

Checklist for Full Proposal

CRITERIA	YES	NO
The full proposal was received at the Oregon State Library on April 15 in either PDF or Word.		
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
- Fax: 503-378-6439
- Mail: Oregon State Library, LSTA Grant, 250 Winter St. NE Salem, OR 97301

