#1. Library Technology, Connectivity, & Services
- Developing library services that provide all users access to information through local, state, regional, national and international electronic networks;
- Providing electronic and other linkages among and between all types of libraries;

Check the LSTA Priority under 1 that applies to your project:

☐ I have discussed this project with the following Commission for Libraries consultant as required: Consultant Name: ___________________ Date: ______________

Budget Summary:
- LSTA request: (max 75% of total) $ ___________________
- *Local match (min. 25% of total): $ ___________________
- Total Project: $ ___________________

SIGNATURE AND CERTIFICATION:
All participating libraries and other entities must sign copies of this certification: We are aware of, and agree to comply with, the federally mandated assurances enumerated in the Civil Rights Certificate, OMB Circulars 2 CFR Part 220, 225, and 230, and are compliant with Commission for Libraries’ eligibility requirements for LSTA.

Appropriate Signature ___________________ Title ___________________ Date ______________

Appropriate Signature ___________________ Title ___________________ Date ______________
Please use 12-point Times Roman or Arial font for all application materials. Do not bind or cover. Staple all application materials together: the application Cover Sheet and one each of the items listed below. For Competitive Draft & Final applications, submit 1 set of original documents with original signatures and 13 sets of copies. For the Just in Time applications, submit 1 set of original documents and 8 copies.

Eligibility Checklist: (Appendix A of this Guide) Send one signed Eligibility Checklist with original signatures for each participant or consortium.

- If the application is being made by one library on behalf of a group of libraries, each participant must complete a Cover Sheet and the Eligibility Checklist.
- If a pre-qualified consortium is making the application, a Cover Sheet and the Eligibility Checklist must be completed for the consortium.

Application consisting of:

- Eligibility Checklist for each appropriate library identified above
- Library Automation and/or Retrospective Conversion Grant Application - Cover Sheet
- Application Narrative 1 - 6
- Proposed Project Budget
- Project Related Personnel Costs – (If personnel expenses are part of the total project budget, the Project Related Personnel Costs form must be completed and accompanied by a job description for each position identified.)
- Job Description(s) –
- LSTA Outcomes Logic Model (The outcome logic model is not required. More information on page 14.)
- Appropriate Appendix (See your library consultant for guidance):
  - Appendix B – General Requirement for All Projects (Read and understand)
  - Appendix C – Requirements for Competitive or Just-In-Time Projects
  - Appendix E – Requirements for Networking and Resource Sharing Projects
  - 3. Retrospective Conversion of Library Records
- Vendor quote for equipment, software and/or services rendered.

Application Instructions:

- Answer each of the questions in the narrative portion of the application as clearly and completely as possible.
- Format your responses identifying the question number, letter, and reiterating the questions for ease of reading.
- Write your response with the assumption that the application reader knows nothing about your library or your project.
- For your convenience, this application form is provided in Word format on the ICFL website at http://libraries.idaho.gov/forlibs-lsta#docs.
- The completed application must be received by ICFL by 5PM on the application due date for Competitive Grants or at least 6 weeks prior to a scheduled Board of Commissioners meeting for Just In Time applications.
- Send the application, copies and all attachments to: Grants Contracts Officer, Idaho Commission for Libraries, 325 West State Street, Boise, Idaho 83702-6072
APPLICATION NARRATIVE

1. PROJECT DESCRIPTION (Refer to page 11 & 12 for assistance)
Select one of the statements under A that best describes what you plan to do. Proceed to B and provide a brief narrative description of 300 words or less responding to questions B-E.

A. Select one of the following:
   - FOR LIBRARY AUTOMATION PROJECTS: The applicant library has conducted a Request for Information (RFI) or similar process and has price quotes from viable vendors on which this project budget is based.
   - FOR LIBRARY AUTOMATION PROJECTS AND RETROSPECTIVE CONVERSION: The applicant library will contribute holdings information to the LiLI Unlimited statewide database so it is available for resource sharing purposes.

B. How do you plan to do it?
C. Who will be doing what?
D. How will created records be reviewed for accuracy and how often will these reviews take place?
E. What does the library hope this project will achieve for its users?
   Response provided: By searching through the OCLC First Search interface, Idahoans can find and borrow the library materials they want.

2. NEED
The Idaho Commission for Libraries recognizes a need for library automation and/or retrospective conversion projects to assist libraries in preparing their collections for participation in the LiLI-Unlimited union catalog. Therefore, the applicant is not required to expand on this area of the application and is free to move on to Objectives and Evaluation.

3. OBJECTIVES AND EVALUATION (Page 13 for assistance)

Objective 1: At the conclusion of this project, the statewide database will increase by __________ bibliographic records.
(complete the blank with the number of records your library has to contribute to the database.)
Evaluation: Final project report will include number of records actually added as a result of the project activities.

Objective 2: By __________ (date training will be completed), __________ (number of library staff trained) Library staff will be trained to catalog library materials in MARC format, bringing the total number of staff involved in the cataloging of library materials for this project to _____.
(complete the blank with the total number of library staff involved in the cataloging of records.)
Evaluation: Final project report will include the number of staff trained and a brief description (title and learning objectives) of the training that was completed.
4. RECORDS SUMMARY

Number of titles to be added to statewide database during grant project:

Books (Adult fiction): ____________
Books (Juvenile/YA/Children’s fiction): ____________
Books (Adult non-fiction): ____________
Books (Juvenile/YA/Children’s non-fiction): ____________
Large Print books: ____________
Serials: ____________
A/V: ____________
Other: ____________

Total items: ____________

5. COLLECTION SUMMARY

Provide a short description of the collection to be processed during the grant project.

6. PLANNING AND SUSTAINABILITY (Refer to page 13 for assistance)

A. All cataloged data (i.e. MARC records) created through this project will be contributed to the statewide database. Please reiterate the above statement and go on to describe one or both of the following that pertains to your project (who, what, how, and how many additional hours):
   1) Created in our library by existing staff and/or volunteers
   2) Created through a contractual agreement with a vendor

B. What are the learning objectives for any training to take place during the grant project? Who will attend the training and why?

C. Describe the library’s plan for continuation of cataloging and resource sharing activities after the grant expires.

7. TIMELINE, ACTIVITY AND BUDGET EXPLANATION (Refer to page 15 for assistance)

A. List in calendar date order ALL the activities and purchases necessary to achieve the objectives identified in 3. OBJECTIVES AND EVALUATION above. Be sure to include staff training when necessary.

B. Provide an estimated cost, both LSTA and LOCAL, for each activity and purchase. Include zeros (-0-) for those activities with no cost associated. Also provide a brief description of what you’re buying, how many, its purpose, a description of the activity and its purpose and how many libraries are involved or will benefit from each purchase or activity.

C. Categorize all costs into the line items identified on the Proposed Project Budget form and Project Related Personnel Costs forms. The project budget must include at least 25% local or non-federal matching funds.
PROPOSED PROJECT BUDGET

Applicant: ____________________________________________

Project Name: _________________________________________

<table>
<thead>
<tr>
<th>BUDGET CATEGORIES</th>
<th>LSTA GRANT FUNDS</th>
<th>LOCAL MATCH*</th>
<th>PROJECT TOTAL (A + B)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
<td>B</td>
<td>C</td>
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<tr>
<td>Personnel**</td>
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<tr>
<td>Fringe Benefits</td>
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<td>Travel</td>
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<td>Contractual</td>
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<td>Library Materials</td>
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<td>TOTAL</td>
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*Consult the Idaho Commission for Libraries FY 2009 LSTA GUIDE for local match percentages required. If you are having any trouble determining correct match amounts, please call your library consultant for assistance.

**If your budget includes personnel costs, provide a breakdown of the personnel and fringe benefits costs using the PROJECT RELATED PERSONNEL COSTS form on the next page.
### PROJECT RELATED PERSONNEL COSTS

*(Refer to page 16-17 for assistance)*

Length of project duration in weeks = __________ (A)

#### SALARIES

<table>
<thead>
<tr>
<th>Position</th>
<th>Title</th>
<th>Total Hours/wk. (B)</th>
<th># of additional Hours/wk due to grant (C)</th>
<th>Total Hours/wk. B + C (cannot exceed 40 hrs/wk) (D)</th>
<th>Hourly Rate usual &amp; customary for each position (E)</th>
<th>Total Salary (B + C x E) (F)</th>
<th>Added Salary due to grant (C x E) (G)</th>
<th>LSTA Amt. (Additional Hrs. Only) (H)</th>
<th>Local Match Amt. (Additional Hrs. Only) (I)</th>
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</table>

#### Fringe Benefits

<table>
<thead>
<tr>
<th>Position</th>
<th>Unemployment Insurance on a % of Payroll Basis only = .001 **</th>
<th>Worker's Comp Rate = .0046</th>
<th>FICA Rate = .0765</th>
<th>Retirement Rate =</th>
<th>Health Insurance Rate =</th>
<th>Other Rate =</th>
<th>Total Benefits</th>
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</table>

* Enter Salary and Benefit totals on the Proposed Budget for LSTA and Local Match.

** Unemployment insurance must be paid from the grant on a percent of payroll basis. For libraries paying insurance on a cost basis, any claim costs are the responsibility of the library.

---

Grant funds can be used to pay personnel costs for hours worked on a grant project over and above an employee's usual and customary working hours. The usual working hours and the additional hours may not exceed 40 hrs. per week or 1 FTE. If necessary, new employees can be hired at the salary usual and customary for the position description. Refer to PERSONNEL COSTS in this guide for more information.

Salaries reported must be actual current salary levels.

List all project related positions funded by LSTA and matching funds. Report the number of increased hours projected per week, the number of weeks to be worked, hourly rate, gross salary and total benefits for each position. Attach a current job description for each position listed, adding at the bottom of the description the changes that will occur for that position as a result of the grant, i.e. increased hours, what duties will be taken away or added etc.
LSTA OUTCOMES LOGIC MODEL
(Refer to page 14 in this guide for more information. Applicants are not required to evaluate using this method.)

Project Name: ________________________________________________

Library: _______________________________________________________

Program Purpose: *(Keep this simple, just answer the question We do what, for whom, for what outcome or benefit.)*

<table>
<thead>
<tr>
<th>OUTCOMES</th>
<th>ACTIVITIES</th>
<th>OUTPUTS</th>
<th>EVALUATION</th>
<th>DATA SOURCE</th>
<th>DATA INTERVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(A change in the target audiences' skill, knowledge, attitude, behavior, status or life condition as a result of your project or program.)</em></td>
<td><em>(What activities must take place to achieve the identified outcome?)</em></td>
<td><em>(What are some of the statistics the activity will generate?)</em> Ex: # of participants, increase in circulation?</td>
<td><em>(When will you know if you have reached success?)</em> Ex: # or % increase in participation. 15 or (15/20) 75% increase in participation.</td>
<td><em>(Where will the statistics come from to demonstrate success?)</em> Ex: participant lists</td>
<td><em>(How often will you evaluate the statistics?)</em> Ex: monthly, semi-annual, annual.</td>
</tr>
</tbody>
</table>