stamped by April 15, 2016. Applications must include appropriate original, faxed, or digital signatures.

- Email: [ferol.weyand@state.or.us](mailto:ferol.weyand@state.or.us)
- Fax: 503-378-6439
- Mail: Oregon State Library, LSTA Grant, 250 Winter St. NE Salem, OR 97301

**Full Grant Proposal Instructions  
Library Services and Technology Act FFY2016  
General Instructions**

**Grant Application - Line-by-line Instructions**

**PART I: General Project Information** The full proposal form is available for download in Microsoft Word on our web site via: <http://www.oregon.gov/os/LD/Pages/LSTAcomp.aspx>. You may attach additional pages to the form in order to provide the information requested under Part III, Project Narrative.

The LSTA Advisory Council requires that applications be submitted in 12 point Times New Roman, with one inch margins. Do not change the words on this form. Email a Word or PDF of your proposal to [ferol.weyand@state.or.us](mailto:ferol.weyand@state.or.us) Include letters of recommendation or appendices in the electronic copy.

The deadline for receipt of the signed full proposal is **1:00 pm on Friday April 15, 2016**. There are no exceptions. If requesting indirect costs, attach the appropriate section of a current federally-approved indirect cost plan.

**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.

2. Applicant

Enter the full legal name of the applicant library, system or other organization. See the Grant Guidelines for information about eligible applicants. If the applicants do not have legal standing, list the fiscal agent.

3. Mailing Address

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

4. Contact person, phone, and 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. U.S. Congressional District: use [www.congress.gov](http://www.congress.gov) to find your federal congressional district.

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, 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 people 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, who are not listed on line 12, 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.

A list of goals from Oregon's Library Services and Technology Act (LSTA) Five-Year Plan 2013-2017 are provided in Appendix A of the Grant Guidelines. A project simply needs to relate to one of these goals. Do not 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.

**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 should be fairly accurate. Identify costs to be paid from LSTA, and those covered by local cash or in-kind contributions. Remember that grant funds will be available as soon as the grant is approved by the State Library Board and a contract is signed. 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 the contribution of equipment, supplies, transportation services, staff time, space, substitute teachers, or other tangible resource, as distinguished from a cash contribution.

(Example: "The project manager will devote 25% of their 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](http://www.independentsector.org/programs/research/volunteer_time.html). This figure can be adjusted up or down based on the complexity of volunteer tasks.

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 people @ \$12/hr, 25 hrs per wk each, 10 weeks.	\$3,000		\$3,000

**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 proceeding lines. The "Indirect charges" line of the budget asks for any administrative charges or costs that will be incurred by the fiscal agent. 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 claim up to 10% or less of LSTA costs.

If you plan 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 grant applications substantially based on the information provided in the project narrative. The evaluation criteria is listed in the grant guidelines. If submitting a digital collections proposal, please refer to Appendix H for the requirements and address all the requirements in this section.

*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.")

*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?

Indicate the project goal, and the objectives that will be accomplished to reach the goal. The goal is a general statement about a desired outcome. You are motivated to do this project because you wish to change the knowledge, skills, ability, behavior, condition or life status for your target audience. The desired change(s) to your patrons are the outcome(s) of your project.

In describing your solution to the problem, these parts must be present:

**GOAL**

1. The goal should be a very short, broad, and general statement of the ideal change you wish to achieve. It directly addresses the problem in section 3.
2. The goal should indicate the overall impact on the target audience.
3. Some typical words used are “increase”, “decrease”, “reduce”, “improve”

Examples:     Increase English literacy among tourism workers in XYZ place.

                  Improve at-risk children’s readiness for Kindergarten in ABC County.

**OBJECTIVES**

The objectives describe how the project will accomplish the major components of the goal.

Objectives should be SMART – Specific, Measurable, Achievable, Relevant and Time bound. The “specific” part indicates what will change and for whom. Verbs such as “increase,” “decrease,” “train,” and “provide” lead to specificity more than verbs such as support, partner and improve. Measurable implies a way to count results, such as “increase by 15%”, “decrease by 10%” etc. Achievable objectives reflect an amount of change or target that is possible within the timeframe of the grant. The target is set based on prior observation, talks with the target population, or best guess of the project planner.

Examples:

80% of 200 area hotel workers will know about ESL training through the library within four months of the start of the grant

By December 2015, 50% of 25 enrolled students will finish the 12 week training course.

75% of students are satisfied with their progress at the end of the grant period.

## **ACTIVITIES**

Objectives are accomplished by several activities. These activities may be presented in the form of a project timeline.

Examples:

Activities that might meet the objective “80% of 200 area hotel workers will know about ESL training through the library within four months of the start of the grant” could be:

- Design flier for new program, meet with local hotel managers and hotel housekeepers
- Provide fliers in Russian, Spanish, Tagalog and post in city grocery stores, laundromats, as well as churches serving those language groups.
- Meet with local immigrant services groups monthly to help spread word.
- Work with hotel managers to have volunteers meet their staffs and tell them about the program.
- Advertise on local radio stations.

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.

- # and/or % of workers with adequate score of ## on the TOEFL test in Learning Express Library (data source = Learning Express, self reporting)
  - # and/or % of workers able to converse with volunteer practice group about directions, weather and numbers, and money (data source = native English speaker conversation group observation)

- # and/or % of workers able to use work-related vocabulary in practice conversations (data source = native English speaker conversation group observation, hotel manager observation)
- # and/or % of workers able to fill out application for assistant manager positions (data source = hotel manager observation)

#### *D. Budget narrative*

The project activities and budget description may be combined in one grid or list, if preferred. Remember to include any funds needed to perform your outcome-based evaluation.

A well-prepared budget justifies all expenses and is consistent with the goal, objectives and activities. 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.. 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](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 and publicity*

The Oregon State Library and the Institute for Museum and Library Services are implementing outcome-based evaluation. The intent is to show the impact of the project, not a count of items produced. For a short handy guide, see <http://www.oregon.gov/osl/LD/Pages/resources/OBE/obe.aspx>. If assistance is needed, please contact the Library Support and Development Staff.

### **OUTCOME-BASED EVALUATION**

1. Evaluation should flow out of the goal and outcome(s) for the project
2. Remember that the reason for your project is to cause a change in your target population's knowledge, skills, ability, behavior, condition or life status. The change(s) are the outcome(s) of your project.
3. We ask that grant projects use an outcome-based evaluation method. You need to develop indicators, or measures, to gauge whether the project has an impact on the target audience that participates in your grant. For instance, attitudes can be measured through surveys. Changes in knowledge could be captured through pre- and post- tests. Behaviors could be captured through observations, photos, or surveys.

4. Include in your budget the funds your will need for printing, mailing, substitute labor for doing the work, facilitators for focus groups, or whatever your evaluation plan may be.

## OUTCOMES

Example:

Outcomes that might meet the goal “increase English literacy among tourism workers in XYZ place” could be:

- 70% of 50 tourism workers in XYZ place will know English well enough to help register guests
- 30% to 50 tourism workers in XYZ place will be able to speak English with management well enough to qualify for assistant manger openings.

## INDICATORS (MEASURES)

- # and % of workers with adequate score of ## on the TOEFL test in Learning Express (data source = Learning Express, self reporting)
- # and % of workers able to converse with volunteer practice group about directions, weather, numbers or money (data source + native English speaker conversation group observation)
- # and % of workers able to use work-related vocabulary in practice conversations (data source = native English speaker conversation group observation, hotel manager observation)
- # and % of workers able to fill out application for assistant manager positions (data source = hotel manager observation)

## Publicity

Discuss briefly how the project will be publicized. LSTA may fund publicity of a LSTA-funded project, but not a library in general. The State Library will expect the project in post news or articles to statewide electronic mailing lists, such as libs-or, at a minimum. However should you choose to publicize the event, remember to acknowledge IMLS for the grant funds. Go to [http://www.imls.gov/recipients/imls\\_acknowledgement.aspx](http://www.imls.gov/recipients/imls_acknowledgement.aspx) or the State Library website, [http://www.oregon.gov/osl/LD/Pages/Istagrantee.aspx#Sample\\_Promotional\\_Materials](http://www.oregon.gov/osl/LD/Pages/Istagrantee.aspx#Sample_Promotional_Materials), for requirements and samples.

The grants 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 on 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)

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 3e.

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.

**Appendix E**  
**Continuing Grants Form**  
**Library Services and Technology Act FFY2016**

**Use this form only if applying for continuing grant funding.** This form is available for download in Word on our web site via: <http://www.oregon.gov/osl/LD/Pages/LSTAcomp.aspx>. Proposals not meeting the following conditions will be returned. The form must not exceed this cover page and two **single-sided** pages of proposal content. Use 12 point Times New Roman with one inch margins. Do not change the words on this form. The deadline for receipt of this proposal is **1:00 pm on Friday, April 15, 2016.**

## **General Information**

Project Title:

Applicant:

Mailing Address:

Contact Person:

Phone:

Email:

Fiscal Agent (if different than Applicant):

Authorized by:

Title:

Signature:

Date:

Project URL (if any):

***PLEASE INDICATE THE ANTICIPATED LENGTH OF YOUR GRANT PROJECT:***

(Check applicable boxes)

THIS IS THE

2<sup>nd</sup> YEAR OF A

TWO YEAR GRANT PROJECT

3<sup>rd</sup> YEAR OF A

THREE YEAR

For projects that are anticipated to continue another year, be sure to include an estimate of the future funds anticipated to be needed in the Section 4 budget discussion and Section 5 grid.

***THIS IS PRIORITY \_\_\_ OF THIS AGENCY'S PROPOSALS.***

**GRANT DEADLINE: April 15, 2016 by 1:00 PM**

Choose one of the following methods for submitting your application so it is date-stamped by April 15, 2016. Applications must include appropriate original, faxed, or digital signatures.

- Email: [ferol.weyand@state.or.us](mailto:ferol.weyand@state.or.us)
- Fax: 503-378-6439
- Mail: Oregon State Library, LSTA Grant, 250 Winter St. NE Salem, OR 97301

***Project Proposal (insert your text after each section)***

Section 1. Briefly describe the project. Indicate the overall goal and quantified objectives, and outcome(s) of the multi-year project.

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

Section 3. Indicate the project goal for the next year. List the quantified objectives that will accomplish the goal. Describe briefly the activities that will be undertaken to meet each objective. Briefly indicate how you will evaluate the outcome(s) of this project. See instructions.

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

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)*

<b>Item</b>	<b>Local Cash</b>	<b>Local In-kind</b>	<b>LSTA</b>	<b>Total</b>
Personnel				\$0
Benefits				\$0
Travel				\$0
Equipment				\$0
Supplies				\$0
Contractual				\$0
Library Materials				\$0
<b>Total Direct Charges</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<i>Indirect Charges</i>	\$0	\$0	\$0	\$0
<b>Total Budget</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Proposed third year LSTA amount: \_\_\_\_\_

Comments (optional):

## Appendix F Continuing Grants Instructions General Instructions

The continuing grant proposal form is to be used to present a summary of your LSTA grant project and request the next year of funding. This form is available for download in Microsoft Word via the Library Support & Development Services, Oregon State Library website at: <http://www.oregon.gov/osl/LD/Pages/LSTAcomp.aspx>.

In order to ensure an equitable process, continuing grant proposals not meeting the following conditions will be returned. The form must not exceed this cover page and two **single-sided** pages of proposal content. Use 12 point Times New Roman with one inch margins. Do not change the words on this form. A Word or PDF copy of this form must be received at the State Library no later than **1:00 pm on Friday, April 15, 2016**. If this is the first year proposal for your project, use full grant proposal form in Appendix C.

### *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.

#### Mailing 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.

#### 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 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).

#### 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 quantified objectives, and outcome(s) of the multi-year project.

**Briefly** describe the project to refresh the Council's memory, and recap the goal for the multi-year project, the quantified objectives, and outcome(s) 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 project goal for the next year. List the quantified objectives that will accomplish the goal. Describe briefly the activities that will be undertaken to meet each objective. Briefly indicate how you will evaluate the outcome(s) of this project.

Remember that you are working on a solution in response to a community problem you identified in a previous grant application. Remember to scale the goal and objectives to fit the capacity of your organization.

The goal is a general statement about a desired outcome that relates to the identified community problem. You are motivated to do this project because you wish to improve the knowledge, skills, ability, behavior, and condition or life status for your target audience. The desired change(s) is (are) the outcome(s) of your project.

List the objectives, which are how the goal will be achieved. The measurable objectives support the overall goal and outcome(s) and describe an increment of what will take place in a definable time frame (e.g. month, week, quarter, etc.)

Describe briefly the activities that will be undertaken to meet each objective.

Briefly indicate how you will evaluate the outcome(s) of this project. Each outcome you intend to address needs to be evaluated. Indicate how you will measure the change in the target population that the project serves. Possible evaluation methods include surveys, observations, photographs, patron comments or more. If you have difficulty in writing goals, objectives, or outcomes please contact Ann Reed for help at 503-378-5027.

In describing your ongoing solution to the problem raised in the first year's proposal, these parts must be present:

#### GOAL

The goal should be a very short, broad, and general statement of the ideal change you wish to achieve. It directly addresses the problem raised in the initial grant proposal.

Examples:     Increase English literacy among hotel workers in XYZ place so they can be more employable

                  Improve at-risk children's readiness for Kindergarten in ABC County

#### OBJECTIVES

1. The objectives describe how the project will accomplish the major components of the goal.
2. Objectives should be SMART – Specific, Measurable, Achievable, Relevant and Time bound. The “specific” part indicates what will change and for whom. Verbs such as “increase,” “decrease,” “train,” and “provide” lead to specificity more than verbs such as support, partner and improve. Measurable implies a way to count results, such as “increase by 15%”, “23 people will finish” etc. Achievable objectives reflect an amount of change or target that is possible or desirable within the timeframe of the grant. The target is set based on prior observation, talks with the target population, or the best guess of the project planner.
3. Your project should have a sufficient number of objectives to cover the major aspects of the project as expressed in the budget.

Examples: 80% of 200 area hotel workers will participate in ESL training through the library within four months of the start of the grant.

By December 2015, 50% of 25 enrolled students will finish the 12 week training course.

75% of students are satisfied with their progress at the end of the grant period.

80% of families with at-risk children in the Twilight neighborhood will know about the library's reading readiness grant by December 2015.

Three libraries will adapt services to meet the special needs of families with at-risk children within six months of start

## ACTIVITIES

Objectives are accomplished by several activities. These activities may be presented in the form of a project timeline.

Examples:

Activities that might meet the objective "80% of 200 area hotel workers will know about ESL training through the library within four months of the start of the grant" could be:

- Design flier for new program, meet with local hotel managers and hotel housekeepers
- Provide fliers in Russian, Spanish, Tagalog and post in city grocery stores, Laundromats, as well as churches serving those language groups
- Meet with local immigrant services groups monthly to help spread word
- Work with hotel managers to have volunteers meet their staffs and tell them about the program
- Advertise on local radio stations
- Hire a native speaker of another language to do outreach

## EVALUATION

1. The process you select for your evaluation should flow logically from the goal and outcome(s) for the project.
2. Remember the reason(s) you have chosen to do your project. The goal of your project is to cause a change in your target population's knowledge, skills, ability, behavior, condition or life status that will benefit them – make a difference in their lives. These change(s) are the outcome(s) of your project.
3. We require that grant projects use an outcome-based evaluation method. You need to develop indicators, or measures, to gauge whether the project has an impact on the

target audience that participates in your grant. For instance, attitudes can be measured through surveys. Changes in knowledge could be captured through pre-and post tests. Behaviors could be captured through observation, photos, or surveys.

4. Include in your budget the funds you may need associated with your evaluation plan, such as funds for printing questionnaires, mailing surveys, hiring substitute labor for doing activities associated with evaluation, facilitators for focus groups, or whatever your evaluation plan may be.

The Oregon State Library and the Institute for Museum and Library Services are implementing outcome-based evaluation. The intent is to show the impact of the project, not a just count of items produced or people trained. For a short primer in outcome-based evaluation, see

<http://www.oregon.gov/osl/LD/Pages/resources/OBE/obe.aspx>. For a longer course in OBE, see <http://www.shapingoutcomes.org/course/index.htm>. If assistance is needed, please contact the Library Support and Development Services staff.

### *OUTCOMES*

Example:

Outcomes that might meet the goal “Increase English literacy among hotel workers in XYZ place.” could be:

- 70% of 50 hotel workers in XYZ place will know English well enough to help register guests
- 30% of 50 hotel workers in XYZ place will be able to speak English with management well enough to qualify for assistant manager openings.

### INDICATORS (MEASURES)

- # and/or % of workers with adequate score of ## on the TOEFL test in Learning Express (data source = Learning Express, self reporting)
- # and/or % of workers able to converse with volunteer practice group about directions, weather and numbers, and money (data source = native English speaker conversation group observation)
- # and/or % of workers able to use work-related vocabulary in practice conversations (data source = native English speaker conversation group observation, hotel manager observation)
- # and/or % of workers able to fill out application for assistant manager positions (data source = hotel manager observation)

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 goal, objectives and activities. All project personnel, travel, equipment, contractual services, and library materials are to be listed 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](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:

<b>Item</b>	<b>Local Cash</b>	<b>Local In-kind</b>	<b>LSTA</b>
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. The percentage charged of indirect costs cannot exceed the approved cost rate. 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.

Comments (optional): Any information you wish to add that will aid the Advisory Council in reviewing your application.

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

## Appendix G

### LSTA FULL PROPOSAL EVALUATION CRITERIA

1. Problem / Need
  - (a) Description of problem / need.
  - (b) Explanation of inadequacy of current responses.
  - (c) Explanation of how these needs and responses were assessed.
  - (d) Evidence of consideration of alternative solutions and the basis for their rejection.
  - (e) Description of how the proposed project will respond to the needs identified.
  - (f) Evidence of need documented in letters of support.
2. Goal
  - (a) Clear statement of proposed project goal that clearly relates to identified needs.
  - (b) Relevance of project to LSTA Five-Year Plan.
  - (c) Project objectives are measurable and clearly related to the goal.
  - (d) Additional advantages of proposed project (innovation, demonstration, other).
  - (e) Objectives can be used for outcome-based evaluation.
3. Scope
  - (a) Clear statement of which libraries/service agencies are to be involved and how. If applicable, a statement of the number of persons targeted by the project.
  - (b) Ability of grantee to manage size and type of grant.
  - (c) Potential for utilizing project results in other projects: Fair, good, excellent.
  - (d) Significance of the project concept for library development in Oregon: fairly important, very important, crucial; significant due to proposed innovation.
  - (e) Evidence of community involvement and collaboration in letters of support.
4. Budget
  - (a) Appropriate and justified in meeting objectives.
  - (b) Local cash and in-kind support fully documented.
  - (c) Cost is appropriate to the service outputs proposed.
  - (d) Includes any costs for OBE evaluation.
5. Staffing
  - (a) Qualifications of project manager specified.
  - (b) Project staffing is appropriate.
  - (c) Staff training described, if needed.
6. Plan of Operation
  - (a) Timeline provided specifying when critical events must be completed and their relationship to the project.
  - (b) Timeline is realistic to 12 months.
  - (c) Organization chart or narrative is provided that describes the relationship of project staff to one another and to the project management structure.
  - (d) A description of facilities, equipment, and/or library materials needed for the project is provided, along with a method of procurement: in-kind contribution, lease, or purchase.
  - (e) A description of the method of reporting project status to the applicant's governing authority is provided.
  - (f) Activities for meeting measurable objectives are clearly stated and feasible.
  - (g) Feasible plan to sustain improvements to library service.
7. Plan for Evaluation
  - (a) Measurable objectives are provided.
  - (b) Methods of measuring performance are reasonable and adequate.
  - (c) Adequate plan for publicizing the results of the project is provided.
  - (d)** Adequate plan for outcome-based evaluation.

8. Digital Collection Proposals
  - (a) Proposal included a clear scope statement of what will be in the digital collection
  - (b) Project involved collaboration among cultural institutions
  - (c) Project involved materials about Oregon places or heritage
  - (d) Proposal indicated ALCTS Guidelines were consulted and applied to the project
  - (e) Proposal provides information about the metadata schema to be used
  - (f) Metadata standard used is a recognized in the ALCTS guidelines
  - (g) Proposal indicated required metadata elements will be created for project
  - (h) Proposal indicated method in which metadata created for project will be accessible/harvestable
  - (i) Proposal included plan for long-term access and preservation of digital materials
  - (j) Proposal indicated plan for digital materials' public availability
  - (k) Proposal showed evidence of research conducted on copyright, ownership, privacy and cultural concerns related to digital materials
  - (l) Proposal included plan for creating "lessons learned" document with final report
  - (m) Proposal included plan for publicizing project after completion
  - (n) Proposal indicated method for gathering and reporting usage statistics for the grant year and after

## Appendix H

# Digital Collection Project Proposal Requirements

### Requirements:

Proposals **must** include a clear scope statement. Projects that demonstrate collaboration among cultural institutions or involve material about specific Oregon places or themes related to Oregon's heritage will be given priority. In this context, cultural heritage collections are defined as follows:

**A cultural heritage collection is a legacy of artifacts and intangible attributes of a group or society inherited from the past, and preserved and interpreted and explained by experts and made available online for future people. Includes architecture, books, art, or artifacts.**

Proposals involving the creation and preservation of digital objects **must** show evidence that the [ALCTS Minimum Digitization Capture Recommendations](http://www.ala.org/alcts/resources/preserv/minimum-digitization-capture-recommendations) (<http://www.ala.org/alcts/resources/preserv/minimum-digitization-capture-recommendations>) have been consulted and applied to the project.

The digital materials in the proposal **must** be described according to a recognized standard metadata schema appropriate for the materials. Consult [Appendix II of ALCTS Minimum Digitization Capture Recommendations](http://www.ala.org/alcts/resources/preserv/minimum-digitization-capture-recommendations#appendix_ii) ([http://www.ala.org/alcts/resources/preserv/minimum-digitization-capture-recommendations#appendix\\_ii](http://www.ala.org/alcts/resources/preserv/minimum-digitization-capture-recommendations#appendix_ii)) for information about standard metadata schema. At a minimum, the following metadata elements must be included:

- Unique identifier
- Rights Statement (according to [standard](http://pro.europeana.eu/share-your-data/rights-statement-guidelines) (<http://pro.europeana.eu/share-your-data/rights-statement-guidelines>))
- Description or Title (at least one or the other, but may include both)
- Creator (if known)
- Date (if known)
- Place (if known)

The proposal **must** show evidence that the digital material's metadata is harvestable either by adhering to [OAI-PMH protocols](http://www.openarchives.org/pmh/) (<http://www.openarchives.org/pmh/>) or through the use of an [open API](https://en.wikipedia.org/wiki/Open_API) ([https://en.wikipedia.org/wiki/Open\\_API](https://en.wikipedia.org/wiki/Open_API)).

Proposals **must** include a plan that describes institutional commitment to long-term access and preservation of digital materials. Proposals to digitize materials solely for short term exhibition purposes will not be considered.

The digital materials in the proposal **must** be publically accessible for free or display clear information about the public's right to use the material. Issues associated with copyright, ownership, privacy, and cultural concerns must be clearly addressed.

Upon completion, projects should be publicized among Oregon library and cultural heritage community. Plan for publicity should be included in the grant proposal.

**Reporting:**

In the final grant activity report describe the processes used, lessons learned and other information that could serve as “best practices” for other institutions.

- Provide web analytic reports that demonstrate use of digital material at least during the grant year.

**Be sure these are evident in the body of the grant proposal:**

- ✓ Proposal includes a clear scope statement of what will be in the digital collection
- ✓ Project involves collaboration among cultural institutions
- ✓ Project involves materials about Oregon places or heritage
- ✓ Proposal indicates ALCTS Guidelines were consulted and applied to the project
- ✓ Proposal provides information about the metadata schema to be used
- ✓ Metadata standard used are recognized in ALCTS guidelines
- ✓ Proposal indicates required metadata elements will be created for project
- ✓ Proposal indicates method in which metadata created for project will be accessible/harvestable
- ✓ Proposal includes plan for long-term access and preservation of digital materials
- ✓ Proposal indicates plan for digital materials’ public availability
- ✓ Proposal shows evidence of research conducted on copyright, ownership, privacy and cultural concerns related to digital materials
- ✓ Proposal includes plan for creating “lessons learned/best practices” document with final report
- ✓ Proposal includes plan for publicizing project after completion
- ✓ Proposal indicates method for gathering and reporting usage statistics for the grant year and after