# Idaho Commission for Libraries

# FY2010 LSTA GRANT APPLICATION KIT

**May 2009**

Publication supported in whole or in part by funding from the

**Library Services & Technology Act**

Provided through a grant from the

INSTITUTE of Museum and Library SERVICES

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# Competitive Grant Timeline

| Date | Activity |
|---|---|
| January 5 – November 30, 2009 | • Pre-qualify new consortia or update existing qualified consortia information to maintain eligibility for LSTA grant funds. |
| June 12, 2009 | • Board of Library Commissioners meeting to approve the FY 2010 Allocation Plan. |
| June 26, 2009 | • Invitation to apply, Allocation Plan, and timeline mailed to all libraries. Libraries contact consultant to request application materials (LSTA Grant Application Kit, and Eligibility Checklist). |
| September 10, 2009 | • Just In Time Grant Process is suspended until further notice. |
| NOTE: THIS CALENDAR IS SPECIFIC TO THE COMPETITIVE GRANT PROGRAM AND NOT MEANT TO SCHEDULE THE JUST IN TIME PROCESS. THE BOARD OF LIBRARY COMMISSIONER MEETING DATES ARE SUBJECT TO CHANGE. PLEASE REFER TO http://libraries.idaho.gov/page/board-commissioners-meetings-calendar WHEN SCHEDULING YOUR JUST IN TIME GRANT APPLICATION. | |
| November 4, 2009 | • Deadline for **digital submission of Draft Application**. Applications and all supporting documentation must be emailed no later than 5 PM on this day. Refer to Appendix C for more instruction. |
| November 6, 2009 | • Deadline Draft Application (paper version). Applications must be hand-delivered or postmarked with all supporting documentation by 5 PM on this day. Commission for Libraries staff review begins. |
| December 9, 2009 | • The Commission for Libraries staff reviews draft grant applications. (See glossary for staff review) |
| December 24, 2009 | • Feedback to applicants completed. Applicants revisit their grant applications to input staff recommendations. |
| January 16, 2010 | • Deadline for **digital submission of Final Application**. Applications and all supporting documentation must be emailed no later than 5 PM on this day. Refer to Appendix C for more instruction. |
| January 18, 2010 | • Deadline for Final Application (paper). All applications must be postmarked or hand delivered by 5 PM on this day. |
| To be announced | • The Commission resumes the Just In Time Grant Process. |
| Early Feb. 2010 | • Advisory Council meets to evaluate FY 2010 Competitive Grant Applications. (See glossary for Advisory Council evaluation) |
| February 19, 2010 | • Board of Library Commissioners meets to approve FY2010 grant awards. *(Board meetings may change for a variety of reasons, so check the ICFL web-site for the adjusted meeting dates.)* |
| March 1, 2010 | • Administrative forms and grant agreements mailed to subgrantees. |
| March 31, 2011 | • Conclusion of FY 2010 grant projects |

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# FY2010 LSTA ALLOCATION PLAN

## GRANT PROGRAMS

The mission of the Idaho Commission for Libraries (ICFL) is to assist libraries to build the capacity to better serve their clientele. In that context, the Board of Library Commissioners invites applications for projects that, if successful, will make a significant long-term contribution to local, regional, or statewide library development.

Successful proposals clearly describe a well-planned project that supports at least one of the Board of Library Commissioners' strategic issues for Idaho's libraries, is consistent with LSTA's priorities, and supports the 2020 Vision for Idaho's Library Future 2007-2020. (see Table 1 on page 11).

Grant proposals will be submitted and reviewed in two granting programs: the Competitive Grant program and the Just in Time Grant program.

### COMPETITIVE GRANTS

The Competitive Grant program will follow the Competitive Grant Timeline printed on the page 1. Once the draft application is received, it will be reviewed by ICFL staff with comments and suggestions returned to the applicant for use in preparing the final grant application. The final grant application will be evaluated by the Advisory Council which will make funding recommendations to the funding authority, the Idaho Board of Library Commissioners (see Appendix C).

### JUST IN TIME GRANTS

After the final Competitive Grant applications have been received and it has been determined that funds continue to be available, ICFL may announce the availability of Just in Time Grants (see Appendix C). These applications may be submitted at any time until all funds have been awarded. Application reviews and awards will be made on a first come first served basis.

## GRANT CHARACTERISTICS

The ICFL staff and the LSTA Advisory Council encourage members of the library community to submit grant proposals that develop or demonstrate the following characteristics:

- Directly relate to one or more of the priorities for LSTA funds identified on page 11
- New models or new levels of collaboration and resource sharing
- Improvements in the existing infrastructure of cooperation or resource sharing
- Measurable impact on specific groups of clientele, particularly the unserved or underserved
- Synergistic benefits for participating libraries and partners
- Efficient leveraging of public funds

- Significant new steps toward development of formal regional networks or establishment of multi-county library districts
- High visibility for libraries as information service providers and community partners

## PRIORITIES

Priorities for the FY 2010 grant cycle focus on the following areas:

- Outreach services to underserved populations and those people having difficulty using library services
- Enhancement or expansion of school library services
- Resource sharing

See the relevant Appendix in the LSTA Grant Application Kit for more details and project requirements. Contact a Commission for Libraries Consultant to discuss your proposed project.

Examples of library projects include:

### A. NETWORK PROJECTS

- Planning for a library network
- Retrospective conversion of library records to be added to LiLI-Unlimited and OCLC's WorldCat
- Pilot projects for network services
- Establishment, enhancement, or expansion of the services of a library network
    - Delivery service
    - Developing electronic resources, including digitization, and virtual reference mentoring and training
- Establishment, enhancement, or expansion of the infrastructure of a library network
    - Expanding network services with or without migrating to a new platform
    - Adding libraries to a library network
    - Establishing a regional library network

See Appendix D and E in the LSTA Grant Application Kit for more details and project requirements.

### B. EXPANDING LIBRARY SERVICE PROJECTS

- Planning for annexation, consolidation, or creation of a library district
- Annexation and/or consolidation into larger public library jurisdictions
- Demonstration projects leading to the creation of a library district
- Establishment, enhancement, or expansion of services for a targeted underserved population
- Enhancement or expansion of school library services
- Implementing innovative projects designed to test a concept or to demonstrate new approaches or new services

See Appendix F and G in the LSTA Grant Application Kit for more details and project requirements.

### C. UNDERSERVED PROJECTS

Grants are available to Idaho libraries to develop and implement community outreach projects for a population identified by the library as underserved.

See Appendix H in the LSTA Grant Application Kit for more details and project requirements.

### D. CONTINUING EDUCATION PROJECTS

Grants are available to Idaho libraries for individual or group continuing education projects.

See Appendix I in the LSTA Grant Application Kit for more details and project requirements.

### E. ADVOCACY PROJECTS (as funds are available)

Grants are available to Idaho libraries for advocating for library services and educating citizens about the library's role in the community.

See Appendix J in the LSTA Grant Application Kit for more details and project requirements.

## PROJECTS ADMINISTERED BY THE COMMISSION FOR LIBRARIES

In support of its mission to assist libraries to build the capacity to better serve their clientele, the Commission administers the following statewide projects:

- **STATEWIDE READING**
  Plans and implements Summer Reading, Read to Me,
  Let's Talk About It, and Talking Book Service programs.
- **STATEWIDE NETWORKING**
  Implements the Libraries Linking Idaho (LiLI) work plan, including support for the LiLI website, electronic resources, (digitization, virtual reference services, etc), LiLI-Unlimited virtual catalog through WorldCat, materials delivery service, statewide walk-in access, electronic ILL, regional library networks, and the LiLI Steering Committee.

- **STATEWIDE CE**
  Implements the statewide continuing library education plan, including support for individual or group CE projects, workshops, out-of-state presenters, broadcast of teleconferences, CE materials, etc.

- **STATEWIDE PLANNING FOR LIBRARY SERVICES**
  Addresses the Idaho Commission for Libraries' statewide strategic issues for library development and the 2020 Vision for Idaho's library future, including support for advisory groups.

- **STATEWIDE ADVOCACY**
  Implements statewide advocacy and marketing projects, including marketing campaign planning, development, production, distribution, and evaluation in support of projects administered by the Commission for Libraries.

- **LSTA ADMINISTRATION**
  Plans and administers projects under the LSTA program, including distribution of application materials, and the work of the LSTA Advisory Council.

## APPENDICES

A. Eligibility Requirements
B. General Requirements for All Projects
C. Requirements for Competitive or Just in Time Grants
D. Requirements for Consortium Planning Projects
E. Requirements for Networking and Resource Sharing Projects
F. Requirements for District Assessment or Planning Projects
G. Requirements for Projects Creating, Expanding, or Consolidating Library Districts
H. Requirements for Mini-Grant Underserved Projects
I. Requirements for Individual or Group Continuing Education Projects
J. Requirements for Advocacy Projects

# TABLE 1: STRATEGIC ISSUES, LSTA PURPOSES, AND VISION OF IDAHO'S LIBRARIES IN 2020

| STRATEGIC ISSUES | LSTA PRIORITIES | VISION OF IDAHO'S LIBRARIES IN 2020 |
|---|---|---|
| ☐ How do Idaho libraries strategically position themselves to actively create and embrace the future?<br>☐ How do Idaho libraries develop and sustain services valued by digital natives?<br>☐ How do Idaho libraries create and promote a vital identity?<br>☐ How do Idaho libraries sustain an infrastructure that provides for services in an atmosphere of innovation and change? | • **Library Technology, Connectivity & Services**<br>☐ *Developing library services that provide all users access to information through local, State, regional, national, and international electronic networks;*<br>☐ *Providing electronic and other linkages among and between all types of libraries;*<br>• **Services for Lifelong Learning**<br>☐ *Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages;*<br>• **Services to People Having Difficulty Using Libraries**<br>☐ *Developing public and private partnerships with other agencies and community based organizations;*<br>☐ *Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;*<br>☐ *Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line;*<br>*(Public Law 108-81, 117 Stat. 999, Sec. 206)* | ☐ Nexus of global information, innovative services and community, enabling us to sustain our history, empower our present, and create our future.<br>☐ Borderless providing unlimited access to global information, a single system sharing resources and collections.<br>☐ Vital institutions, providing a spark to community, a continued gathering place, hub of interaction, a place to be inspired.<br>☐ Learning centers, where anyone can come to any library and learn to use global information resources in a high-touch atmosphere.<br>☐ Strongly branded so when people think of libraries they think of dynamic places of passion and opportunity. |

# FY 2010 LSTA GUIDE

## LIBRARY SERVICES AND TECHNOLOGY ACT OF 2003

The Library Services and Technology Act, (PL 108-81), marked the revision and refocus of federal support of library services to promote access to learning and information resources of all types of libraries for individuals of all ages. The LSTA state grant program is administered by the Institute of Museum and Library Services (IMLS) which fosters innovation, leadership, and a lifetime of learning by providing funds to the state libraries in every state.

### LIBRARY SERVICES AND TECHNOLOGY ACT PRIORITIES

- ☐ Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages
- ☐ 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
- ☐ Developing public and private partnerships with other agencies and community-based organizations
- ☐ Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills
- ☐ Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line

The Idaho Commission for Libraries receives LSTA funds for the support of library services in Idaho based on its 5-year plan approved by IMLS. The 5-year State Plan for FY 2008 - 2012 can be found at http://libraries.idaho.gov/forlibs-lsta#plan**.** Under LSTA plan click on Idaho State Plan 2008-2012.

## 2020 VISION OF IDAHO'S LIBRARY FUTURE

As a result of the 2005 2020 Vision Conference sponsored by the Idaho Commission for Libraries, a vision of Idaho's libraries in 2020 was formulated. The vision was based upon four themes that emerged during the conference.

### A VISION FOR IDAHO LIBRARIES IN 2020

Idaho libraries are the nexus of global information, innovative services and community, enabling us to sustain our history, empower our present, and create our future. Idaho libraries in 2020 are:

- Borderless, providing unlimited access to global information and more importantly, a single system sharing resources and collections
- Vital institutions, providing a spark to community, a continued gathering place, hub of interaction, a place to be inspired
- Learning centers, where anyone can come to any library and learn to use global information resources in a high-touch atmosphere.
- Strongly branded, so that when people think of libraries they think of dynamic places of passion and opportunity.

## WHO CAN APPLY FOR LSTA GRANT FUNDS

Public, school, and academic libraries, special libraries, library consortia, and non-library entities that meet the eligibility criteria outlined in Appendix A of this Guide may apply for grant funds or participate in grant projects funded by the Idaho Commission for Libraries. The applicant library and any participant libraries must:

- Meet the appropriate Eligibility Requirements
- Maintain close communication with a Commission for Libraries consultant (Primary Consultant) during the development of the project
- Complete a grant application form

It is critical for the applicant to maintain regular communication with their Consultant as the Consultant has a great deal of experience and information your project could benefit from.

### ELIGIBILITY REQUIREMENTS

To determine a library's eligibility to apply for LSTA funds, each applicant and participant must complete an Eligibility Checklist **in its entirety** (see Appendix A). That completed checklist must be submitted with the grant application. If a library does not meet the eligibility requirements, that library can participate in a project, but cannot receive grant funds, equipment, or library materials purchased with grant funds.

### ELIGIBILITY CHECKLIST

The Eligibility Checklist is divided into five sections:

1. APPLICANTS AND PARTICIPANTS – ALL TYPES OF LIBRARIES
2. SCHOOL AND ACADEMIC LIBRARY APPLICANTS AND PARTICIPANTS
3. PUBLIC LIBRARY APPLICANTS AND PARTICIPANTS
4. LIBRARY CONSORTIUM APPLICANTS
5. NON-LIBRARY ENTITIES

All applicants and participants must complete the CERTIFICATION at the bottom of the first page of the Eligibility Checklist and number 1. APPLICANTS AND PARTICIPANTS - ALL TYPES OF LIBRARIES found on page 33 - 37 of this kit.

## LIBRARY CONSORTIA APPLICANTS

By providing the Commission for Libraries proof of the elements listed below, a library consortium may **pre-qualify** for grant eligibility. Refer to APPENDIX A – ELIGIBILITY REQUIREMENTS number 4, LIBRARY CONSORTIUM APPLICANTS, for additional information.

In order to pre-qualify, a consortium must have established a formal organizational structure which includes the following elements:

- A name for the consortium
- A list of all the members
- A representative governance structure and the name or names of individuals with leadership roles and what their role is
- A sustaining funding mechanism supported in part by local funds from the members involved
- A current written long range or strategic plan approved by the members and available for review
- A cooperative agreement or by-laws for the organization signed by each member
- Policies and procedures for services, such as reciprocal borrowing, shared circulation, materials delivery, cooperative collection development
- Policies governing database integrity and maintenance (e.g. patron, catalog)
- Procedures for member addition and withdrawal
- A tax ID number or EIN (employer identification number) for the consortium. **This is required by the State of Idaho for consortium requesting to be the fiscal agent and receive grant funds. It is not required if the consortium identifies one of the member libraries as the fiscal agent. If this is the case, the identified library's EIN will be utilized.**

Once the consortium is qualified, it **will not** be necessary to reapply annually for grant eligibility.

> NOTE: ON AN ANNUAL BASIS IT IS NECESSARY FOR THE CONSORTIUM TO PROVIDE THE COMMISSION UPDATED MEMBERSHIP INFORMATION WITH NAMES AND ADDRESSES OF NEW LIBRARIES, ANY UPDATED GOVERNANCE DOCUMENTS, AS WELL AS CHANGES IN LEADERSHIP ROLES AND/OR RESPONSIBILITIES. IF NO CHANGES HAVE OCCURRED, THE CONSORTIUM MUST PROVIDE A LETTER STATING TO THE EFFECT **"NO CHANGES IN *(NAME OF CONSORTIUM)'S* GOVERNANCE , MEMBERSHIP OR LEADERSHIP HAVE OCCURRED."**

## NON-LIBRARY ENTITIES

A non-library entity that participates as a partner in a grant project but does not receive grant funds and does not take ownership of any equipment or library materials purchased with grant funds is not required to complete an Eligibility Checklist.

## LSTA PROJECTS

### PROJECT ELIGIBILITY

Each program or project supported by LSTA funds must address one or more of the LSTA Priorities identified on page 11 &/or 13 of this grant kit and provide a benefit to the end user, the library patron. LSTA grant funds are intended for pilot projects, start-up costs for new services, or other one-time expenditures. Eligible projects will:

- Directly support at least one of the Strategic Issues for library development
- Support Idaho's Vision for Libraries in 2020
- Be consistent with one or more of the six priorities for LSTA and the applicant's strategic plan
- Contain all the required documentation
- Be ready to implement

Projects that do not qualify for funding include:

- Start-up costs for school, city, special, and academic libraries. These costs are the responsibility of the parent government entity or institution
- Maintenance and operation activities, such as regular staff, collection development, ongoing services, replacement equipment, etc. These costs are the responsibility of the local library
- Circulation systems that primarily benefit a single library

## GRANT APPLICATION PROCESS

The LSTA grant application process is designed to be a collaborative and interactive process between the members of the library community and the Commission for Libraries.

The application requires a fully developed proposal with the applicant responding to each of the questions on the application form as thoroughly as possible. The Commission requests that all applications be typed in no less than 12 point font, Times Roman or Arial fonts are preferred.

The application must fall within the strategic issues, priorities, and concepts identified in the Allocation Plan portion of this grant kit on page 11 and be compliant with project requirements outlined in all relevant Appendices listed on page 10.

### GETTING STARTED

Once a program has been identified by outlining the necessary purchases, contracts, activities, and/or processes necessary to make that program successful, applicants must:

**1. CONTACT THE COMMISSION FOR LIBRARIES' CONSULTANT IN YOUR AREA**
Discuss your project with them. A list of consultants is provided inside the front cover of this Grant Application Kit. Your Consultant may refer you to a Projects Coordinator or another Consultant who has expertise in the area of your proposed project. Failure to accomplish this step will automatically disqualify your

application.

**2. KEEP YOUR CONSULTANT INFORMED**

Throughout the process of developing the application, applicants **must** keep their Library Consultant informed. He/she is at your disposal and will provide his/her years of experience and knowledge in LSTA grants. He/she will help you develop your proposal, discuss and share ideas with you, and/or read your proposal prior to its submission.

Your Consultant is the **Primary Consultant** on your project and as such, will not be involved in the evaluation of your application. They cannot be held responsible for the success or failure of your grant application.

**3. ARRANGE PROJECT RELATED TRAINING IN ADVANCE**

Training is a critical part of most programs or projects and applicants should make some preliminary contacts before beginning to write the grant application. This contact will provide a good idea what training is needed, who is capable of providing that training, and the associated costs for the project budget. If ICFL staff is involved, this gives them a heads up for scheduling purposes.

**4. MULTI-YEAR PROJECTS**

Talk with your Consultant if your project timeline is more than 1 year. Indicate a multi-year project on your application. However, be aware that a firm commitment for the continued funding of multi-year projects is not guaranteed. Applications of this nature must be evaluated on an annual basis.

**5. COMPETITIVE VS. JUST IN TIME GRANTS**

LSTA funds will be administered through a Competitive Grant process with remaining funds being awarded through the Just in Time process. The Competitive and the Just In Time Grants require the applicants to provide 25% of the project costs as match. In kind match is not allowable. (refer to Glossary)

NOTE: IN BOTH THE COMPETITIVE AND THE JUST IN TIME GRANT PROCESS, ONCE THE APPLICATION IS SUBMITTED, NO ADDITIONAL INFORMATION WILL BE ACCEPTED. INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT WITHOUT REVIEW. THE APPLICANT IS WELCOME TO RESUBMIT THE APPLICATION AT A LATER TIME. FOR MORE INFORMATION REFER TO APPENDIX C.

## THE GRANT APPLICATION

The DRAFT & FINAL COMPETITIVE AND JUST IN TIME GRANT APPLICATION can be found on ICFL's website at http://libraries.idaho.gov/doc/just-in-time-application. The application is provided in PDF and Word format. The following elements (1-6) are from that application.

**1. PROJECT DESCRIPTION** *½ PAGE/ 300 WORDS OR LESS*

The application should have a thorough description of the project. This is a critical part of

the application. If your project is well planned, you should be able to clearly identify in narrative format of 300 words or less **wha**t you plan to do, **how** you plan to do it, and the **resul**t you anticipate this project will have for your **target audience**.

***Example library program:*** *The senior citizens in the community need programs they can participate in that will teach them a skill and provide a benefit that will help them in their day to day lives. The Senior Citizens Center suggested the library might be able to provide computer classes as many of these individuals do not have the skills or knowledge they need to benefit from this technology.*

**What do you plan to do?**
Example: The XYZ library will partner with the Community Senior Citizen Center to provide computer skills classes to the Center membership.

**How do you plan to do this?**
Example: The Senior Center will bring the seniors to the Library every Tuesday for 3 months. Using the library's public access computers, the Seniors will be instructed in how to set up email accounts, send and receive emails, and perform effective Internet searches. Future classes will be designed around the wants and needs of the Seniors.

**What is the result the library hopes this project will achieve?**
Example: The Seniors will be able to send emails, search the Internet, and use computer programs more efficiently.

Potential Outcome: Classes will provide the stimulation the Seniors need to improve their motor skills, the mental challenge to keep them interested and engaged and the skills they need to function in an age of technology.

***An example of a program description in narrative format might be:*** ***Total 115 words***
*The XYZ library will partner with the Community Senior Citizen Center to provide computer skills classes to the Center's membership. The Center will bring the Seniors to the Library every Tuesday for 3 months. Using the library's public access computers, the Seniors will be instructed in how to set up email accounts, send and receive emails, and perform effective Internet searches. Seniors will demonstrate their knowledge by sending the instructor an email.*

Not all projects will have a program description this concise. However, focusing on the questions will help to narrow the description.

You must keep in mind that the grant evaluator knows nothing about your project. We advise all applicants to have someone who is not a member of your project planning team read your project description to be sure it clearly describes what you are planning to do. **Remember, keep it simple**.

**2. NEED** *½ PAGE/ 300 WORDS OR LESS*

Need is often identified by a "needs assessment" and generally focuses on the conditions you wish to change in the community or lives of your target audience. It should relate to

the library's strategic or long range plan and be supported by evidence drawn from your experience, from statistics provided by authoritative sources, or from the testimony of persons knowledgeable about the situation your project is addressing. The need should be of reasonable proportion to be realistically impacted by your project.

NOTE: FOR MORE INFORMATION ON NEEDS ASSESSMENT, REFER TO ICFL'S WEB SITE AT http://libraries.idaho.gov/forlibs-lsta-needs-assessment.

### 3. REGIONAL/STATEWIDE IMPACT

The application should clearly describe:

- ☐ How the project will affect other libraries and library development in your region and/or statewide on a long-term basis
- ☐ How the project is a direct step toward one of the Commission for Libraries Strategic Issues for library development (Table 1 on page 11)
- ☐ Which of Idaho's 2020 Vision focus areas is addressed (Table 1 on page 11)

### 4. PLANNING AND SUSTAINABILITY

The need for and the ability of the library to maintain and/or sustain the project is part of project planning. The applicant should provide detailed responses to the questions on the application addressing planning and sustainability.

### 5. OBJECTIVES AND EVALUATION *(QUESTION 3. – RETROSPECTIVE CONVERSION APPLICATION)*

#### OBJECTIVES

Your objectives should address the need you have identified for your project. Objectives should be clear, concise, realistic, and measurable statements that explain who is going to do what, when it will be done, and how much. An example of an objective might be:

***Example objective:***
*Seniors will participate in computer classes held at the Library. At the conclusion of each class, 15 of the 20 participants or 75% will demonstrate their knowledge by performing a task assigned by the instructor such as emailing the instructor, searching the Internet for a specific topic, etc.*

#### EVALUATION

Each application must include an evaluation plan that describes what will be evaluated (the criteria), how it will be evaluated (the method or process), when the evaluation will take place, and how it relates to the project objectives, outcomes, and the need. If the intent is to conduct a survey, a copy of the survey instrument must be provided with the application. **Once the project has concluded, the evaluation of that project must be conducted as described in the grant application. A copy of that evaluation must be submitted to the Commission in conjunction with the "Final Project Evaluation Summary"** report provided in the grant packet (also accessible on ICF's website at

http://www.libraries.idaho.gov/forlibs-lsta#docs). Contact your Library Consultant if it appears the project results will be significantly different than planned**.**

Other questions to consider in the evaluation include:

- Did the project achieve the expected results, and how do you know?
- What impact was made on the need?
- What worked and what didn't work as planned?

***Example of an evaluation plan using Objective #5 above:***
*Fifteen of the 20 participants in XYZ Library's program or 75% will send an email to the workshop instructor and receive and respond to an email sent to them by the instructor. This exchange of emails will indicate the Senior's knowledge and skill with the email process. For the Internet searching class, 15 of the 20,participants or 75% will identify a topic of interest and conduct a search providing the instructor a copy of a webpage addressing that topic.*

### OUTCOME BASED EVALUATION

The **Outcome Based Evaluation (OBE) method is encouraged if suitable for the project**. OBE is results oriented evaluation, a systematic way to assess the extent to which a program has achieved its intended results. It focuses on the key questions: "How has this program made a difference?" and "How are the lives of program participants better as a result of this program?"

OBE measures the change in attitudes, behaviors, knowledge, and/or the increase in skills and abilities of program participants as a result of the program. Participants are typically surveyed at the beginning and end of the workshop to measure their increase in knowledge and skill over the course of the workshop.

An LSTA Outcomes Logic Model form is attached to the Competitive and/or Just in Time Grant Application. However, **applicants are not required to evaluate using this method**. Contact your Library Consultant or Grants Officer for further information.

NOTE: THE LADDER OF SUCCESS SURVEY IS ONE OF MANY WAYS TO MEASURE A CHANGE IN SKILL AND/OR KNOWLEDGE FROM THE PARTICIPANT'S PERSPECTIVE. BY SELECTING A NUMBER ON THE LADDER, THE PARTICIPANT IS ASKED TO RESPOND TO SPECIFIC QUESTIONS TARGETING HIS/HER ANSWER TO THEIR PRE-WORKSHOP SKILL AND/OR KNOWLEDGE LEVEL, THEN RESPONDING TO THE SAME QUESTION TARGETING HIS/HER ANSWER TO THEIR POST-WORKSHOP SKILL AND/OR KNOWLEDGE LEVEL. THE ASSUMPTION IS THERE WILL BE AN INCREASE.

### 6. TIMELINE, ACTIVITIES, AND BUDGET EXPLANATION *(ALSO QUESTION 7. – RETROSPECTIVE CONVERSION APPLICATION)*

The Timeline, Activities, and Budget Explanation (TABE) is a chronological list of activities and purchases necessary to successfully achieve the program's **Objectives** or

**Outcomes**. Applicants must include an estimate of the cost associated with each item and a brief explanation describing the association this activity or purchase has to the project. (What purpose does it serve?) The TABE provides a thorough accounting of potential costs associated with the project and the amount of match required. It also provides a list that can be categorized and inserted in the Proposed Project Budget.

Creating a budget in this manner increases the accuracy of the budget and minimizes the likelihood that costs for the project will be overlooked or forgotten. TABE also creates a "To Do" list for the project, identifying what needs to be done, when, and approximately how much it will cost. This makes it easy for all persons associated with the project to know what the next steps are and when they need to be accomplished.

Timeline, Activity, and Budget Explanation Example:

| DATE | ACTIVITY | LSTA $ | LOCAL $ | TOTAL |
|---|---|---|---|---|
| 4/4/2010 | Purchase 2 Dell computers at $1,500 each with Internet access capabilities, vendor quote attached - *Computers available for senior computer classes and other future programs identified in our strategic plan. The increased number of computers also expands our public access capabilities. CIPA Certification provided.* | $2,250 | $ 750 | $3,000 |
| 5/15/2010 | 12 books titled "Senior Web-sites on the Internet" at $20.00 each - *Books will be provided to the program participants for their reference during class. Future classes will use the same materials.* | $ 180 | $ 60 | $ 240 |
| 7/15/2010 | LSTA Quarterly Report to ICFL | -0- | -0- | -0- |
| 7/30/2010 | Staff Software Training – 2 staff members @ $125 per person - *The remainder of staff already trained. Staff will receive intensive training in Microsoft Word and Excel to provide training for Senior classes.* | | $ 250 | $ 250 |
| Total | | $2,430 | $ 1,060 | $3,490 |

*Vendor quotes must be provided for purchases of equipment, software, contracted services, printing costs, and large quantities of materials.*

NOTE: PROVIDING ONLY THE UNIFORM RESOURCE LOCATOR (URL) ADDRESS AS A VENDOR QUOTE OR OTHER FORM OF REQUIRED DOCUMENTATION FOR A GRANT APPLICATION IS NOT ACCEPTABLE. APPLICANTS MUST PROVIDE AN UNCHANGEABLE ELECTRONIC VERSION FOR THOSE APPLICATIONS SUBMITTED IN DIGITAL FORMAT, OR A PRINTOUT OF THE APPROPRIATE WEBPAGE FOR APPLICATIONS SUBMITTED IN PAPER FORMAT.

## PROPOSED PROJECT BUDGET

The Proposed Project Budget is a line item compilation of the costs identified in TABE above and the totals for each should be equal to the other. All costs for a project must be reasonable, critical to the success of the project, and therefore justifiable.

NOTE: IT IS NOT REQUIRED THAT EACH LINE ITEM IN THE PROPOSED PROJECT BUDGET BE MATCHED 25% LOCAL TO THE 75% LSTA. APPLICANTS MAY SELECT ALL OR PORTIONS OF SPECIFIC LINE ITEMS AS MATCH PROVIDING THE TOTAL EQUALS 25% OR MORE OF THE TOTAL PROJECT COSTS.

LOCAL funds can come from the Friends of the Library, library contributions from patrons, other grants, etc. However, using federal funds to match other federal grants is not allowable, except when specifically stipulated in the Code of Federal Regulation's for the matching source.

NOTE: INKIND MATCH IS NOT AN ACCEPTABLE SOURCE OF MATCHING FUNDS FOR LSTA GRANT APPLICATIONS. *(REFER TO THE GLOSSARY FOR A DEFINITION OF INKIND MATCH.)*

**PERSONNEL COSTS**

It is allowable to use LSTA funds to hire new library employees or increase the hours of existing employees working on grant project activities. LSTA grant activities cannot increase employee hours in excess of 40 hours per week or 1 FTE. An FTE is calculated by dividing the number of hours worked per week by 40.

Grant funds cannot be used to increase an employee's salary. The salary rate must remain the same as if the employee were not participating in grant activities. The salary rate for a newly hired employee cannot exceed what is usual and customary for a similar existing position.

To minimize the legal responsibilities associated with temporary employees, libraries hiring staff for grant projects are strongly encouraged to contact a temporary employment agency for assistance.

***Completing the Project Related Personnel Costs form:***

*As described on the PROJECT RELATED PERSONNEL COSTS form:*

A. *The number of weeks the project will be operating- In our sample program description on page 18, the seniors will be attending the program every Tuesday for 3 months or **13 weeks**.*
B. *The total number of hours per week usual and customary for Librarian #1 (first position associated with the project. If the position is pre-existing, those hours would be the amount of time per week this individual currently works; for example 6 hours per day for 5 day per week or **30 hours per week**.*
C. *The number of hours that will be added to this position due to grant activities. For this project it would be **4,** 2 hours of the Seniors class plus 2 hour for preparation.*
D. *The total hours per week cannot exceed 40. For our example, total hours equal **34 hours.** Well below the maximum of 40 hours per week.*
E. *The hourly rate would be the current hourly salary for Librarian #1 or **$14/hr.***
F. *The Total Salary is calculated by multiplying (D) the Total Hrs. per week or **34**, times (A) the length in weeks of the project or **13**, times (E) the Hourly rate of the position, in this case Librarian #1or **$14/ hr.***

| | |
|---|---|
| *Hours per week* | *34* |
| *Weeks of the project* | *X 13* |
| *Total Number of Hours* | *442 hours* |
| *Salary for Librarian #1* | *X $14. Per hour* |
| *Total Salary Librarian #1* | *$6,188* |

G. *The additional salary due to the grant is calculated by simply multiplying **C** the number of additional hours per week or **4**, times the hourly rate of **$14** per hour for a total of **$56.00** times **13** weeks of the programs or **$728.00.***

H. *The amount budgeted for LSTA is calculated by taking **G** or **$728.00** times **75%** or **.75** for an LSTA amount of **$546.00.***

PROJECT RELATED PERSONNEL COSTS

Length of project duration in weeks= 13 (A)

SALARIES

| Position Title | (B) Total # of Hrs/wk. Usual & Customary for this position | (C) # of additional Hours/wk due to grant | (D) Total Hrs/wk. B + C (cannot exceed 40 hrs. / wk.) | (E) Hourly Rate usual & customary for each position | (F) Total Salary (B+CxAxE) * | (G) Added Salary due to grant (CxAx] | (H) LSTA Amt. (Additional Hrs. Only) (G) LSTA (75%) | (I) Local Match Amt. (Additional Hrs. Only) (G) Local (25%) |
|---|---|---|---|---|---|---|---|---|
| Librarian #1 | 30 | 4 | 34 | $14.00 | $6,188 | $728 | $546 | $182 |
| | | | | | | | | |
| | | | | | | | | |
| Total Salaries | | | | | | | | |

I. *The Local Match is calculated using **G** or **$728** the amount of additional salary due to grant, minus **H** the amount budgeted to LSTA or **$546** and that balance is the amount of local match of **$182 or 25% of G.***

| | | | |
|---|---|---|---|
| *Hourly salary rate* | *$14* | *Total grant salary* | *$728* |
| *# of Additional Hours* | *X 4* | *% LSTA 75%* | *x .75* |
| *Total Grant Salary per week* | *$56* | *LSTA salary* | *$546* |
| *# of weeks for the project* | *X 13* | *% LOCAL 25%* | *$182* |
| *Total grant salary* | *$728* | | |

*Fringe Benefits are calculated by multiplying G, the total grant salary added by the rate identified in each of the benefit and multiplying by LSTA 75% and LOCAL 25%.*

## JOB DESCRIPTIONS

Job descriptions for all positions included on the PROJECT RELATED PERSONNEL COSTS (LSTA or LOCAL) must accompany the application. Each must provide a general description of the positions current duties and hours per week currently working. At the bottom of the description include the changes that will result from the grant project, additional duties, duties no longer the responsibility of this position, the projected number of additional hours this position will be working as a result of the grant project, and the current salary for the position.

## CERTIFICATIONS

The following certifications are required to receive federal funds and must be signed by the **Library Director** and submitted with the Competitive and Just in Time Grant applications. The certifications are listed below and copies can be found in the Certification section in the back of this Guide or on the ICFL website at http://libraries.idaho.gov/forlibs-lsta#docs. Scroll down to **Certifications** and **CIPA Compliance**:

- **CIVIL RIGHTS CERTIFICATION – O**nce signed, this certifies that the subgrantee will comply with all civil rights laws including equal employment opportunity laws.

- **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION –** Once signed, this certifies that the subgrantee, or anyone with whom the subgrantee may contract in respect to the grant, is not named on a government list as being debarred or suspended from receiving federal funds.

- **CERTIFICATION REGARDING LOBBYING -** Once signed, this certifies that the subgrantee will not use federal funds to lobby or influence any officer or employee of any agency, a Member of Congress, officer or employee of Congress or staff of a federal agency. If lobbying activities are being conducted with funds other than federal, the signatory will complete the appropriate disclosure form and this language will be included in award documents for all subawards through subgrants, contracts, cooperative agreements, etc.

- **INTERNET SAFETY CERTIFICATION FOR APPLICANT LIBRARIES -** Each library involved with an LSTA project that includes the purchase of computer equipment or provides access to the Internet, must submit the appropriate signed Internet Safety Certification. Once signed, this document certifies that the library is in compliance with Internet safety laws.

## APPROPRIATE SIGNATURES

**Two different individuals** representing the applicant library as described below must sign the grant applications and grant agreements. Certifications need to be signed by only the Library Director. An additional signature from a Board Member or others is not necessary:

| | |
|---|---|
| Public Library | Library director and chair of the Library Board or Vice-Chair in the absence of the chair. |

In the case of Continuing Education Grants specifically for the Library Director, the Director should defer the signature of grant applications and grant agreements to the Library Board Chair and Vice-Chair.

| | |
|---|---|
| School Library | School librarian (or director of the media center) and District Superintendent (or individual who can legally obligate the school district.) |

In the case of Continuing Education Grants specifically for the School Librarian, the Librarian should defer the signature of grant applications and grant agreements to the school principal and district superintendent.

| | |
|---|---|
| Consortium | Executive director (or chief staff person) and the chair (or other key official) of the governing body. |
| Academic, Institutional, or Special Library | Library Director and an individual who can legally obligate the institution. |

In the case of Continuing Education Grants specifically for the Academic Library Director, the Director should defer the signature of grant applications and grant agreements to the Library Director's immediate supervisor and head of the grant accounting department of the institution.

| | |
|---|---|
| Non-library Entity | Individual who can legally obligate the entity. |

## APPLICATION REVIEW AND EVALUATION CRITERIA

1. **COMPLETE GRANT APPLICATION PACKET -** The applicant follows all the requirements, and instructions found on page 2 of the grant application and other requirements as included in this grant kit. The submitted application packet is complete.

2. **THE APPLICANT ANSWERS THE QUESTIONS ON THE APPLICATION -** The applicant provides a response to each question that is clear, direct and to the point.

3. **THE PROJECT DESCRIPTION IS CLEAR AND UNDERSTANDABLE -** The project description provides reviewers a clear understanding of what the applicant plans to do, how they plan to do it, and what they hope the project will achieve for their target audience. Reviewers will be looking to see that the project is well planned and feasible.

4. **THE APPLICANT HAS CLEARLY DOCUMENTED THE NEED -**

5. **THE PROJECT WILL MAKE A CLEAR IDENTIFIABLE IMPACT ON THE NEED -** In projects that target specific underserved or unserved populations, the application described the involvement of the target audience, partnership components, and an evaluation plan that shows the project's impact on the need.

6. **THE PROJECT'S SUSTAINABILITY IS CLEARLY IDENTIFIED -** In projects of all kinds including those that involve technology, the financial support necessary to maintain/sustain the project and/or technology is clearly identified. The applicant adequately explains the library's pursuit of other types of financial assistance such as E-rate discounts for telecommunications and school technology funds, other grants, and/or general fund monies.

7. **ELECTRONIC ACCESS PROJECTS CLEARLY IDENTIFY HOW THE LIBRARY WILL PROVIDE RELIABLE AND ONGOING SUPPORT -** In projects that involve electronic access, the library adequately demonstrates their library's ability to provide and support reliable and ongoing electronic access 24 hours a day, 7 days a week.

8. **THE TIMELINE, ACTIVITY, AND BUDGET EXPLANATION (TABE) IS COMPLETE-** The Timeline, Activity, and Budget Explanation lists (in chronological order) all activities and purchases and the estimated cost for each. Activities that do not have a cost associated are also provided. A brief explanation of what the applicants plan to buy and why, is also provided.

9. **THE BUDGET IS TIGHT AND JUSTIFIABLE** - The budget for the project is tight yet functional with no excesses.

10. **THE PROJECT RELATED PERSONNEL COSTS ARE JUSTIFIABLE** – The completed Project Related Personnel Costs form is provided with personnel costs associated with the grant project. Each position is accompanied by a job description identifying the position being paid from LSTA and LOCAL and the hours usual and customary for the position, the number of hours increased, and the responsibilities of each position. The descriptions also identifies what duties each position relinquished to take on the grant project.

As described in Appendix C, the Advisory Council will evaluate grant application and provide a funding recommendation to the Board of Library Commissioners.

## GRANT HEARING PROCEDURE

An opportunity for a hearing before the Board of Library Commissioners is provided for applicants whose eligibility and/or grant application has been denied. Appeals shall be governed by the provisions of the Administrative Procedure Act, Title 67, Chapter 52, Idaho Code, and IDAPA 04.11.01, "Idaho Rules of Administrative Procedure of the Attorney General.

## GRANT AWARD PROCEDURES

Applicants with projects approved for funding will receive a letter of award with two copies of a grant agreement. This agreement is a contract between the Commission for Libraries and the subgrantee. The grant agreement contains information regarding reporting requirements and budget information and should be retained for reference by the subgrantee. It commits the subgrantee to proceed with its proposal and the Commission for Libraries to provide the financial reimbursement described in the agreement. On request, the Commission will provide technical assistance to help subgrantees set up and maintain their grant project.

The subgrantee will find blank copies of the following forms in the grant agreement packet and on the Commission for Libraries' website at http://libraries.idaho.gov/forlibs-lsta#docs in both MS Word and PDF format:

- LSTA Financial Report
- Quarterly Narrative Report
- Final Project Evaluation & Summary
- Reimbursement Request Forms

- Request for Taxpayer Identification Number & Certification
- Sample press release for the library's use.

The subgrantee must sign, date, and return **both** copies of the grant agreement and the Request for Taxpayer Identification within **30 days** of the date of the award letter, or notify the Commission for Libraries why this timeline cannot be met. If the grant agreements are not received or notification made prior to the 30-day period, the grant award will be revoked.

If an addendum is made to a grant agreement to clarify or alter that agreement, the subgrantee must sign and return both copies of the addendum within 30 days of the date of the addendum, or notify the Commission for Libraries why this timeline cannot be met. No grant reimbursements will be processed until this document is received.

## GRANT MANAGEMENT

### GRANT EXTENSION

Once a grant project is in progress, circumstances may warrant an extension to the grant period. Contact the Primary Consultant assigned to your project before an extension is requested.

The extension must be requested in writing at least **30 days** prior to the end of the grant period listed on the grant agreement, and must include an explanation of the circumstances. The State Librarian will respond to the request with a letter of approval or denial.

### GRANT CANCELLATION

Districting projects created to demonstrate improved and/or expanded library services will end at the end of the grant period identified in the grant agreement. Once it is clear that the public does not support the district concept, the grantee must begin to notify patrons of the impending changes necessary to end the project. The grant period will not be extended and all Reimbursement Requests and project reports must be submitted in the prescribed manner identified in the grant agreement.

Continuing Education and other types of grants can be cancelled by submitting a written notification from the applicant providing a brief explanation for the cancellation.

### DISTRIBUTION OF FUNDS

Grant funds are disbursed as a reimbursement to funds expended for the project by the subgrantee. Reimbursement forms are included in the grant agreement packet. They can also be obtained from the Commission for Libraries website. Requests for reimbursement can be made at any time. However, we ask that you do not submit requests for less than $900, unless that is the total award amount.

Local funds attributed to meeting the Local Match requirement cannot be expended until the grant agreement has been signed by both parties and becomes a contract. Matching funds can be from the library's general funds or other sources. As previously mentioned, it is not permissible to match federal funds with federal funds.

## GRANT RECORD KEEPING REQUIREMENTS

1. **MAINTAIN GRANT RECORDS**
   Grant recipients are required to maintain records of project activities and complete financial accounting of all project related funds (both LSTA and required local match funds). These records must be retained by the subgrantee for a period of **six years after the end of the project**, unless otherwise stipulated.

2. **AVAILABILITY OF PROJECT RECORDS**
   On request, grant recipients must make all project related records available to the Idaho Commission for Libraries and/or the Institute of Museums and Library Services.

3. **PROGRESS AND FINANCIAL REPORTS REQUIRED**
   Grant recipients are required to submit progress and financial reports on a quarterly basis unless otherwise specified in the grant agreement. Reporting forms are included in the grant agreement packet and are on the Commission for Libraries' website at http://www.libraries.idaho.gov/. All narrative reports must respond to the questions asked in relation to the objectives, outcomes, activities, and the evaluation procedures specified in the grant as awarded and the project must be evaluated as described in the evaluation section of the grant application. Requests for reimbursement will be delayed if these reports are more than 30 days overdue.
4. **NOTIFY GRANTOR OF PROJECT CHANGES**
   The Commission for Libraries understands projects may not be 100% successful, and expects subgrantees to provide notification when the objectives, outcomes, activities, and/or evaluation methods are not going as planned and other options are being examined. Contact the Primary Consultant assigned to the project to discuss needed changes.

5. **EQUIPMENT INVENTORY REQUIRED**
   Grant recipients are required to maintain an inventory file identifying equipment purchased with LSTA funds and its location. This equipment must be used in the project for which it is acquired as long as needed, whether or not the project continues to be supported by LSTA funds. Disposition of major equipment (more than $5,000) is subject to review by the Commission for Libraries. Call the Commission's Grants Officer for assistance in this matter.

6. **PROPERTY OWNERSHIP**
   Unless otherwise stated in the grant agreement, all equipment purchased as part of an LSTA project is considered to be the property of the grant recipient. The grant recipient is also responsible for its installation, maintenance, repair, replacement, and ongoing operation.

**7. CODE OF FEDERAL REGULATIONS**

The use of federal funds is governed by regulations found in the Code of Federal Regulations at 45 CFR 1183 http://www.gpoaccess.gov/cfr/

**8. OMB CIRCULARS**

Federal grant programs are also subject to restrictions and requirements established by the Office of Management and Budget in OMB circulars. These circulars are available via websites at http://www.whitehouse.gov/omb/circulars/index.html. and all can be ordered from:

Office of Management and Budget
Executive Office Building
Washington, DC 20503
Phone 202-395-7332

**Office of Management and Budget Circulars**

| | State & Local Governments | Educational Institutions | Non-Profit Entities |
|---|---|---|---|
| General Administrative Requirements | A-102 | A – 110 | A – 110 |
| Allowable Costs | 2 CFR Part 225 - A-87 | 2 CFR Part 220 - A-21 | 2 CFR Part 230 – A-122 |
| Audit Requirements | A – 133 | A – 133 | A – 133 |

Refer to Appendix B – General Requirements for All Projects for further information on appropriate use of funds.

## PEER AND OTHER PROJECT REVIEWS

Because the Commission for Libraries has a responsibility for monitoring LSTA grant projects, we may conduct periodic project reviews beyond the quarterly and final project reports. One such review is the peer review process.

On an annual basis, the Commission selects a small number of grant projects for peer review. Once the projects are identified, librarians with similar project experience or knowledge, from different parts of the state, are paired with each project to conduct the evaluation.

The peer review process provides information for assessing grant project results, offers an opportunity for the library community throughout Idaho to learn from the experiences of others, and identifies aspects of specific projects that worked or did not work. This process provides a wealth of information to those libraries considering similar projects.

The Commission for Libraries understands that for a variety of reasons, projects are not always 100% successful. We feel sharing lessons learned is critical to the success of others. Therefore, describing in the evaluation what didn't go as planned is as important as describing what worked well.

Libraries involved in the peer review process receive a copy of the final report and have an opportunity to respond. The Commission for Libraries reserves the right to request additional information if necessary. These reports are posted on ICFL's web-site.

Additional follow-up reviews of grant projects may be conducted at the discretion of the Commission for Libraries.

## ANNUAL OR REGIONAL CONFERENCES

The Commission for Libraries may invite subgrantee libraries to participate in presentations at annual or regional conferences of the Idaho Library Association.

# APPENDICES

## **APPENDIX A - ELIGIBILITY** REQUIREMENTS

# LIBRARY SERVICES & TECHNOLOGY ACT ELIGIBILITY REQUIREMENTS CHECKLIST

## ATTACH CHECKLIST(S) TO THE GRANT APPLICATION

INSTRUCTIONS

- This checklist is to be completed by *each applicant and each participant* in a proposed LSTA grant project.
- To complete the checklist, mark each requirement that your library/consortium/organization meets.
- Each checklist must be signed by the library/consortium/organization director and/or an administrator who can legally obligate that entity.
- A completed checklist for the applicant and each participant must be submitted with the grant application.

CERTIFICATION

Library/Consortium/Organization Name: _____

❑ Applicant ❑ Participant

The undersigned certify that the above Library/Consortium/Organization currently meets the requirements marked below.

_____ _____
Librarian or Director Date

_____ _____
Administrator who can legally obligate the entity Date

## 1. APPLICANTS AND PARTICIPANTS - ALL TYPES OF LIBRARIES

A library of any type (academic, public, school, or special) must meet the following Eligibility Requirements in order to participate in a project funded under an LSTA subgrant.

☐ A. The library is, or is part of, a non-profit institution or agency that receives substantial support from public tax revenues.

☐ B. The library has a current, written long range or strategic plan that is available in the library for review.

☐ C. The library consists of a specific, permanent space exclusively designated for providing library services.

☐ D. The library collects, provides, and coordinates access to library materials that are organized according to a nationally accepted classification system.

☐ E. The library serves its clientele free of charge.
- Academic library: its students and faculty
- Public library: all residents of its legal service area (city limits for city libraries and district boundaries for district libraries)
- School library: its students and faculty
- Special library: dependent upon mission

☐ F. The library has regular and published hours of operation.
- Academic library: minimum of 75 hours/week while school is in session
- Public library: minimum of 12 hours/week, including some evening or weekend hours
- School library: minimum of 6 hours/day while school is in session
- Special library: dependent upon mission

*List hours*: _____

_____

☐ G. The library employs an administrator who is responsible for the daily operations of the library.
*List hours:* _____

☐ H. The library has at least one paid staff member on duty in the library during the hours the library is open.

☐ I. The library has an operable phone and an e-mail address within the place set aside for the library.
*Phone number*: _____ *E-mail address:*_____

☐ J. The library loans its materials to other Idaho libraries without charge.

☐ K. The library provides training opportunities for its staff.

☐ L. The library offers computer access, including Internet access, for its primary clientele, and has a policy that addresses acceptable use.

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## 2. SCHOOL AND ACADEMIC LIBRARY APPLICANTS AND PARTICIPANTS

A school library or academic library participating in a subgrant must also meet the following requirements:

☐ A. The school is accredited by the State Department of Education.

☐ B. The school district employs a certificated media generalist.

☐ C. The academic institution is accredited by the Northwest Commission on Colleges and Universities.

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## 3. PUBLIC LIBRARY APPLICANTS AND PARTICIPANTS

Because public libraries have as their mission the responsibility of serving the information needs of all members of the community, a public library participant must also meet the following requirements:

☐ A. The library does not charge a fee to any resident of its legal service area for any basic library service. Basic library services include:
- Usual and reasonable access during posted operating hours to the collections, Internet access and professional services that are ordinarily, traditionally, and routinely offered to the public in American public libraries.
- Circulation of library materials, regardless of format.
- Access to interlibrary loan services. Postage charges for interlibrary loans are assumed by the library, not the user.
- Reference services, regardless of format.

☐ B. The library must have a completed "Idaho Public-District Library Annual Statistical Report Form" for the preceding fiscal year accepted by, and on file, at the Commission for Libraries.

☐ C. The library must be legally established and operating in compliance with Chapter 33-26 or 33-27 of the Idaho Code.

*Note: Web presence is being considered as an additional Eligibility Requirement for public libraries.*

ICFL defines Web Presence as a vital website that is an extension of the library that provides information about or access to library services. A basic level of web presence for public libraries should meet the following criteria:

- Library name
- Library address – both mailing address and street address, if different
- Library phone number
- E-mail address and/or contact form
- Hours of operation
- Names of library board members
- Link to online catalog
- Link to LiLI Portal or to the LiLI Databases and the LiLI Unlimited statewide catalog with the "funded by LiLI" icon
- Description of services
- Site content is current and all pages indicate when "last updated" or "last reviewed"

The "E-Branch in a Box" project, which includes a template for creating a website and training in how to use it, is designed to help public libraries develop or strengthen their web presence to meet this basic level. Contact your ICFL Library Consultant for more information or to offer input on the proposed new Eligibility Requirement.

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4. LIBRARY CONSORTIUM APPLICANTS

A consortium must meet the following Eligibility Requirements in order to apply for or participate in a project funded under an LSTA subgrant as a single entity.

☐ A. Be a local, statewide, regional, or interstate cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and/or special libraries and information centers, for improved services for the clientele of such library entities. [LSTA Sec. 213(3)]

☐ B. Have a formal organizational structure with at least the following elements in place:
- ❑ A name for the consortium.
- ❑ A tax identification number or an employer identification number (EIN) for the consortium.
- ❑ A list of all the members.
- ❑ A representative governance structure and the name or names of the individuals with leadership roles and responsibilities identified.
- ❑ A sustaining funding mechanism supported in part by local funds from the members involved.
- ❑ A current, written long range or strategic plan approved by the members and available for review.
- ❑ A cooperative agreement or by-laws of the organization signed by each member.

- ❑ Policies and procedures for services, such as reciprocal borrowing, shared circulation, materials delivery, cooperative collection development.
- ❑ Procedures for adding members and for member withdrawal from the consortium.

---

**5. NON-LIBRARY ENTITIES**

To apply for LSTA funds or participate in LSTA-funded projects, a non-library entity must:

☐ Be a non-profit corporation registered with the Idaho Secretary of State under the Idaho Non-profit Corporation Act (Idaho Code 30-3-1)

AND

☐ Have tax exempt status under Internal Revenue Section 501(C)3. [Note: The Idaho Constitution prohibits the granting of funds to organizations established for religious purposes.]

OR

☐ Be tax-exempt as a governmental units or publicly supported organizations under Internal Revenue Section 509(a)(1)

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# APPENDIX B - GENERAL REQUIREMENTS FOR ALL PROJECTS

## A. APPROPRIATE USE OF FUNDS

1. **SUPPLANTING**
   LSTA grant funds are intended to supplement local funds, not supplant or replace them. Supplanting is moving expenditures, historically paid from local funds, to Federal funds causing a reduction in local expenditures.

2. **LOCAL MATCH**
   Local matching funds must be provided from local property tax, general fund revenues, non-tax dollars, or other non-federal funds. Local funds attributed to meeting the Local Match requirement cannot be expended until the grant agreement has been signed by both parties and becomes a contract.

3. **PROJECT EXPENDITURES**
   Grant funds, both LSTA and local, must be used for the specific project for which the grant was intended. Indirect costs are not allowable grant expenditures.

4. **GRANT FUND ACCOUNTING**
   Grant funds must be accounted for separately from other funds received by the grantee.

5. **LIBRARY BUDGET**
   Grant funds must be included in the library budget. For public libraries, it may be necessary for the library's board to open the budget as per the process outlined in Idaho Code.

6. **AUDIT REQUIREMENTS**
   Idaho Code requires that cities, counties, and districts organized as separate legal and reporting entities, follow minimum audit requirements. Refer to the Idaho Legislature's website at http://www.legislature.idaho.gov , Idaho Statutes, Title 67, Chapter 4, 67-450B – Independent Financial Audits By Governmental Entities -- Filing Requirements.

7. **ALLOWABLE USES CIRCULARS**
   Refer to **Office of Management and Budget (OMB) Circulars** chart on page 29 to identify the correct OMB circular that describes the allowable uses of LSTA funds for your project.

# APPENDIX C - REQUIREMENTS FOR COMPETITIVE OR JUST IN TIME GRANTS

The Commission for Libraries has two sub-grant grant application processes, the Competitive and Just In Time grant processes. The Competitive Grant process follows the COMPETITIVE GRANT TIMELINE found inside the front cover of this grant kit. Once Competitive Grants have been awarded, remaining LSTA funds **may** be awarded through the Just in Time Grant process.

Both processes require applications to be postmarked, hand delivered, or electronically submitted no later than 5 PM on the application deadline. Competitive applications received after the deadline will be returned to the applicant without review. Just In Time grant applications will be managed within the Just In Time process criteria and if appropriate held for the next Board of Library Commissioners meeting.

## COMPETITIVE GRANT

The Competitive Grant process consists of a Draft and Final Application.

### DRAFT APPLICATION

The Draft Application is a fully developed grant proposal. The applicant must respond to each of the questions on the application as completely as possible, addressing project requirements outlined in the relevant appendices. Vendor quotes, job descriptions, and other supporting documentation are required to accompany the draft application.

The Draft Application is reviewed by Commission Staff and selected applications are invited to apply in the Final Application process. All comments and suggestions from the Staff review are returned to the applicant to assist them in preparing their final grant application.

### FINAL APPLICATION

Those libraries invited to apply in the Final grant application process should review the comments and suggestions from the Staff review of the Draft Application. Suggested changes or additions should be discussed with the consultant assigned to the project.

The Final application must be complete including all the required vendor quotes, job descriptions, letters of support, etc. Once submitted, ICFL will not accept additional or missing information.

The Final Applications are forwarded to the Advisory Council which meets and evaluates each application creating a ranked order for funding. The list and comments from both the Staff and Advisory Council reviews are forwarded to the Board of Library Commissioners for their final funding determination.

## JUST IN TIME GRANTS

The Just in Time process allows libraries to apply for LSTA funds through a somewhat abbreviated grant process. Once the Commission determines the existence of available funds, an announcement is made over Libidaho and through the Commissions newsletters that funds are available. Applicants are free to submit Just In Time Grant applications at any time throughout the year until all funds have been awarded.

The application's LSTA funding request determines the review process for each Just in Time grant application. Applications requesting $10,000 or less in LSTA funds will be evaluated by a team of Commission Staff and its recommendation is forwarded to the State Librarian for a final determination.

**Grant applications must be submitted 6 weeks prior to the project implementation date.** Applicants must refer to the Board of Library Commissioners calendar provided at http://libraries.idaho.gov/page/board-commissioners-meetings-calendar to identify meeting dates, as they are subject to change.

For projects in excess of $10,000, Staff approved applications are evaluated by a team of Advisory Council members and forwarded to the Board of Library Commissioners for a final determination. Successful proposals are awarded on a first come first served basis. The application's post mark or hand delivered date stamp is used to determine the order for review and award.

### JUST IN TIME EVALUATION

A. Just in Time grant applications are evaluated on the following scale:

| LSTA Requests of | Staff | Advisory Council |
|---|---|---|
| $10,000 or less in LSTA Funds: | 5 | 0 |
| $10,001 - $60,000 in LSTA Funds | 5 | 3 |
| $60,001 – Above in LSTA Funds | 7-9 | Majority of AC Members |

The Primary Consultant is not a member of the Staff Team.

B. The Commission for Libraries forms an review team of staff members (Staff Team). The number of reviewers depends on the amount of LSTA funds each Just In Time application requests. The Staff Team will include an odd number of voting staff consisting of the Associate State Librarian, the Grants Contracts Officer and three additional Staff Members.

C. An Advisory Council Team is formed consisting of 3-8 voting Advisory Council members with the Associate State Librarian and the Grants Contracts Officer as non-voting meeting leaders.

D. Projects $10,000 or less –

1. Applications requesting $10,000 or less in LSTA funds are reviewed by a Staff Team and their recommendations are forwarded to the State Librarian for a final determination.

2. Grant applications must be submitted 6 weeks prior to the project implementation date.

E. Projects $10,001 to $60,000 –

1. Applications requesting in excess of $10,000 in LSTA funds are reviewed by a Staff Team and their positive funding recommendation is forwarded to a team of Advisory Council members. If the Advisory Council agrees with Staff, all discussion notes are forwarded to the Board of Library Commissioners for a final determination.

2. If the Staff Team does not recommend the project for funding, the Advisory Council Team will be asked to either agree or disagree with the Staff determination.

3. If the Advisory Council Team agrees with Staff, the application will be rejected and a letter notifying the applicant of that action will be sent by the State Librarian.

    a. The State Librarian reserves the right to delay this action and forward the application and all meeting notes to the Board of Commissioners providing input at that meeting.

4. If the Advisory Council Team disagrees with Staff, the application and all evaluation notes are forwarded to the Board of Library Commissioners for final determination.

    a. The State Librarian reserves the right to provide input at the Board of Commissioners meeting.

F. Projects in excess of $60,000 –

1. Applications requesting in excess of $60,000 in LSTA funds are reviewed by a Staff Team and their positive funding recommendation is forwarded to a team of Advisory Council members. If the Advisory Council agrees with Staff, all discussion notes are forwarded to the Board of Library Commissioners for a final determination.

2. If the Staff Team does not recommend the project for funding, the Advisory Council Team will be asked to either agree or disagree with the Staff determination.

3. If the Advisory Council Team agrees with Staff, the application and all

discussion notes are forwarded to the Board of Library Commissioners for a final determination.

a. The State Librarian reserves the right to provide input at this Board of Commissioners meeting.

4. If the Advisory Council Team disagrees with Staff, the application and all evaluation notes are forwarded to the Board of Library Commissioners for final determination.

a. The State Librarian reserves the right to provide input at the Board of Commissioners meeting.

### PROJECT BUDGET

For both the Competitive and Just In Time grant processes, the total project budget must include at least 25% local or non-federal funds.

Local matching funds are calculated by multiplying the total project cost by .25.

| | | | |
|---|---|---|---|
| $66,000 | Total Project Cost | $66,000 | Total Project Cost |
| X .25 | % of Local Match | -16,500 | Local Match |
| $16,500. | Total Local Match | $49,500 | Maximum LSTA Request |

## GRANT REVIEW PROCESS

The Staff review of the Competitive and Just in Time Grant applications examines the library's eligibility, the eligibility of the project, and the project itself as written in the application.

The Staff review and Advisory Council evaluation center around the following sections of this grant kit and may broaden to include additional information contained in this kit and other ICFL communications:

- GRANT CHARACTERISTICS
- ELIGIBILITY CHECKLIST APPENDIX A
- PROJECT ELIGIBILITY
- APPLICATION REVIEW AND EVALUATION CRITERIA AND
- THE APPENDIX APPROPRIATE FOR THE PROJECT

### BOARD MEETINGS

Applications will be presented to the Board of Library Commissioners for review and award at each regularly scheduled meeting. No special meetings of the Board will be called for grant evaluation.

## Board of Library Commissioners Calendar

| Scheduled Meeting Dates | 6 Weeks Prior To Board Meeting Date |
|---|---|
| October 22-23, 2009 | September 11, 2009 |
| December 4, 2009 | October 23, 2009 |
| February 19, 2010 | January 8, 2010 |
| April 9, 2010 | February 26, 2010 |
| June 4, 2010 | April 23, 2010 |

Verify Board meeting dates at http://libraries.idaho.gov/page/board-commissioners-meetings-calendar. Application **musts** be submitted at least 6 weeks prior to the scheduled meeting date to allow time for the Staff and the Advisory Council to complete their evaluation process.

**SUBMITTING YOUR GRANTAPPLICATION**

Both the Competitive and Just In Time Grant applications can be submitted in paper or digital format such as MicroSoft Word, Excel, or a pdf format. Review page 2 of the grant application and the remainder of this chapter to obtain the instructions necessary to compile your grant submission. Failure to comply with all instructions could result in your application being returned without being considered for funding.

NOTE: GRANT APPLICATIONS MUST INCLUDE VENDOR QUOTES AND OTHER FORMS OF DOCUMENTATION TO SUPPORT THE APPLICATION BEING SUBMITTED. USING WEBSITES AS YOUR SOURCE OF DOCUMENTATION REQUIRES THE APPLICANT CREATE AN UN-CHANGEABLE DIGITAL VERSION FOR THE ELECTRONIC SUBMISSION. FOR THE PAPER GRANT APPLICATION, A PRINTOUT OF THE WEB INFORMATION IS SATISFACTORY.
UNIFORM RESOURCE LOCATOR (URL) ADDRESSES ARE APPROPRIATE TO SUPPORT THE DIGITAL OR HARD COPY DOCUMENTATION. HOWEVER, URL ADDRESSES ALONE ARE NOT ACCEPTABLE ALTERNATIVES TO THE HARD COPY OR DIGITAL HARD COPY OF THE VENDOR QUOTE OR OTHER FORM OF GRANT DOCUMENTATION .

**ELECTRONIC APPLICATIONS: Applications can be submitted electronically by email to ICLF's Grants Officer. No additional photocopies will be required if submitted in this manner.**

**For applicants choosing to submit their application electronically:**
The electronic Competitive application both the Draft and the Final, must be submitted by 5:00 PM no less than 2 days prior to the application deadline. Check the "Competitive Grant Timeline" in the front of this Grant Kit for more information. For the Just In Time process, both applications in electronic or paper format must be submitted at least 6 week prior to the Board of Commissioner's meeting.

**Important:**

- ✓ Once your electronic application is submitted, if you do not receive acknowledgement from our Grants Officer that your application has been received, verify that receipt with a phone call or an email. Contact information can be found behind the front cover of this document.
- ✓ All supporting documentation must also be in electronic format and included in the original submission.
- ✓ The electronic submission must be in no more than 3 attached documents. This can be accomplished by scanning, cutting and/or pasting documents together in Microsoft Word, Excel, or pdf format.
- ✓ If more than 1 document is submitted, each document must be numbered **1 of 2**, **2 of 2**, or **1of 3**,**2 of 3**, **3 of 3**, etc.
- ✓ Each documents must also be labeled with:
  - ➢ The library's name,
  - ➢ Complete address including city, state and zip code,
  - ➢ E-mail address,
  - ➢ Contact name and phone number if different from the library's,
  - ➢ The library's phone number and
  - ➢ The project name
  - ➢ Attach an electronic signature to the application cover-page, Eligibility Check List, and Certifications where requested. **Mail only the application cover page with the original signature for our files**.

The compiled digital documents must be appropriately formatted so the document is uniform, readable, and printable without requiring reformatting by ICFL. We recommend once the document is molded together, it be saved as a pdf file to prevent it from changing when viewed or printed from different computers.

**PAPER APPLICATIONS:** Staple your paper application together with the supporting documentation. **For the 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.

### REQUIRED DOCUMENTATION FOR ELECTRONIC OR PAPER APPLICATIONS

- □ Eligibility Checklist - *(Appendix A of this Guide)*
  *Submit one Eligibility Checklist 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 and submit a signed **Cover Sheet** and the **Eligibility Checklist**.
  - ➢ If a pre-qualified consortium is making the application, the consortium must complete and submit a signed **Cover Sheet** and the **Eligibility Checklist** for the consortium.
- □ Competitive (Draft or Final) or Just in Time Grant Application - Cover Sheet
  - □ Application Narrative 1 - 6

- □ Proposed Project Budget
- □ Project Related Personnel Costs -
- □ Job Description(s) –

*(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.*

- □ LSTA Outcomes Logic Model *(The outcome logic model is **not required**. Refer to Outcomes Based Evaluation in this LSTA Grant Kit.*
- □ Appropriate Appendix *(See your ICFL consultant for guidance):*
  - □ Appendix B – General Requirement for All Projects *(Read and understand)*
  - □ Appendix C – Requirements for Competitive or Just-In-Time Grants
  - □ Appendix D – Requirements for Consortium Planning Projects
  - □ Appendix E – Requirements for Networking and Resource Sharing Projects
  - □ Appendix F – Requirements for District Assessment or Planning Projects
  - □ Appendix G –Requirements for Projects Creating, Expanding, or Consolidating Library Districts
- □ Vendor quotes required for contracted services, equipment, software, and quantities of library materials or other merchandise.

# APPENDIX D - REQUIREMENTS FOR CONSORTIUM PLANNING PROJECTS

Definitions for **Consortium** and **Network** can be found in back of this Guide.

A completed copy of this Appendix must be attached as part of the Competitive or Just in Time Grant application for networking or resource sharing implementation projects.

## 1. LIBRARY CONSORTIA

Libraries wishing to form a consortium may apply for a planning grant. The consortium is the infrastructure for the library network.

A consortium planning project should include the following activities; they may be done in phases if necessary. In the application describe your "plan to plan" by identifying and fully describing the specific activities included in the proposed project.

- ☐ A. Establishment of a planning committee
- ☐ B. Process for identifying stakeholders (individuals and groups with a stake in the project's outcome)
- ☐ C. Proposed site visits to other successful projects that are similar to your project
- ☐ D. Evidence of board approval from all libraries involved in the planning process
- ☐ E. An LSTA Grant application to implement the resulting plan
- ☐ F. If the result of the planning process is that no project is to be pursued, explain in the final evaluation why that decision was made

Products which may result from the planning process include but are not limited to:

A. A long range or strategic planning document. Elements in the plan will include:

- ☐ Description of the community(ies) or geographic region the plan will serve
- ☐ Roles of the consortium
- ☐ Mission statement (purpose and values)
- ☐ Goals (service and management) or desired outcomes
- ☐ Objectives or strategies
- ☐ Activities
- ☐ Library standards (e.g. ILL, circulation, information retrieval)
- ☐ Statement describing the process for reviewing and updating the plan
- ☐ Means for providing technical support of the electronic network, if the consortium is utilizing this technology

B. Written agreements, guidelines, and policies and/or by-laws to support the organizational structure of the consortium, including the following:
   - ☐ A name for the consortium
   - ☐ A tax identification number or an employer identification number (EIN) for the consortium (optional)
   - ☐ A list of all the members
   - ☐ A representative governance structure and the name or names of the individuals with leadership roles and responsibilities defined
   - ☐ A sustaining funding mechanism supported in part by local funds from the members involved
   - ☐ A current, written long range or strategic plan approved by the members and available for review
   - ☐ A cooperative agreement or by-laws of the organization signed by each member
   - ☐ Policies and procedures for services, such as reciprocal borrowing, shared circulation materials delivery, and/or cooperative collection development
   - ☐ Policies governing database integrity and maintenance (e.g. patron, catalog)
   - ☐ Procedures for adding members and for member withdrawal from the consortium

## 2. SHARED INTEGRATED LIBRARY SYSTEM

A network grant often funds the purchase or upgrade and expansion of a shared integrated library system. Network grants may fund the conversion of member library bibliographic records to MARC21 format or the migration of machine-readable bibliographic records from one system to another.

Libraries interested in creating a shared integrated library system must create a consortium prior to asking for an implementation grant.

At a minimum, a network consists of a shared integrated library system that allows simultaneous multi-site searching both from within the network and remotely, and interlibrary loan service among all network members**.**

## 3. PROJECT BUDGET

Total project budget must include at least 25% local or non-federal matching funds (Total Project Budget = maximum 75% LSTA funds + minimum 25% local or non-federal funds)

# APPENDIX E - REQUIREMENTS FOR NETWORKING AND RESOURCE SHARING PROJECTS

A completed copy of this Appendix must be attached as part of the grant application for networking or resource sharing implementation project.

## 1. RESOURCE SHARING COMMITMENT

**All project participants agree to the following requirements:**

❑ A. There will be no legal restrictions that prohibit the bibliographic records created in this LSTA project from being shared through the LiLI website, statewide union catalogs, regional union lists, shared public access catalogs, or bibliographic utilities.

❑ B. Access to the bibliographic records created under this LSTA project will be freely given for any non-profit cooperative library venture, the aim of which is to extend and improve library services within the state.

❑ C. All items represented by records created under this LSTA project will be available for loan without charge to other Idaho libraries. Allowable exceptions are items typically not loaned, reference materials, and other items for which circulation is normally restricted by the participating library.

## 2. NETWORKING AND INTEGRATED LIBRARY SYSTEMS

A. This project includes the purchase of a shared integrated library system.

❑ Yes
❑ No (If "No," proceed to Section 3)

**Required information:**

❑ 1. The participants have conducted a process to gather comparable price quotes from potential vendors, and the project budget is based on the price quotes being considered.

❑ 2. The price quotes are attached to the application.

❑ 3. The system is web accessible and visible to users outside the library 24 hours a day, 7 days a week.

❑ 4. Vendor name(s): _____

❑ 5. Operating location of the integrated library system server: _____
_____

B. This project involves at least one library joining an existing network.

❑ Yes
❑ No (If "No,: proceed to Section 2, Part C)

**Required information:**

❑ 1. A letter from the network inviting the participant(s) to join is attached to the grant application.
❑ 2. A price quote from the network for each participant is attached to the application.
❑ 3. The project budget is based on these price quotes.
❑ 4. The existing network is Web accessible (visible 24 hours a day, 7 days a week to users outside the library building) and allows for simultaneous, multiple-site searching both from within the network and remotely.
❑ 5. Network name:_____

C. The integrated library system will be used by only one library

❑ Yes
❑ No (If "No," respond to Section 2, Part B, or proceed to Section 3)

**Required information:**

❑ 1. This is the library's first purchase of an ILS.
❑ 2. The library has investigated options for joining an existing shared library network and has included a description of those efforts in the application narrative.
❑ 3. This project will result in the creation of full MARC21 format records being added to the Idaho Group Catalog by OCLC through LiLI Unlimited.
❑ 4. Project library is (or will be by the conclusion of the grant project) a participant in the LiLI Express reciprocal borrowing program.
❑ 5. Project library is (or will be by the conclusion of the grant project) a participant in LiLI Unlimited Resource Sharing, actively sharing materials with other Idaho libraries (indicated by "Lender" status within the OCLC system) and contributing records and holdings information to the statewide LiLI Unlimited database.
OCLC Symbol: _____

## 3. RETROSPECTIVE CONVERSION ELEMENTS AND FOLLOW-UP

**All project participants agree to the following requirements:**

❑ A. The following is or will be completed PRIOR to the beginning of the grant project. No later than _____ (date):

❑ 1. A thorough weeding of the collection, and
❑ 2. An accurate shelf list or inventory established so the records created will describe exactly the items your library holds.

❑ B. This project will result in the sharing of full MARC21 records. (Note: Beginning with LSTA FY 2010, libraries participating in all networking and resource sharing projects may be required to participate in LiLI Unlimited.)

❑ C. Briefly explain how you will handle bibliographic records for which MARC21 records have not been created (i.e., records which are not in the vendor's or network's database):_____

❑ D. The participants recognize the importance of maintaining the integrity of the network database and the LiLI Unlimited statewide catalog. The network has guidelines on database maintenance that include adding records for new items, deleting records for items no longer held, and editing records for items for which the call number has been changed.

## 4. TELECOMMUNICATIONS ELEMENTS

This project involves telecommunications costs.

❑ Yes
❑ No (If "No," proceed to Section 5)

**Required information:**

❑ 1. Specify types (telecommunications lines [e.g. T-1 lines, frame relay, wireless, etc.], Internet service provider costs, or internal connections [cabling, hubs, network servers, etc.])_____

❑ 2. E-rate discounts

❑ Participants have applied for or plan to apply for e-rate discounts?
OR
❑ Participants have not applied for e-rate discounts because: _____

## 5. SCHOOL LIBRARY PARTICIPANTS

A. This project involves school libraries.

❑ Yes
❑ No (If "No," proceed to Section 6)

B. Public school technology funds.

❑ School library participants have benefited from school technology funds,
OR
❑ School participants have not benefited from school technology funds because: _____

## 6. PROJECT BUDGET

Total project budget must include at least 25% local or non-federal matching funds (Total Project budget = maximum 75% LSTA funds + minimum 25% local or non-federal funds).

| SAMPLE EXPENDITURES | | |
|---|---|---|
| **Budget Category** | **Allowable** | **Unallowable** |
| Personnel | • Temporary staff (preferably through an agency) to perform in-house cataloging or activities related to preparation of materials for off-site processing<br>• Additional staff hours (to a maximum of 40 total hours per staff member) for existing staff to perform in-house activities related to the project | • Salary increases for existing library personnel<br>• Personnel with a work week longer than 40 hours |
| Travel | • Travel to attend training. Travel must comply with travel rules of the State of Idaho | |
| Equipment | The Idaho Commission for Libraries takes a conservative approach to funding equipment.<br>• Computer workstations for technical services activities.<br>• Computer server for system operation.<br>• Barcodes scanners (handheld or mounted)<br>Note: Project libraries must comply with CIPA regulations when using LSTA funds to purchase equipment that accesses the Internet. | • Portable computer storage devices (e.g. flash drives, memory keys, etc.)<br>• Copy machines |
| Supplies | • Office supplies used for preparing materials for retrospective conversion activities or for in-house processing<br>• Barcodes, barcode labels, and protectors | |
| Contractual | • Vendor fees for retrospective conversion activities (i.e. OCLC RetroCon, MARCIVE, Brodart, etc.)<br>• Initial purchase of automation software<br>• First-year maintenance and support services<br>• Fees for training | • Any OCLC services included with LiLI Unlimited Resource Sharing<br>• Maintenance and support services beyond the initial 12 months of service. |
| Library Materials | | • Library materials may not be included |
| Other | • Software necessary to print barcodes<br>• Shipping to/from off-site retrospective conversion vendor<br>• Internet network infrastructure costs | • LiLI Unlimited annual fees |

# APPENDIX F – REQUIREMENTS FOR DISTRICT ASSESSMENT OR PLANNING PROJECTS

In your grant application, incorporate or attach as an appendix the required information listed here for the appropriate type of district project. In addition, complete this checklist and attach it to the application.

The provisions of Idaho Code Title 33, Chapters 26 and 27, apply to these projects. Establishing or enlarging a library district is a multi-phase process. See the Commission for Libraries' Idaho Library Districting Handbook for more information.

**See Appendix G for information concerning projects for district demonstration, consolidation, and first-year operation.**

## 1. ASSESSING FOR A DISTRICT PROJECT

Applicants may choose to complete an assessment phase prior to applying for grant support or may apply for LSTA funds to complete the assessment phase activities.

❑ A. The applicant is a legally constituted public library. Or, for unserved areas, the Board of Library Commissioners has approved a non-library entity as the applicant.

❑ B. A community needs assessment should be completed prior to any planning for the district. The results of a needs assessment should include:

- ❑ Local information and demographics cited from Census/vital statistic records, library statistics, community development plans, and/or other existing data sources
- ❑ Internal (library) & external (community) scanning results
- ❑ Community input (surveys, SWOT, key informant interviews, focus groups, town meetings, etc.)
- ❑ Analysis of data (ex: identification of common threads or issues)
- ❑ Library vision statement linking data to the library's direction
  For more information, go to http://libraries.idaho.gov/forlibs-lsta-needs-assessment.

❑ 1. A community needs assessment has been completed and the results are attached,
OR

❑ 2. A community needs assessment will be completed as part of the assessment grant project. The plan for the study is attached.

- ❑ C. The application includes the applicant's "plan to plan" and fully describes the following project activities:
  - ❑ 1. Establishment of a districting committee
  - ❑ 2. Consideration of boundaries of the proposed entity
  - ❑ 3. Estimated assessed valuation and population of the proposed entity
  - ❑ 4. Process for identifying stakeholders (individuals and groups with a stake in the project's outcome)
  - ❑ 5. Contact with all library boards in or contiguous to the potential district
  - ❑ 6. Public relations plan for building awareness of the vision for library services
  - ❑ 7. Exploration of all districting options including proposed site visits to other successful demonstration districts or consolidation projects
  - ❑ 8. Identification of next steps that will result from the assessment process
    Examples of next steps include, but are not limited to:
    a. Development of the grant proposal for the planning year. Elements of the proposal will include:
       1. Project description
       2. Population served by the project
       3. Needs statement
       4. Planning
       5. Objectives, activities, and evaluation
       6. Timeline, activities, and budget explanation
    b. An explanation in the final evaluation of why the proposed establishment, consolidation, or demonstration will not be pursued at this time.

## 2. PLANNING FOR A DISTRICT PROJECT

- ❑ A. The applicant is a legally constituted public library. Or, for unserved areas, the Board of Library Commissioners has approved a non-library entity as the applicant.

- ❑ B. A community needs assessment should be completed prior to any planning for the district. The results of a needs assessment should include:

  - ❑ Local information and demographics cited from Census/vital statistic records, library statistics, community development plans, and/or other existing data sources
  - ❑ Internal (library) & external (community) scanning results
  - ❑ Community input (surveys, SWOT, key informant interviews, focus groups, town meetings, etc.)
  - ❑ Analysis of data (ex: identification of common threads or issues)
  - ❑ Library vision statement linking data to the library's direction
    For more information, go to http://libraries.idaho.gov/forlibs-lsta-needs-assessment.

  - ❑ 1. A community needs assessment has been completed and the results are attached,
    OR
  - ❑ 2. A community needs assessment will be completed as part of the planning grant project. The plan for the study is attached.

- ❑ C. A feasibility study to estimate the willingness of the public to support the district concept should be done for a district establishment or annexation that is part of a grant project.

  - ❑ 1. A feasibility study has already been conducted and the results are attached, OR
  - ❑ 2. A feasibility study will be conducted as part of the planning grant project by an outside party in collaboration with the applicant library. The plan for the study is attached.

- ❑ D. The application includes the applicant's "plan to plan" and fully describes and budgets for the following project activities (refer to the Idaho Library Districting Handbook for specifics):

  - ❑ 1. Establishment of a districting committee
  - ❑ 2. Establishment of boundaries for the proposed entity
  - ❑ 3. Estimated assessed valuation and population of the proposed entity
  - ❑ 4. Public relations plan for promoting the proposed entity
  - ❑ 5. Estimated income and expenditures, itemized with amount, source, and timeline for three years of the proposed district:
    - a. Implementation year
    - b. First year as a new or expanded district
    - c. Second year as a district
  - ❑ 6. Plan for district services, including roles, mission statement, goals, objectives, and activities
  - ❑ 7. Plan for district governance, including board by-laws
  - ❑ 8. Plan for financial accounts and for transferring financial operations to district operations
  - ❑ 9. Plan for transitioning operations from a city to a district if the public supports the district concept
  - ❑ 10. Develop district policies: personnel, administrative, operational
  - ❑ 11. Plan for facilities for new district
  - ❑ 12. Plan for funding the first year of operations
  - ❑ 13. Plan for discussions with the governing bodies to identify the necessary process to follow through with the district concept
  - ❑ 14. Identification of next steps that will result from the planning process. Examples of next steps include, but are not limited to:
    - a. Development of the grant proposal for the demonstration and/or the implementation year. Elements of the proposal will include:
      1. Project description
      2. Population served by the project
      3. Needs statement
      4. Planning
      5. Objectives, activities, and evaluation
      6. Timeline, activities, and budget explanation

b. An explanation in the final evaluation of why the proposed establishment, consolidation, or demonstration will not be pursued at this time.

## 2. PROJECT BUDGET

Total project budget must include at least 25% local or non-federal matching funds (Total Project budget = maximum 75% LSTA Funds + 25% Local or non-federal funds)

# APPENDIX G - REQUIREMENTS FOR PROJECTS CREATING, EXPANDING, OR CONSOLIDATING LIBRARY DISTRICTS

In your grant application, incorporate or attach as an appendix the required information listed here for the appropriate type of district project. In addition, complete this checklist and attach it to the application.

Establishing or enlarging a library district is a multi-phase process. For assistance in proceeding through this process, refer to the Idaho Library Districting Handbook and your Commission for Libraries Consultant.

**See Appendix F for information concerning assessing and planning for district projects.**

## 1. DEMONSTRATION DISTRICT - ANNEXATION

**Applicants are strongly encouraged to complete assessment and planning projects prior to a demonstration**.

For unsuccessful districting efforts, the Demonstration District will continue until the end of the grant period and generally will not be extended.

- ❑ A. The project applicant is a legally constituted public library.

- ❑ B. Prior to creating a demonstration for an annexation grant project, a feasibility study should be done to estimate the willingness of the public to support the district concept.

  - ❑ 1. A feasibility study has already been conducted and the results are attached, OR
  - ❑ 2. A feasibility study will be conducted as part of the planning grant project by an outside party in collaboration with the applicant library. The plan for the study is attached.

- ❑ C. The application includes the following information about the area to be served:

  - ❑ 1. Boundaries
  - ❑ 2. Population of the unserved area and of the proposed enlarged district, with source of data. (2000 Census or current estimate from Idaho Department of Commerce)

NOTE: THE NUMBER OF UNSERVED PEOPLE ADDED WILL BE A FACTOR IN EVALUATING THE PROJECT PROPOSAL. AN EXPLANATION OF WHY THE AREA(S) WERE SELECTED WILL BE HELPFUL.

- ❑ 3. Assessed valuation of the unserved area and of the proposed enlarged district. Refer to Idaho Library Districting Handbook Introduction (2) and "The Assessment Phase" "Task Four: Cost Assessment" and/or your Commission for Libraries Consultant for more information
- ❑ 4. Explanation of how consistent and equitable service will be provided
- ❑ 5. The Demonstration District will continue until the end of the grant period and generally, will not be extended

❑ D. The application explains how the project funds will be spent, including:

- ❑ 1. A working budget
- ❑ 2. An explanation of activities
- ❑ 3. A chart tying the activities to budget figures and to the timeline
- ❑ 4. Estimated income and expenditures, with amount, source, and timeline for the remainder of the demonstration district project

NOTE: LSTA FUNDS CANNOT BE USED TO PAY ELECTION COSTS, PUBLICITY COSTS ASSOCIATED WITH THE ELECTION, OR COSTS ASSOCIATED WITH ENCOURAGING CITIZENS TO VOTE.

❑ E. The application includes a plan with a budget showing promotional activities to be accomplished during the project.

❑ F. The application includes the plan for funding the first two years of operation as a district, including estimated income and expenditures.

❑ G. The application documents that the local match for the project is the maintenance of local financial support and the demonstrated good faith effort by all participating libraries to enlarge the library district. The LSTA share is a maximum of .06% of the estimated assessed valuation of the proposed district.

❑ H. The application includes a letter addressed to the Idaho State Librarian from the county commissioners in the county(ies) involved. The letter states that the commissioners have been informed of the district and/or annexation project and understand they are obligated to follow through when successful petitions are submitted. Refer to Idaho Library Districting Handbook, "A: Establishment and Annexation/Combination" "Task Six: The Hearing with the County Commissioners".

In the case of annexation by petition, the commissioners state that they are aware of their legal obligation to order the annexation upon the submission of petitions containing the percentage of signatures required.

- ❑ I. The application includes a copy of the minutes for the meeting in which the commission agreed to send the letter.

- ❑ J. The application outlines the planned steps for the:

  - ❑ 1. Transition of the library to extending services to the annexed area, and
  - ❑ 2. Transition of the library back to the original configuration at the end of the grant project should the annexation efforts fail.

- ❑ K. The applicant understands that if the annexation takes place, the enlarged district may apply to the Commission for Libraries in the subsequent year for a grant for equalization of services to serve previously unserved members of the district. Approval of such a proposal is not automatic and will be subject to the same conditions and the same competitive process as other LSTA grant proposals. (See number 5, First Year District Operations or Equalization of Services below.)

## 2. DEMONSTRATION DISTRICT - ESTABLISHMENT

**Applicants are strongly encouraged to complete assessment and planning projects prior to a demonstration.**

- ❑ A. The project applicant is a legally constituted public library. Or, for unserved areas, the Commission for Libraries has approved a non-library entity as the applicant.

- ❑ B. Prior to creating a demonstration or annexation grant project, a feasibility study should be done to estimate the willingness of the public to support the district concept.

  - ❑ 1. A feasibility study has already been conducted and the results are attached, OR
  - ❑ 2. A feasibility study will be conducted as part of the planning grant project by an outside party in collaboration with the applicant library. The plan for the study is attached.

- ❑ C. The application includes the following information about the area to be served:

  - ❑ 1. Boundaries
  - ❑ 2. Population of the proposed district, with source of data (2000 census or current estimate from the Idaho Department of Commerce). Refer to "Idaho Library Districting Handbook" Introduction (2), "The Assessment Phase" "Task Nine: Preliminary Districting Decisions" and/or your Commission for Libraries Consultant for minimum population information.
  - ❑ 3. Assessed valuation (Tax Commission estimate) of the unserved area and of the proposed enlarged district. Refer to Idaho Library Districting Handbook Introduction (2) and "The Assessment Phase" "Task Four: Cost Assessment" and/or your Commission for Libraries Consultant for more information.

- ❑ 4. An explanation of how consistent and equitable service will be provided.
- ❑ 5. The Demonstration District will continue until the end of the grant period and generally, will not be extended.

❑ D. The application explains how the project funds will be spent, including:

- ❑ 1. A working budget
- ❑ 2. An explanation of activities
- ❑ 3. A chart tying the activities to budget figures and to the timeline
- ❑ 4. Estimated income and expenditures, with amount, source, and timeline, for the remainder of the demonstration district.

NOTE: LSTA FUNDS CANNOT BE USED TO PAY ELECTION COSTS, PUBLICITY COSTS ASSOCIATED WITH THE ELECTION, OR COSTS ASSOCIATED WITH ENCOURAGING CITIZENS TO VOTE.

❑ E. The application includes a plan with budget showing promotional activities to be accomplished during the project.

❑ F. The application includes the plan for funding the first two years of operation as a district, including estimated income and expenditures.

❑ G. The application documents that the local match for this project is the maintenance of local financial support and demonstrated good faith effort to form the district by all participating libraries, and those jurisdictions are named in the application. Refer to the Idaho Library Districting Handbook "The Planning Phase" "Task Seven: Finding a Base Property Tax Budget for Combinations and Consolidations", "Combinations" for the budget base allowable.

❑ H. The application includes a letter addressed to the Idaho State Librarian from the county commissioners in the county(ies) involved and from the council of each city maintaining the financial support for their library located in the proposed district. The commissioners' letter states that they have been informed of the district and/or annexation project and understand they are obligated to follow through when successful petitions are submitted. The city councils' letter(s) states that they agree to include their territory in the proposed district.

❑ I. The application includes a copy of the minutes for the meetings in which the commission(s) and city council(s) agreed to send their letters.

❑ J. The application outlines the planned steps for the:
1. Transition of the library to operating as a District should the public choose to support the district concept, and
2. Transition of the library back to the original configuration at the end of the grant project should the public choose not to support the district concept.

❑ K. The applicant understands that, if the district is established, they may apply to the

Commission for Libraries in the subsequent year for a grant for first year district operations. Approval of such a proposal is not automatic and will be subject to the same conditions and the same competitive process as other LSTA grant proposals. (See number 5 First Year District Operations or Equalization of Services below.)

❑ L. The applicant understands that the board of a library district formed as a result of this project will be asked to:

Levy initially for maintenance and operations at .06% per dollar of estimated assessed valuation, or levy at a rate not more than the legal limit which yields at least $20.00 per capita and the minimum annual budget of at least $25,000 from ad valorem revenues (Idaho Code 33-2703(5)). Bonds (Idaho Code 33-2728) and levies for start-up costs (Idaho Code 33-2724) and plant facilities (Idaho Code 33-2729) may be used in addition to the levy for maintenance and operations. Refer to the Idaho Library Districting Handbook for more information.

## 3. CONSOLIDATION OF DISTRICT LIBRARIES

❑ A. The application is submitted jointly by the library boards proposing to consolidate.

❑ B. The application includes the following information about the proposed new district:

- ❑ 1. Boundaries
- ❑ 2. Population of the proposed new district, with source of data (2000 census or current estimate from Idaho Department of Commerce)
- ❑ 3. Assessed valuation (Tax Commission estimate) of the proposed new district
- ❑ 4. Explanation of how consistent and equitable service will be provided to all parts of the proposed new district
- ❑ 5. Estimated income and expenditures, with amount, source, and timeline, for the first and second years of district operations if the consolidation is successful

❑ C. The application explains how the project funds will be spent, including:

- ❑ 1. A working budget
- ❑ 2. An explanation of activities
- ❑ 3. A chart tying the activities to budget figures and to the timeline

❑ D. The application documents that the boards involved in the project agree to:

- ❑ 1. Sign a contract for joint services by the end of the first quarter of the project
- ❑ 2. Meet jointly to discuss consolidation at least twice during the project year
- ❑ 3. Gather consensus from the public on the question of consolidation prior to the end of the project year

- ❑ E. The application includes a plan with budget showing promotional activities to be accomplished during the project.

- ❑ F. The applicants understand that if the consolidation takes place, the consolidated district may apply to the Commission for Libraries in the subsequent year for a grant for equalization of services. Approval of such a proposal is not automatic and will be subject to the same conditions and the same competitive process as other LSTA grant proposals. (See number 5, First Year District Operations or Equalization of Services below.)

- ❑ G. The applicants agree that if the consolidation does not take place, the final evaluation will include an explanation of the reason(s) that decision was made.

**4. CONSOLIDATION OF DISTRICT AND CITY LIBRARIES**

- ❑ A. The application is submitted jointly by the library boards proposing to consolidate.

- ❑ B. The application includes the following information about the proposed enlarged district:

  - ❑ 1. Boundaries
  - ❑ 2. Population of the proposed enlarged district, with source of data
  - ❑ 3. Assessed valuation (Tax Commission estimate) of the proposed enlarged district
  - ❑ 4. Explanation of how consistent and equitable service will be provided to all parts of the proposed enlarged district
  - ❑ 5. Date of election (see Idaho Code 34-106, Limitation upon Elections)
  - ❑ 6. Estimated income and expenditures, with amount, source, and timeline, for the first and second years of district operations if the public supports the consolidation concept

- ❑ C. The application explains how the project funds will be spent, including:

  - ❑ 1. A working budget
  - ❑ 2. An explanation of activities
  - ❑ 3. A chart tying the activities to budget figures and to the timeline

> NOTE: LSTA FUNDS CANNOT BE USED TO PAY ELECTION COSTS, PUBLICITY COSTS ASSOCIATED WITH THE ELECTION, OR COSTS ASSOCIATED WITH ENCOURAGING CITIZENS TO VOTE.

- ❑ D. The application documents that the boards involved in the project agree to:

  - ❑ 1. Sign a contract for joint services by the end of the first quarter of the project and

- ❑ 2. Meet jointly to discuss consolidation at least twice during the project year.

❑ E. The application includes a plan with budget showing promotional activities to be accomplished during the project.

❑ F. The application includes letters addressed to the State Librarian from the city council stating that they are aware of the districting project and are aware of their legal obligation when presented with petitions.

❑ G. The application includes a copy of the minutes for the meeting in which the city council agreed to send the letter.

❑ H. The applicants understand that if consolidation takes place, the consolidated district may apply to the Commission for Libraries in the subsequent year for a grant for equalization of services. Approval of such a proposal is not automatic and will be subject to the same conditions and the same competitive process as other LSTA grant proposals. (See number 5 First Year District Operations or Equalization of Services below.)

**5. FIRST YEAR DISTRICT OPERATIONS OR EQUALIZATION OF SERVICES**

❑ A. The applicant is a public library involved in an annexation, establishment, or consolidation during the previous year. If the proposal is submitted prior to the election or decision to consolidate, consideration of the proposal will be contingent upon the outcome of the election or decision.

- ❑ For new districts established without an existing public library as a participant, some Eligibility Requirements may be waived. Applicants must address in their application how they plan to meet eligibility requirements.

❑ B. The application includes the following information about the proposed, new or enlarged district:

- ❑ 1. Population of the district, with source of data (2000 census or current estimate from the Idaho Department of Commerce)
- ❑ 2. Assessed valuation (Tax Commission estimate) of the district, and the amount of ad valorem revenue that will be generated by a .06% levy
- ❑ 3. Benchmarks, major accomplishments, major changes in the district project to date
- ❑ 4. All sources of funding, including the amounts from each expected to be available during the project year and when (city, levy for start-up costs, tax anticipation notices, grants, etc)
- ❑ 5. The major objectives, strategies, and activities planned for the new or enlarged district's first year
- ❑ 6. The process and timeline for developing administrative structure, policies, and procedures for the new or enlarged district
- ❑ 7. The process and timeline for developing or updating a long range or

strategic plan for the new or enlarged district by the end of the project year

- ❑ C. The application includes a plan with budget showing promotional activities to be accomplished during the project.

- ❑ D. The applicant has considered other allowable tax revenues for a new or enlarged district (see Idaho Code 33-2724, general preliminary expenses for newly created library districts, and Idaho Code 63-3102, revenue anticipation notes for taxing districts) and has included an evaluation of those alternatives in the application.

- ❑ E. The application documents that the local match for this project includes the maintenance of financial support from any library jurisdictions involved in the annexation, establishment, or consolidation, and those jurisdictions are named in the application.

**6. PROJECT BUDGET**

- ❑ A. The above projects require the maintenance of the local financial support of prior year excluding any Federal funds.

- ❑ B. Demonstration projects also require participating libraries putting forth a good faith effort to successfully establish, annex, or consolidate the district.

- ❑ C. LSTA grant award cannot exceed .06% of estimated assessed valuation of proposed district (Total Project total = LSTA funds + Local Financial Support)

# APPENDIX H- REQUIREMENTS FOR INDIVIDUAL OR GROUP CONTINUING EDUCATION PROJECTS

Idaho libraries may apply for grants to support individual or group continuing education activities (CE). **CE activities must address one or more of the priorities for LSTA identified on page 11 & 13 of this grant kit and have a clear benefit identified for the library patron/end user.**

Each of the 3 types of CE grant projects has an application form that can be found at **http://libraries.idaho.gov/ce-grants** and in the Application Forms section of this Guide. Applicants are required to contact the Commission for Libraries Continuing Education Consultant for specific information on the application process, timeline, and eligibility of the proposed project.

**1. LOCALLY PLANNED STAFF AND TRUSTEE DEVELOPMENT FOR INDIVIDUALS/GROUPS**
*(A group consists of 6 or more trustees and/or staff.)*
Grants to support individual or group activities to meet an identified need that is consistent with purposes for LSTA and the Board of Library Commissioners' strategic issues for library development *(see Table 1 on page 11).*

A. Libraries may make application throughout the year on a special form. The completed application must be received by the Commission for Libraries at least 45 days before the date of the proposed activity.
**B. The applicant must include a copy of the announcement for the activity and an agenda with their grant application.**
C. Grant funds will be paid to the library after completion of the activity and upon receipt of an evaluation and request for reimbursement.
D. Project budget:
   1. Minimum LSTA grant award is $500; maximum per individual award is $900. Maximum group activity award is $5,000.
   2. Total project budget must include at least 25% local or non-federal funds.
   ($6,667 project total = $5,000 LSTA funds + $1,667 match)
   ($1,200 project total = $900 LSTA funds + $300 match)

***2.* FIRST-TIME ATTENDANCE AT LIBRARY CONFERENCE**
Grants to support a library employee or trustee for first time attendance at a major state, regional, or national library conference that is consistent with purposes for LSTA *(see Table 1 on page 11).*

A. Libraries may make application throughout the year on a special form. The completed application must be received by the Commission for Libraries at least 45 days before the date of the proposed activity.
**B. The applicant must include a copy of the conference announcement and an agenda with their grant application.**

C. Grant funds will be paid to the library after completion of the activity and upon receipt of an evaluation, Financial Report and Request for Reimbursement that includes receipts for transportation, registration, and lodging.
D. Project budget
   1. The LSTA award will cover the amount of conference registration, airfare or mileage, and lodging, up to the maximum of $900.
   2. Local match covers all additional costs of attending the conference.

### 3. SUPPORT OF FORMAL LIBRARY SCIENCE COURSES

Grants to support an employee of a publicly-funded library to attend university or college library science courses that is consistent with the purposes for LSTA. *(see Table 1 on page 11).*

A. Libraries may make application throughout the year on a special form. The completed application must be received by the Commission for Libraries at least 45 days before the beginning of the course.
B. Library employees are eligible for three grant opportunities:
   1. ALA – Accredited Masters Degree Program in Library Science
   2. Education Media Generalist Endorsement
   3. Formal Library Science Courses for Professional Development
C. Each grant will reimburse up to $1,000 per semester for tuition and course material expenses with the applicant library/employee providing a 25% match. Applicants may apply for one of the three opportunities identified in 3B. per semester. A maximum cumulative total for all three opportunities will not exceed $6,000 per employee, per life time.
D. Grant funds are paid on a reimbursement basis to the library upon receipt of the Reimbursement Request, Financial Report, employee transcript for the granted course/s, receipts for tuition and materials, and an evaluation by the employee responding to the questions provided on the grant agreement.
E. Applicants receiving scholarships will be reimbursed for allowable registration and materials costs over and above those costs covered by the scholarship, minus the 25% match required through this program, up to a maximum of $1,000.
F. For the MLS program, the employee must receive a grade of B or better for each course for which reimbursement is requested. The Educational Media Generalist Endorsement and Professional Development grantees must receive a grade of C or better.

# APPENDIX I - REQUIREMENTS FOR ADVOCACY PROJECTS

Through an advocacy grant, the Idaho Commission for Libraries aides local libraries in marketing their programs and services.

## 1. QUALIFYING PROJECTS

Projects must target external audiences and focus on marketing library outreach services.

A. Marketing plan development
B. Marketing plan implementation

## 2. NON-QUALIFYING PROJECTS

Projects that do not qualify for funding are:

A. Political lobbying efforts
B. Collection development
C. Building signage (internal or external, excludes banners)

## 3. PROJECT BUDGET

A. Personnel costs to administer or implement the grant may be used as matching funds. Refer to Personnel Costs on page 22 for more information.
B. In-kind contributions cannot be used for matching funds.
C. Minimum LSTA grant award is $750; maximum per award is $3,750.
D. Total project budget must include at least 25% local or non-federal funds. ($5,000 budget total = $3,750 LSTA funds + $1,250 match)

You must contact the Advocacy & Marketing Consultant to discuss your proposed project and keep her informed throughout the proposal development process. Failure to involve her before submitting the application will result in disqualification of the grant application.

All materials, electronic and print, must use the following statement: **Funded in part by the Institute of Museum and Library Services administered by the Idaho Commission for Libraries, [date].**

# APPLICATION FORMS

# IDAHO COMMISSION FOR LIBRARIES
# LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)
# DRAFT & FINAL COMPETITIVE OR
# JUST IN TIME GRANT APPLICATION – COVER SHEET

Applicant:_____

Address:_____City:_____Zip:_____

Project Name:_____

Contact Person/ Title:_____

Phone & E-mail:_____

***This application is for:*** ☐ **Planning a project** ☐ **Implementing a project**

Check the LSTA Priority under 1, 2, or 3 that applies to your project:

**#1. Library Technology, Connectivity, & Services**

- O *Developing library services that provide all users access to information through local, state, regional, national and international electronic networks;*
- O *Providing electronic and other linkages among and between all types of libraries;*

**#2. Services for Lifelong Learning**

- O *Expanding services for learning and access to information and educational resources in a variety of formats in all types of libraries for individuals of all ages;*
- O *Developing public and private partnerships with other agencies and community-based organizations;*

**#3. Services to Persons Having Difficulty Using Libraries**

- O *Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;*
- O *Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line;*

☐ 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: | $ _____ |

* Match requirement identified on project appendix.

**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 |

**REQUIREMENTS FOR THE COMPETITIVE GRANT APPLICATION (DRAFT AND FINAL) OR JUST IN TIME GRANT APPLICATION:**

Grant applicants must review the grant submission information found in **Appendix C – Requirements for Competitive or Just In Time** grant (page 41).
Please use 12-point Times Roman or Arial font for all application materials.

**Application consists of:**

- □ Eligibility Checklist (Appendix A) for each appropriate library as identified on page 14.
- □ Competitive (Draft or Final) or Just in Time Grant Application - Cover Sheet
  *(Refer to page 25 Appropriate Signatures .)*
  - □ Application Narrative 1 - 6
  - □ Proposed Project Budget
  - □ Project Related Personnel Costs -□ Job Description(s) –

  *(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.*
- □ LSTA Outcomes Logic Model *(The outcome logic model is **not required**. More information on page 20.)*
- □ 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 Grants
  - □ Appendix D – Requirements for Consortium Planning Projects
  - □ Appendix E – Requirements for Networking and Resource Sharing Projects
  - □ Appendix F – Requirements for District Assessment or Planning Projects
  - □ Appendix G –Requirements for Projects Creating, Expanding, or Consolidating Library Districts
  - □ **Vendor quotes are required for contracted services, equipment, software and quantities of library materials and/or other types of merchandise.**

**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/page/library-services-technology.
- 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 applications to: **Grants Contracts Officer, Idaho Commission for Libraries, 325 West State Street, Boise, Idaho 83702**

## APPLICATION NARRATIVE

**1. PROJECT DESCRIPTION** *(Refer to page 18 for assistance)*

Provide a brief narrative description of 300 words or less responding to the following questions:

A. What are you planning to do?
B. How do you plan to do it?
C. Revisiting your statement in **2. NEED** below. What is the result the library hopes this project will achieve for its users, or what difference will this project make for your target audience?

**2. NEED** *(Refer to page 19 for assistance.)*

Provide a brief narrative description of 300 word or less, responding to the following questions:

A. How and when did you determine this project is needed in your community?
B. Describe the target population and estimate the number this project will serve. Please identify your source for this information?
C. Explain how this service will help the target population overcome the disadvantage and/or satisfy the need. Are these services currently offered by the library and if so will this project enhance those services?
D. Cite the objective and activity in your library's and participating libraries' strategic plan/s that support this project.

**3. REGIONAL/STATEWIDE IMPACT** *(Refer to page 19 for assistance)*

Provide a brief narrative description of 300 word or less, responding to the following questions:

A. How will this project effect other libraries and library development in your region and/or statewide on a long-term basis?
B. Describe how this project is a direct step toward one of the Commission for Libraries Strategic Issues for library development (see Table 1 on page 11)
C. Which of Idaho's 2020 Vision focus areas listed on page 5 of the LSTA Grant Application Kit does this project address and how?

**4. PLANNING AND SUSTAINABILITY** *(Page 19 for assistance)*

A well planned project identifies the details necessary to achieve the desired result for the project. The sustainability of the project impacts the future of the services developed with the assistance of the grant. The need or ability to maintain the services is part of project planning.

A. Briefly describe any planning for this project that has taken place. For consortia, describe what has been done to bring these libraries into the group.
B. How will this project impact staff time and job responsibilities? Be specific i.e. who is doing the work for the project. For libraries joining an existing network, how will joining the consortia impact staff time etc.? For consortia, how will the libraries joining the consortia impact consortia staff time?
C. What is the annual estimate of the funds necessary for the library and each participating library to continue this project after the grant period has expired?
D. State whether the project will be continued with local funds when the grant period expires or describe the provisions for continuing the service. If the project will not

be continued, explain why.

**5. OBJECTIVES AND EVALUATION** *(Refer to page 19 for assistance)*

A. What are the objectives of this project that address the need identified in **2. Need** above?

B. Under each objective, describe what you will evaluate (the evaluative criteria) and how you will evaluate it (the evaluation method or process). How will you know your activities are helping meet the project objectives and the need? **Once the evaluation of the project is completed, a copy of that evaluation <u>must</u> accompany the projects "FINAL PROJECT EVALUATION & SUMMARY" report submitted to ICFL.**

**6. TIMELINE, ACTIVITIES AND BUDGET EXPLANATION** *(Refer to page 21 for assistance)*

A. List in calendar date order **ALL** activities and purchases necessary to achieve the objectives identified in **5. 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. **It is mandatory to include promotional activities in the TIMELINE, ACTIVITIES AND BUDGET EXPLANATION. The promotion should inform users and the general public about your project.**

Example:

| **DATE** | ACTIVITY | **LSTA $** | **LOCAL $** | **TOTAL** |
|---|---|---|---|---|
| 4/4/2010 | Purchase 2 Dell computers at $1,500 each with Internet access capabilities, vendor quote attached - *Computers available for senior computer classes and other future programs identified in our strategic plan. The increased number of computers also expands our public access capabilities. CIPA Certification provided.* | $2,250 | $ 750 | $3,000 |
| 5/15/2010 | 12 books titled "Senior Web-sites on the Internet" at $20.00 each - *Books will be provided to the program participants for their reference during class. Future classes will use the same materials.* | $ 180 | $ 60 | $ 240 |
| 7/15/2010 | LSTA Quarterly Report to ICFL | -0- | -0- | -0- |
| 7/30/2010 | Staff Software Training – 2 staff members @ $125 per person - *The remainder of staff already trained. Staff will receive intensive training in Microsoft Word and Excel to provide training for Senior classes.* | | $ 250 | $ 250 |
| Total | | $2,430 | $ 810 | $3,240 |

# PROPOSED PROJECT BUDGET

Applicant: _____

Project Name: _____

| BUDGET CATEGORIES | LSTA GRANT FUNDS | LOCAL MATCH* | PROJECT TOTAL (A + B) |
|---|---|---|---|
| | A | B | C |
| Personnel** | | | |
| Fringe Benefits | | | |
| Travel | | | |
| Equipment | | | |
| Supplies | | | |
| Contractual | | | |
| Library Materials | | | |
| | | | |
| **TOTAL** | **$** | **$** | **$** |

*Consult the Idaho Commission for Libraries LSTA GUIDE for required local match percentages. If you are having trouble determining correct match amounts, please call our Library Consultant or Grants Officer for assistance.

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

## PROJECT RELATED PERSONNEL COSTS *(Refer to pages 22 for assistance)*

Length of project duration in weeks= _____(A)

### SALARIES

| Position Title | (B) Total # of Hrs/wk. Usual & Customary for this position | (C) # of additional Hours/wk due to grant | (D) Total Hrs/wk. B + C (cannot exceed 40 hrs. / wk.) | (E) Hourly Rate usual & customary for each position | (F) Total Salary (B+CxAxE) * | (G) Added Salary due to grant (CxAxE) * | (H) LSTA Amt. (Additional Hrs. Only) (G) LSTA (75%) | (I) Local Match Amt. (Additional Hrs. Only) (G) Local (25%) |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Total Salaries | | | | | | | | |

### Fringe Benefits

| Position | Unemploy -ment Insurance on a % of Payroll Basis only .001 ** | Worker's Comp Rate .0046 | FICA Rate = .0765 | Retirement Rate = | Health Insurance Rate = | Other Rate = | Total Benefits |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

* 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 after the grant expires 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 20 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.)*

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

**IDAHO COMMISSION FOR LIBRARIES**
**LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)**
**DRAFT & FINAL COMPETITIVE OR JUST IN TIME GRANT APPLICATION FOR LIBRARY AUTOMATION AND/OR RETROSPECTIVE CONVERSION OF LIBRARY RECORDS - COVER SHEET**

Applicant:_____

Address:_____ City:_____Zip:_____

Project Name:_____

Contact Person/ Title:_____

Phone:_____E-Mail_____

**#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

**REQUIREMENTS FOR COMPETITIVE GRANT APPLICATION (DRAFT & FINAL)**
**OR JUST IN TIME GRANT APPLICATION FOR**
**LIBRARY AUTOMATION AND/OR RETROSPECTIVE CONVERSION**
**OF LIBRARY RECORDS:**

Grant applicants must review the grant submission information found in **Appendix C – Requirements for Competitive or Just In Time** grant (page 41).
Please use 12-point Times Roman or Arial font for all application materials.

**Application consists of:**

- □ Eligibility Checklist (Appendix A) for each appropriate library as identified on page 14.
- □ Competitive (Draft or Final) or Just in Time Grant Application - Cover Sheet
  *(Refer to page 25 Appropriate Signatures .)*
  - □ Application Narrative 1 - 6
  - □ Proposed Project Budget
  - □ Project Related Personnel Costs -□ Job Description(s) –

  *(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.*
- □ 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 Grants
  - □ Appendix E – Requirements for Networking and Resource Sharing Projects
  - □ Vendor quotes required for contracted services, equipment, software and quantities of library materials and merchandise.

**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/page/library-services-technology.
- 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 applications to: **Grants Contracts Officer, Idaho Commission for Libraries, 325 West State Street, Boise, Idaho 83702**

## APPLICATION NARRATIVE

**1. PROJECT DESCRIPTION** *(Refer to page 18 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 with 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 19 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 19 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 21 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: _____

| BUDGET CATEGORIES | LSTA GRANT FUNDS | LOCAL MATCH* | PROJECT TOTAL (A + B) |
|---|---|---|---|
| | **A** | **B** | **C** |
| Personnel** | | | |
| Fringe Benefits | | | |
| Travel | | | |
| Equipment | | | |
| Supplies | | | |
| Contractual | | | |
| Library Materials | | | |
| | | | |
| **TOTAL** | **$** | **$** | **$** |

*Consult the Idaho Commission for Libraries 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

| Position Title | (B) Total # of Hrs/wk. Usual & Customary for this position | (C) # of additional Hours/wk due to grant | (D) Total Hrs/wk. B + C (cannot exceed 40 hrs. / wk.) | (E) Hourly Rate usual & customary for each position | (F) Total Salary (B+CxAxE) * | (G) Added Salary due to grant (CxAxE) * | (H) LSTA Amt. (Additional Hrs. Only) (G) LSTA (75%) | (I) Local Match Amt. (Additional Hrs. Only) (G) Local (25%) |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
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| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Total Salaries | | | | | | | | |

Fringe Benefits

| Position | Unemployment Insurance on a % of Payroll Basis only = .001 ** | Worker's Comp Rate = .0046 | FICA Rate = .0765 | Retirement Rate = | Health Insurance Rate = | Other Rate = | Total Benefits |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

* 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 20 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.)*

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

**IDAHO COMMISSION FOR LIBRARIES**
**LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)**
**FIRST-TIME ATTENDANCE AT LIBRARY CONFERENCE**

Name of Applying Library:_____

Library Address: _____City_____Zip_____

Name/Position of Staff Member To Attend:_____

Daytime phone _____ E-mail:_____

☐ I have discussed this project with the CE Consultant:
Name:_____ Date: _____

**Activity (check one):**

____ ALA Annual Conference
____ ALA Mid-Winter Conference
____ PNLA Conference
____ ILA Conference
____ PLA Conference
_____ American Assoc School Lib. Conf.
_____ Assoc of College & Research Lib. Conf.
_____ Special Libraries Assoc. Conf.
_____ Rural Libraries Conf.
_____ Other specify :_____

Location of Conference: _____
Dates of Conference: _____
Your arrival date:_____ Your return date:_____

Budget Summary: Registration _____
Airfare / mileage _____
Lodging _____
Total: _____
Total Amount Applied for: _____
*(Total Above or $900 whichever is less)*

**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

Commission for Libraries Use Only

Approved:_____Date _____

Disapproved _____Date _____

**APPLICATION QUESTIONS:** (Attach a sheet with your answers.)

1. **Select the LSTA priority this event best addresses:**

**LIBRARY SERVICES AND TECHNOLOGY ACT PRIORITIES**

- ☐ Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages
- ☐ 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
- ☐ Developing public and private partnerships with other agencies and community-based organizations
- ☐ Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills
- ☐ Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line

2. **How will your participation in this event benefit your library patrons/ customers? i.e. How will you use the information and knowledge you gain from this conference in your library setting to benefit your patrons/ customers?** *(In 300 words or less)*

**EVALUATION QUESTIONS:**

At the conclusion of the conference, the applicant will evaluate the event by responding to the following questions:

A. Did your participation in this event meet the expectations identified in your application? If so how? If not can you identify why?
B. Describe how, in the next 3-5 months, you will apply what you have learned from this event in your library.
C. How will the implementation of this knowledge and these ideas benefit your patrons/ customers?

## APPLICATION INSTRUCTIONS:

**Submit the following:**

1. Completed application cover sheet with original signatures. *(refer to page 25 of this guide to assist you in identifying Appropriate Signatures)*
2. Response to only the **Application Questions** above. *(Do not respond to the Evaluation Questions until after the event.)*
3. A copy of the **conference brochure** describing the conference, identifying sessions, dates, times, registration costs, and hotel costs
4. Civil Rights Certification
5. Suspension & Debarment Certification
6. Send the application and all attachments to: **Grants Contracts Officer, Idaho Commission for Libraries, 325 West State Street, Boise, Idaho 83702-6072**

**Grant applications must be received by the Commission for Libraries no later than 45 days prior to conference.**

Grants are made to the library and reimburse all, or a portion of the expenses incurred by the employee's attendance at the conference.

It is required that the person attending the conference be paid their normal salary and benefits for time spent at the conference.

Eligible conference costs will be reimbursed **up to a maximum of $900**. Those reimbursable costs are:

**BASIC CONFERENCE REGISTRATION RATE** – The basic conference registration is an allowable expense through this grant. Participant organization membership, pre-conference fees, tours, or conference meals are not allowable expenses through this grant.

**AIRFARE / MILEAGE** – Conference participants are expected to travel at the lowest possible cost i.e. air transportation by coach scheduled at least two weeks prior to the event, unless mileage costs are less expensive. Round trip mileage costs will be covered as per the State of Idaho travel mileage chart at the current State rate of reimbursement, not to exceed the cost for air transportation to the same location. **Mileage incurred <u>during</u> the event will not be reimbursed. Airport parking and transportation to and from the airport are also not eligible costs.** Contact the Continuing Education Consultant if you have questions.

**LODGING -** Eligible lodging costs are reasonably priced hotel accommodations for each night the participant is in attendance at the conference. Accommodations cost for more than one day in advance or following the scheduled dates of the conference are ineligible. If driving to the event location, accommodation costs along the way to and from the conference are not eligible expenses.

**MATCH -** Libraries are expected to provide all other expenses not listed above as their match.

**REIMBURSEMENT PROCESS:**

Once the event has concluded, the applicant library must submit to the Commission for Libraries the REQUEST FOR REIMBURSEMENT, the LSTA FINANCIAL REPORT (forms included in grant packet agreement packet), receipts for registration, hotel accommodations, and transportation costs. These forms must be accompanied by a **brief report from the participant responding to the Evaluation Questions mentioned above.**

For additional instructions refer to Appendix H in the LSTA Grant Application Kit.

If you have any questions, please do not hesitate to call our Continuing Education Consultant at 800-458-3271 (toll-free long distance) or (208) 334-2150.

**IDAHO COMMISSION FOR LIBRARIES**
**LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)**
**STAFF AND TRUSTEE DEVELOPMENT**
**FOR INDIVIDUALS / GROUP**

Name of Applying Library: _____

Library Address: _____City_____Zip _____

Project Contact Person (Name and Title): _____

Daytime phone: _____ E-mail:_____

This application is for a project for ☐ an individual ☐ a group

Name of the training or workshop: _____

Location of the training or workshop: _____

Dates of training or workshop: _____

Arrive or Start Date: _____ Return Date or Finish: _____

☐ I have discussed this project with the CE Consultant:
Name:_____ Date: _____

Budget Summary:

| | |
|---|---|
| Registration | _____ |
| Airfare / mileage | _____ |
| Lodging | _____ |
| Contractual *(for group activity)* | _____ |
| Total: | _____ |
| Total amount applied for: | _____ |

*(Refer to page 61 of this guide for minimum, maximum awards and match requirement)*

**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

Commission for Libraries Use Only

Approved _____ Date _____

Disapproved _____ Date _____

**APPLICATION QUESTIONS:** (Attach a sheet with your answers.)

1. Select the LSTA priority this event best addresses:

**LIBRARY SERVICES AND TECHNOLOGY ACT PRIORITIES**

- ☐ Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages
- ☐ 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
- ☐ Developing public and private partnerships with other agencies and community-based organizations
- ☐ Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills
- ☐ Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line

2. **What is the purpose for this project? What are the learning objectives? Attach copies of brochures about the activity. For locally planned group activities, include the qualifications of the trainer/s. For group projects including more than one library, include the names of all the participant libraries.** ***(In 300 words or less)***

3. **How will your/ your group's participation in this event benefit your library's patrons/customers? i.e. How will you/ your group use the information and knowledge you gain from this event in your library to benefit your patrons/customers?** *(In 300 words or less)*

4. **What library or consortium need or needs will be met by this project? (Be as specific as possible. Document with references to your long range plan(s) and, if available, statistical information.)**

5. On the cover of this application, fill out the BUDGET SUMMARY. In a narrative format under this question number identify the source of the funds both LSTA and LOCAL and how they will be spent. How were the costs associated with this project figured?

6. How will you evaluate this project? Describe the method(s) you plan to use to determine if you have achieved your learning objectives and if meeting your objectives has helped alleviate your library's needs.

**EVALUATION QUESTIONS:**

At the conclusion of the event, the applicant will conduct an evaluation and respond to the following questions:

A. Did your participation in this event meet the expectations identified in your application? If so how? If not can you identify why?

B. Describe how, in the next 3-5 months, you will apply what you have learned from this event in your library.
C. How will the implementation of this knowledge and these ideas benefit your patrons/ customers?

## APPLICATION INSTRUCTIONS:

**Submit the following**:

1. Completed Application form with original signatures *(refer to page 25 of this guide to assist you in identifying Appropriate Signatures)*
2. Response to the Application Questions
3. Attach a brochure or informational materials describing the program in the application
4. Budget narrative addressed in question 7 (separate sheet of paper)
5. Complete Eligibility Checklist, (Appendix A in this guide)
6. Civil Rights Certification
7. Suspension & Debarment Certification
8. Send the application and all attachments to: **Grants Contracts Officer, Idaho Commission for Libraries, 325 West State Street, Boise, Idaho 83702**

Grant applications must be received by the Commission for Libraries **no later than 45 days prior to proposed activity**. Grants are made to the library, not to the employee. A grant award from this application will reimburse a portion of the expenses incurred by the employee's participation in the applied for workshop or event.

It is required that the person attending the conference be paid their normal salary and benefits for time spent at the conference.

Eligible costs will be reimbursed **up to a maximum of $900** for individuals, and up to **$5,000 for group** activities. ***Depending on the individual cost of registration, a group consists of 6 or more staff and/or trustees.***

**BASIC REGISTRATION RATE** – The basic registration costs are allowable expense through this grant. Participant organization membership, pre-conference fees, tours, or meals are not allowable expenses through this grant.

**AIRFARE / MILEAGE** – Conference participants are expected to travel at the lowest possible cost i.e. air transportation by coach scheduled at least two weeks prior to the event, unless mileage costs are less expensive. Mileage costs to and from the event will be covered as per the State of Idaho travel mileage chart at the current State rate of reimbursement, not to exceed the appropriate cost for air transportation to the same location. **Mileage incurred <u>during</u> the event will not be reimbursed. Airport parking and transportation to and from the airport are also not eligible costs.** Contact the Continuing Education Consultant if you have questions.

**LODGING -** Eligible lodging costs are reasonably priced hotel accommodations for each night the participant is in attendance at the conference. Accommodations cost for more than one day in advance or following the scheduled dates of the conference are ineligible. If driving to the event location, accommodation costs to or from the conference are not eligible expenses.

**REIMBURSEMENT PROCESS:**

Once the event has concluded, the applicant library must submit to the Commission for Libraries the REQUEST FOR REIMBURSEMENT, the LSTA FINANCIAL REPORT (forms included in grant agreement packet), receipts for registration, hotel accommodations, and transportation costs. These forms must be accompanied by a **brief report from the participant responding to the Evaluation Questions mentioned above.**

For additional instructions refer to Appendix I in the LSTA Grant Application Kit.

If you have any questions, please do not hesitate to call our Continuing Education Consultant at 800-458-3271 (toll-free long distance) or (208) 334-2150.

**IDAHO COMMISSION FOR LIBRARIES**
**LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)**
**SUPPORT OF FORMAL LIBRARY SCIENCE COURSES**

Name of Applying Library: _____

Library Address: _____City_____Zip_____

Participant (Name and Title):_____

Daytime phone: _____E-mail:_____

☐ I have discussed this project with the CE Consultant:
Name:_____ Date: _____

**Budget Summary:** **A**mount of LSTA request _____
Amount of local match _____
Total amount of project _____

**THIS APPLICATION IS FOR**:

☐ ALA-ACCREDITED MASTERS DEGREE PROGRAM IN LIBRARY SCIENCE

☐ EDUCATION MEDIA GENERALIST ENDORSEMENT

☐ FORMAL LIBRARY SCIENCE COURSES FOR PROFESSIONAL DEVELOPMENT

Institution name and program in which Employee is enrolled:_____

_____

Semester or quarter:_____

When do classes begin: _____

Course(s) to be taken:_____

Total Course Tuition:_____

**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

Commission for Libraries Use Only
Approved _____ Disapproved _____ Date _____

**APPLICATION QUESTIONS:** (Attach a sheet with your answers.)

1. **Select the LSTA priority this event best addresses:**

**LIBRARY SERVICES AND TECHNOLOGY ACT PRIORITIES**

- ☐ Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages
- ☐ 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
- ☐ Developing public and private partnerships with other agencies and community-based organizations
- ☐ Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills
- ☐ Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line

2. **How will your participation in these formal library science courses benefit your library's patrons/customers? i.e. How will you use the information and knowledge you gain from these courses in your library to benefit your patrons/customers?** *(In 300 words or less)*

**EVALUATION QUESTIONS:**

At the conclusion of classes, the applicant will evaluate the courses by responding to the following questions:

A. Did your participation in these courses meet the expectations identified in your application? If so how? If not can you identify why?
B. Describe how, in the next 3-5 months, you will apply what you have learned from these courses in your library.
C. How will the implementation of this knowledge and these ideas benefit your patrons/ customers?

## APPLICATION INSTRUCTIONS:

**Submit the following:**

1. Completed Application form with original signatures *(refer to page 25 of the LSTA guide to assist you in identifying Appropriate Signatures)*
2. Response to the Application Questions above.
3. A brochure, website printout or other form of documentation identifying course of study and ALA accreditation
4. Civil Rights Certification signed by the library director
5. Suspension & Debarment Certification signed by the library director
6. The completed application must be received by the Idaho Commission for Libraries at least **45 days prior to the start of classes**

7. Send the application and all attachments to: **Grants Contracts Officer, Idaho Commission for Libraries,325 West State Street, Boise, Idaho 83702-6072**

**REIMBURSEMENT PROCESS:**

Once the course/s have concluded, the applicant library must submit to the Commission for Libraries the REQUEST FOR REIMBURSEMENT and the LSTA FINANCIAL REPORT (forms included in grant agreement packet). These forms must be accompanied by a **brief report from the participant responding to the Evaluation Questions mentioned above and in the grant agreement, receipts for course registration and class materials, and a transcript or proof of grade for the courses taken.**

For additional instructions refer to the Amended Appendix I in the LSTA Grant Application Kit.

If you have any questions, please do not hesitate to call the Continuing Education Consultant at 800-458-3271 (toll-free long distance) or (208) 334-2150

**IDAHO COMMISSION FOR LIBRARIES**
**LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)**
**ADVOCACY GRANT APPLICATION FORM**

Applicant: _____

Address: _____City_____Zip_____

Project Name: _____

Contact Person/ Title: _____

Daytime phone _____ E-mail:_____

Beginning date of project _____ Ending date of project _____

**Project costs**: LSTA request: (max 75% of total) $ _____

*Local match (min. 25% of total): $ _____

Total Project: $ _____

* Match requirement identified on project appendix.

**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

*Refer to page 20 of the guide to assist you in identifying Appropriate Signatures*

Commission for Libraries Use Only

_____ Approved _____ Date

_____ Not approved _____ Date

# Advocacy Grant Application

The purpose of an advocacy grant is to increase your target audience's awareness of programs and services.

**TO COMPLETE THIS APPLICATION**:

1. Type your answers to questions (1, 2a and 5 below on a separate sheet.)
2. Complete the forms:
   A. Program Purpose
   B. Program Model
   C. Marketing Plan or a copy of the advertising/design agency Request for Proposal or bid specifications
   D. Measuring Success form
   E. Summary Budget form
   F. Project Related Personnel Costs (Submit this only if you are using staff hours as match and include a job description for project-related position(s) see PERSONNEL COSTS and JOB DESCRIPTIONS page14-15.
3. Complete and sign 1 copy of the Certificates (see Certifications in this Guide); submit each with an original signature.
   A. Civil Rights Certificate
   B. Certification Regarding Debarment
4. Send three 3 copies Application and attachments (1 with original signatures) and 1 copy of the Certifications (each with an original signature to: Advocacy & Marketing Consultant, Idaho Commission for Libraries, 325 W. State Street, Boise, ID 83702-6072

**APPLICATION QUESTIONS:**

1. Mission statement and long range plan (no more than 1 page double spaced)

   How does this marketing effort fit into your mission statement and long range plan?

2. Indicate your willingness to:
   - Submit a completed Advocacy/Marketing Final Report (including the program purpose and program model). Include your final Marketing Plan or a copy of the advertising/design agency plan to the Idaho Commission for Libraries.
   - Submit any materials developed (survey instruments, summaries, demographic findings, brochures, press coverage, web URL, etc.). All projects published electronically or in print must run the following statement: **Funded in part by the Institute of Museum and Library Services administered by the Idaho Commission for Libraries [date].**

## Program Purpose—Sample

**We do what ?** (The services and activities of the program you want to market)

Provide quality Summer Reading programs and materials to residents in our area.

**For whom?** (Your target audience(s) for your message)

Children K-3 of diverse geographic, cultural, and socioeconomic backgrounds

**For what outcome or benefit?** (what do you want to accomplish?)

Students K-3 and their families with diverse cultural backgrounds will feel included in the Read for Your Library initiative through programs that emphasis their culture's contributions to Idaho. Children who live outside the library's service area will be given free Summer Reading library cards so they can participate in our Read for Your Library school partnership initiative.

**After acting upon my message, my target audience will have a change in** (check one or more)**:**

- ☐ Attitude
- ☐ Skill
- ☑ Behavior
- ☐ Knowledge

**How will that change come about?**

By offering a special Summer Reading program children and their families will be drawn to the library to learn about their cultural contributions to Idaho. Families will apply for the free cards and their children will participate in the Read for Your Library Summer Reading initiative. Children will be inspired to read with a promise of special school programs for the classes that sign up the most summer readers.

Sample Measuring Success: Outcomes Evaluation, page 2

**Target Demographics**

| Target Groups | Source |
|---|---|
| **Underserved Children**<br>**Number in your**<br>**☐ town or ☐ zip code (s)** | http://factfinder.census.gov/ --see Economic Characteristics<br>http://www.sde.idaho.gov/iri/iristats/IRIAnalysis.asp<br>Or list other source: |
| **Children of diverse geographic, cultural, and socioeconomic backgrounds**<br>**Number in your**<br>**☐ town or ☐ zip code(s)** | http://factfinder.census.gov/<br>--see Social Characteristics & Economic Characteristics<br>http://www.sde.idaho.gov/iri/iristats/IRIAnalysis.asp<br>Or list other source:<br>**Hispanic/Latino**: Under 18 and above 5: 296 (Census); K-3: 47 (IRI)<br>**Poverty Level:** Under 18 & above 5: 264 families (Census); Title I: K-3- 177 (IRI)<br>Total K-3 enrollment: 1391 |
| **Underserved Adults**<br>**Number in your**<br>**☐ town or ☐ zip code (s)** | http://factfinder.census.gov/ --see Economic Characteristics<br>Or list other source: |
| **Adults of diverse geographic, cultural, and socioeconomic backgrounds**<br>**Number in your**<br>**☐ town or ☐ zip code (s)** | http://factfinder.census.gov/ --see Social Characteristics<br>Or list other source: |
| **Digital natives**<br>**Number in your**<br>**☐ town or ☐ zip code (s)** | http://factfinder.census.gov/ --see Social Characteristics or General Characteristics<br>Or list other source: |
| **Individual with disabilities**<br>**Number in your**<br>**☐ town or ☐ zip code (s)** | http://factfinder.census.gov/ –see Social Characteristics<br>Or list other source: |
| **Individuals with limited functional literacy or information skills**<br>**Number in your**<br>**☐ town or ☐ zip code (s)** | http://factfinder.census.gov/ –see Social Characteristics<br>Or list other source: |

## Your Program Model—Sample

**Inputs** (What do you need to have in place before you initiate your program activities?)

| | |
|---|---|
| Read for Your Library initiative acceptance | Summer Reading Web Page |
| Program presenter and space | Support staff |
| School staff support | Digital camera |
| Program supplies and decorations | Temporary position job description |
| Publishing software program and printer | Training for staff to use publishing software |

**Activities** (What do you need to develop or create before you launch your marketing campaign?)

| | |
|---|---|
| Develop agreement with school to track kids | Update web site |
| Visit classrooms to promote Summer Reading | Create presenter contract |
| Design and print school fliers, posters | Develop free Summer Reading card form |
| Write & place PSAs and news releases | Deliver 3 classroom programs @ 7 schools |
| Buy program supplies and decorations | Deliver Special Summer Reading program |
| 3 classroom programs for 7 "winning" schools | Hire temporary staff from agency |

**Services** (What product will you deliver to your customer as a result of your marketing campaign?)

| |
|---|
| One special Summer Reading program for kids and their families; 3 classroom programs for 7 schools; |
| Opportunities to participate in the Read for Your Library initiative |

**Outputs, Indicators, Timing & Goals** (What and how will you measure that will indicate you have been successful? How many people do you need to reach to be successful?)

Measurement 1

| | |
|---|---|
| What will you measure? | Program attendance |
| What will that measure show? | Interest in cultural contributions |
| When will you measure? | After program |
| How many people will change?* | 300 attendees or 150 percent increase in attendance at Hispanic Culture Program |

*Include the number and percent based upon your target group demographics or if an existing program, the increase number and percent.

## Measurement 2

| | |
|---|---|
| What will you measure? | Number of targeted school summer reading enrollments |
| What will that measure show? | Summer Reading enthusiasm at partner level |
| When will you measure? | At the end of the Read for your Library sign ups |
| How many people will change?* | 7 or 100 percent of elementary schools will participate;<br><br>835 or 60% K-3 students will enroll |

*Include the number and percent based upon your target group demographics or if an existing program, the increase number and percent.

## **Sample** Marketing Plan

| | |
|---|---|
| Project: | Read for Your Library to the Max! |

| | |
|---|---|
| Target Audience: | K-3 students at all seven elementary schools |

| Needs/Benefits: | |
|---|---|
| Customer Problem | Library Solution |
| I live outside the library service area | Get your free Summer Reading card today! |
| I don't like school | Summer Reading is all about fun! |
| I feel left out | Join Read for Your Library and be part of the team! |

**Message:**

Read for Your Library to the Max!

Calling all kids! Your school library needs you to read over the summer to help us win $200 in books! To get you started, the public library will give everyone a card for Summer Reading. But there's more! The classes who sign up the most kids to Read for your Library get a Welcome Back to School Celebrations! Sponsored by your library and Read to Me, a service of the Idaho Commission for Libraries.

**Partners**

Seven elementary school principals, librarians and teachers; Idaho Commission for Libraries

**Sample Marketing Plan– list what activities (articles, fliers, website postings, mailings, etc.) will be done**

| When & What | Where | Topic |
|---|---|---|
| Month: March | | |
| ▪ ICFL Read Contest | | Acceptance into program |
| ▪ School partnerships | 7 schools | Read for your Library |
| ▪ Presenter contract | | 1 Summer Reading; 7 school celebrations |
| • Board Approval | | Summer Reading card for 100 children |
| • Temp Staff Contract | | 20 hours wk for 6 weeks |
| **Month: April** | | |
| ▪ Flier/posters | Schools | Read for your Library |
| ▪ Article | Newspaper | Tie into student success |
| ▪ Interview | Radio/TV | Tie into student success |
| ▪ Website | Library | Update Summer Reading |
| ▪ PSAs | To all Media | Read for your Library, Free Summer Reading card |
| ▪ Free card insert | School Newsletter | Free Summer Reading Cards |
| ▪ Presentation | Schools | Read for your Library & Summer Reading |
| ▪ Student Counts | School | Number of sign ups |
| Month: May | | |
| ▪ Article | Newspaper | Special Summer Reading Program |
| ▪ Interview | Radio/TV | Special Summer Reading Program |
| ▪ Program | | Hispanic Culture In Idaho |
| Month: September | | |
| ▪ Article | Newspaper | Read for Your Library winners |
| ▪ Interviews | Radio/TV | Read for Your Library winners |
| ▪ Article | School Newsletter | Read for Your Library winners |
| ▪ Class programs | Elementary School 1 - 7 | Hispanic Culture in Idaho |

Advocacy Grant Application: Sample Summary Budget

Applicant: Wonderful Library Project: Read

| | For what? | By When? | LSAT Grant | Local Match | Total |
|---|---|---|---|---|---|
| Contracts (list vendors):* | | | | | |
| Program presenter | Hispanic Culture – Summer Reading Program | 15-Mar | $ 200.00 | $ 100.00 | $ 300.00 |
| Temp Library Staff (120 hrs) | Program Support | 15-May | $1,440.00 | | $1,440.00 |
| Class storyteller | 21 Hispanic culture story times | 6-15 May | $1,050.00 | | $1,050.00 |
| Personnel (list positions):** | N/A | | | | |
| Materials/ Supplies (list items): | | | | | |
| Summer Reading Program | Decorations: piñatas, crafts | 15-May | $ 200.00 | $ 200.00 | $ 400.00 |
| Class presentations | Decorations: piñatas, crafts | 15-Aug | $ 300.00 | | $ 300.00 |
| Web/Print (list projects): | | | | | |
| Summer Reading Program | Posters & fliers (printing) | 15-Apr | | $ 100.00 | $ 100.00 |
| Free Summer Reading card form | 3 month free library card | 15-Apr | | $ 10.00 | $ 10.00 |
| Other (list other costs): | | | | | |
| Incidentals | Special program (Friends) | 5-Jun | | $ 100.00 | $ 100.00 |
| Publisher software | Posters & fliers | 15-Mar | $1,000.00 | | $1,000.00 |
| Software training | Publisher | 30-Mar | $1,500.00 | | $1,500.00 |
| Fee Summer Reading cards (3 months) | 100 (2005 ICFL stats@ $54/4=$14) | 30-May | | $1,400.00 | $1,400.00 |
| | | **TOTALS** | **5,690.00** | **1,910.00** | **7,600.00** |

**We will have parents sign the "free Summer Reading card" application and submit those to the Idaho Commission for Libraries as proof of match. Costs of the cards will be based upon the latest published Idaho Public Library Statistics from the Idaho Commission for Libraries.**

**We are attaching contract quotes from the program presenter, employment agency, and class storyteller. We are also attaching software and software training prices.**

**Note:** Local match is 25 percent overall, not necessarily in each category.

Feel free to add or delete rows as needed.

* Vendors must provide an estimate of costs and will be required to sign a CERTIFICATION REGARDING DEBARMENT for your records.

** If your budget includes personnel costs, provide a breakdown using the PROJECT RELATED PERSONNEL

**For whom?** (Your target audience(s) for your message)

**For what outcome or benefit?** (what do you want to accomplish?)

**After acting upon my message, my target audience will have a change in** (check one or more)**:**

- ☐ Attitude
- ☐ Skill
- ☐ Behavior
- ☐ Knowledge

**How will that change come about?**

**Target Demographics**

| Target Groups | Source |
|---|---|
| **Underserved Children**<br>**Number in your**<br>**☐ town or ☐ zip code (s)** | http://factfinder.census.gov/ --see Economic Characteristics<br>http://www.sde.idaho.gov/iri/iristats/IRIAnalysis.asp<br>Or list other source: |
| **Children of diverse geographic, cultural, and socioeconomic backgrounds**<br>**Number in your**<br>**☐ town or ☐ zip code(s)** | http://factfinder.census.gov/<br>--see Social Characteristics & Economic Characteristics<br>http://www.sde.idaho.gov/iri/iristats/IRIAnalysis.asp<br>Or list other source: |
| **Underserved Adults**<br>**Number in your**<br>**☐ town or ☐ zip code (s)** | http://factfinder.census.gov/ --see Economic Characteristics<br>Or list other source: |
| **Adults of diverse geographic, cultural, and socioeconomic backgrounds**<br>**Number in your**<br>**☐ town or ☐ zip code (s)** | http://factfinder.census.gov/ --see Social Characteristics<br>Or list other source: |
| **Digital natives**<br>**Number in your**<br>**☐ town or ☐ zip code (s)** | http://factfinder.census.gov/ --see Social Characteristics or General Characteristics<br>Or list other source: |
| **Individual with disabilities**<br>**Number in your**<br>**☐ town or ☐ zip code (s)** | http://factfinder.census.gov/ –see Social Characteristics<br>Or list other source: |
| **Individuals with limited functional literacy or information skills**<br>**Number in your**<br>**☐ town or ☐ zip code (s)** | http://factfinder.census.gov/ –see Social Characteristics<br>Or list other source: |

**Your Program Model—Inputs** (What do you need to have in place before you initiate your program activities?)

| | |
|---|---|
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| | |

**Activities** (What do you need to develop or create before you launch your marketing campaign?)

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| | |

**Services** (What product will you deliver to your customer as a result of your marketing campaign?)

_____

_____

**Outputs, Indicators, Timing & Goals** (What and how will you measure that will indicate you have been successful? How many people do you need to reach to be successful?)

Measurement 1

| | |
|---|---|
| What will you measure? | |
| What will that measure show? | |
| When will you measure? | |
| How many people will change?* | |

*Include the number and percent based upon your target group demographics or if an existing program, the increase number and percent.

Measurement 2

| | |
|---|---|
| What will you measure? | |
| What will that measure show? | |
| When will you measure? | |
| How many people will change?* | |

*Include the number and percent based upon your target group demographics or if an existing program, the increase number and percent.

**Marketing Plan**

| | |
|---|---|
| Project: | |

| | |
|---|---|
| Target Audience: | K- |

| Needs/Benefits: | |
|---|---|
| Customer Problem | Library Solution |
| | |
| | |
| | |

| |
|---|
| Message: |

| |
|---|
| Partners |

**Marketing Plan—list what activities (articles, fliers, website postings, mailings, etc.) will be done**

| When & What | Where | Topic |
|---|---|---|
| Month: | | |
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|---|---|---|
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Advocacy Grant Application: Summary Budget

| | For what? | By When? | LSTA Grant | Local Match | Total |
|---|---|---|---|---|---|
| **CONTRACTS** (list vendors):* | | | | | |
| | | | $ | $ | $ |
| | | | $ | $ | $ |
| | | | $ | $ | $ |
| **PERSONNEL** (list positions):** | | | | | |
| | | | $ | $ | $ |
| | | | $ | $ | $ |
| **MATERIALS/ SUPPLIES** (list items): | | | | | |
| | | | $ | $ | $ |
| | | | $ | $ | $ |
| | | | $ | $ | $ |
| | | | $ | $ | $ |
| | | | $ | $ | $ |
| | | | $ | $ | $ |
| | | | $ | $ | $ |
| | | | $ | $ | $ |
| | | **TOTALS** | **$** | **$** | **$** |

Applicant: Project:

**Note:** Local match is 25 percent overall, not necessarily in each category.

Feel free to add or delete rows as needed.

* Vendors must provide an estimate of costs and will be required to sign a CERTIFICATION REGARDING DEBARMENT for your records.

** If your budget includes personnel costs, provide a breakdown using the PROJECT RELATED PERSONNEL COSTS form

**Idaho Commission for Libraries:**
**Measuring Success of Marketing Plan Implementation**

The Idaho Commission for Libraries is measuring the success of this grant program. Please fill in your baseline data as part of the marketing implementation grant submission and be prepared to report the numbers and percentage change as part of your final report.

1. How much did your overall circulation change because of your marketing effort? Please give specific numbers:

| **Baseline circulation*** | **Increase/decrease over baseline** | **Percentage change** |
|---|---|---|
| | | |

2. How much did your overall patron visits (in person and/or electronic) change because of your marketing effort?

| **Baseline visits*** | **Increase/decrease of baseline** | **Percentage change** |
|---|---|---|
| | | |

3. How much did your library card registration change because of your marketing effort?

| **Baseline registration*** | **Increase/decrease of baseline** | **Percentage change** |
|---|---|---|
| | | |

* Baseline data can come from the same time period from the prior year or from a period before the marketing campaign and a period after the marketing campaign (i.e., one month before your campaign measured against the month after your campaign).

Please be prepared to answer these questions as part of your final report:

4. Did you increase the library's visibility through the project?

5. For city libraries, did your allocation increase over last year? If yes, by how much?

6. Are you planning another marketing/advocacy project? If yes, how will it be funded?

PROJECT RELATED PERSONNEL COSTS *(Refer to page 16-17 for assistance)*

Length of project duration in weeks= _____(A)

SALARIES

| Position Title | (B) Total # of Hrs/wk. Usual & Customary for this position | (C) # of additional Hours/wk due to grant | (D) Total Hrs/wk. B + C (cannot exceed 40 hrs. / wk.) | (E) Hourly Rate usual & customary for each position | (F) Total Salary (B+CxAxE) * | (G) Added Salary due to grant (CxAxE) * | (H) LSTA Amt. (Additional Hrs. Only) (G) LSTA (75%) | (I) Local Match Amt. (Additional Hrs. Only) (G) Local (25%) |
|---|---|---|---|---|---|---|---|---|
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| | | | | | | | | |
| Total Salaries | | | | | | | | |

Fringe Benefits

| Position | Unemployment Insurance on a % of Payroll Basis only .001 ** | Worker's Comp Rate .0046 | FICA Rate = .0765 | Retirement Rate = | Health Insurance Rate = | Other Rate = | Total Benefits |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
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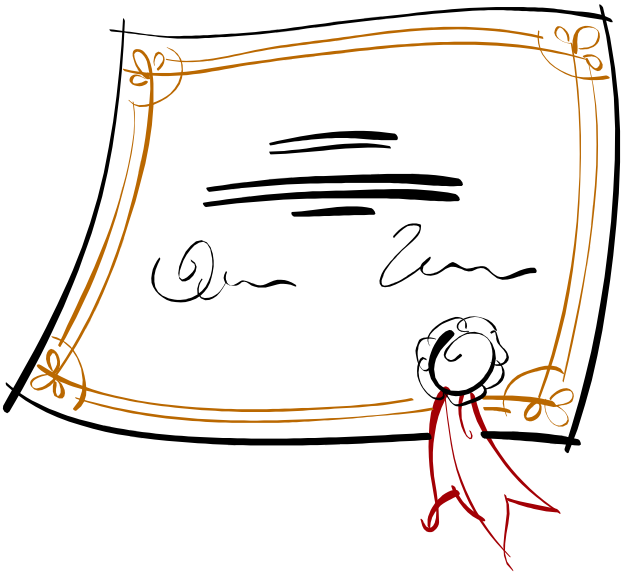
* Enter Salary and Benefit totals on the Proposed Budget for LSTA and Local Match.

** 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.

# CERTIFICATIONS



**CIVIL RIGHTS CERTIFICATE**
**ASSURANCE OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 ,SECTION 504 OF THE REHABILITATION ACT OF 1973, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AND THE AGE DISCRIMINATION ACT OF 1975**

The applicant provides this assurance in consideration of and for the purpose of obtaining Federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other Federal financial assistance to education programs or activities form the Department of Education.

The applicant assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et.seq., which prohibits discrimination on the basis of race, color or national origin in programs and activities receiving Federal financial assistance.

2. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal Financial assistance.

3. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et. seq., which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.

4. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.

5. All regulations; guidelines, and standards lawfully adopted under the above statutes by the United State Department of Education.

The applicant agrees that compliance with this Assurance constitutes a condition of continued receipt of Federal financial assistance, and that it is binding upon the applicant, its successors, transferees, and assignees for the period during which such assistance is provided. The applicant further assures that all contractors, subcontractors, subgrantees or others with whom it arranges to provide services or benefits to its students or employees in connection with its education programs or activities are not discriminating in violation of the above statutes, regulations, and standards against those students or employees. In the event of failure to comply the applicant understands that assistance can be terminated and the applicant denied the right to receive further assistance. The applicant also understands that the Department of Education may at its discretion seek a court order requiring compliance with the terms of the Assurance or seek other appropriate judicial relief.

The person or persons signature(s) appearing below is/are authorized to sign this application, and to commit the application to the above provisions.

_____
Authorized Official(s)

_____
Name of Applicant or Recipient

_____
Street

_____
City/ State/ Zip Code

**Certification Regarding**
**Debarment, Suspension, Ineligibility and Voluntary Exclusion**
**Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85. Section 85.510, Participant' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to whom this proposal is submitted.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective lower tier participant certifies, by submission of their proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name And Title of Authorized Representative

Signature Date

**ED form GCS-009. 6/88**

## Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment ,Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List (Telephone Number).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instruction, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**ED form GCS-009, 6/88**

## Certification Regarding Lobbying For Grants and cooperative Agreements

Submission of this certification is required by Section 1352, title 31 of the U.S. Code and is a prerequisite for making or entering into a grant or cooperative agreement over $100,000.

That undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact on which the Institute of Museum and Library Services relied when it made or entered into this grant or cooperative agreement. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

| | |
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| Organization Name | Library Services and Technology Act. PR/Award (or Application) Number or Project Name |
| Name and Title of Authorized Representative | |
| Signature | Date |

# INTERNET SAFETY CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES PROGRAM YEAR

As the duly authorized representative of the applicant public library, I hereby certify that (*check only **one** of the following boxes*)

**A.** ❑ The applicant library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.

**B.** ❑ 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 elementary school or secondary school library that does not receive discounted E-Rate services under the Communications Act of 1934 as amended.

_____
Signature of Authorized Representative

_____
Printed Name of Authorized Representative

_____
Title of Authorized Representative

_____
Date

_____
Name of Applicant Library/Program

# INTERNET SAFETY CERTIFICATION FOR APPLICANT PUBLIC ELEMENTARY AND SECONDARY SCHOOL LIBRARIES PROGRAM YEAR 2008 FUNDS

As the duly authorized representative of the applicant public library, I hereby certify that (*check only **one** of the following boxes*)

**A.** ❑ The applicant library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.

**B.** ❑ 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 elementary school or secondary school library that does not receive discounted E-Rate services under the Communications Act of 1934 as amended.

_____
Signature of Authorized Representative

_____
Printed Name of Authorized Representative

_____
Title of Authorized Representative

_____
Date

_____
Name of Applicant Library/Program

# INTERNET SAFETY CERTIFICATION
# FOR CONSORTIA OR OTHER GROUP APPLICANTS
# PROGRAM YEAR

As the duly authorized representative of the applicant public library, I hereby certify that (*check only **one** of the following boxes*)

**A.** ❑ 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 elementary school or secondary school library, the applicant consortium or group will collect and retain a duly completed Internet Safety Certification from every constituent public library or public elementary or secondary school library in accordance with requirements of Section 9134(f) of the Library Services and Technology Act.

**B.** ❑ The requirements of Section 9134 (f) of the Library Services and Technology Act do not apply to the applicant consortium or group 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 elementary school or secondary school library that does not receive discounted E-Rate services under the Communications Act of 1934 as amended.

_____
Signature of Authorized Representative

_____
Printed Name of Authorized Representative

_____
Title of Authorized Representative

_____
Date

_____
Name of Applicant Consortium/Group

# GLOSSARY

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| **Activities** | Tasks or actions taken to achieve the identified objective or outcome of the grant project. |
| **Advisory Council** | Consists of 8 individuals that broadly represent all types of libraries and the users of those libraries. The Council serves to advise the Board of Library Commissioners about LSTA grants and programs. |
| **Advisory Council Team** | A group of no less than 3 Advisory Council members selected to review grant applications requesting $10,000 - $60,000 in LSTA funds. |
| **Advocacy** | The marketing of library programs and services, and education of citizens about the library's role within their community. Advocacy heightens the library's profile. |
| **Annexation** | The addition of contiguous unserved territory to an existing library district by petition and election. (IC 33-2707) |
| **Appropriate signatures** | The necessary signatures from an applicant to demonstrate that the documents submitted have been reviewed and approved by more than one individual of authority in that library or organization. |
| **CE** | Continuing Education programs provided by the Commission for Libraries or other groups to help library staff improve their library skills. |
| **CIPA** | Children's Internet Protection Act – Certifications can be found in the Certification section of this kit. |
| **CFR** | Code of Federal Regulations – describes and governs the use of specific Federal funds. |
| **Certifications** | The Commission for Libraries requires that all applications be accompanied by certifications regarding Civil Rights and Debarment - Suspension – Ineligibility and Voluntary Exclusion. For projects requesting equipment, the Internet Safety certification is required and for all projects over $100,000 the Certification Regarding Lobbying. Copies of these certifications can be found in the back of this guide. |
| **Consolidation** | The bringing together of two or more districts, or district and city libraries to form a larger district. District consolidation can be carried out by a positive vote from the affected library boards who then petition the county commissioners to hold a hearing. (IC 33-2711)<br>A tax-supported city library may join an established library district by a majority vote of the qualified electors of the city.<br>(IC 33-2709) |
| **Consortium** | A group of libraries that join together for one or more cooperative purposes. Examples are cooperative purchasing, creating an inter-library courier service, or sharing integrated library systems. A consortium provides the infrastructure through which these services are delivered. A consortium has a mission, goals and objectives that are outlined in a long range or strategic planning document. It also has an organizational structure that includes governance, administration, |

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| | staffing, and sustainable funding. |
| **Consultant** | The Commission for Libraries employs a number of individuals, whose role is to work with libraries, assisting them with the various aspects of library development. A list of consultants can be found inside the front cover of this guide. |
| **District** | The creation of a library taxing jurisdiction established by a vote of the qualified electors to support library services in the proposed district. The election is called and held as provided by IC 33-2703. |
| **EIN** | Employee Identification Number. The library's tax identification number. |
| **Eligibility Check List** | Criteria identified by the Commission for Libraries Board as necessary to determine if a library is qualified to apply for LSTA funds. The Eligibility Checklist must be submitted with all LSTA Grant Applications, except Continuing Education Grant Application, and is Appendix A in this Guide. |
| **Evaluation** | The method or process and criteria used to determine progress toward meeting the project outcomes, objectives, and identified need. Each application must include an evaluation that describes the need, what will be evaluated (the criteria), and how it will be evaluated (the method or process). |
| **FTE** | Full Time Equivalency – the time measurement for employees. FTE is calculated on a 40 hour week. Example: 20 hours per week = .5 FTE |
| **FY** | Fiscal Year |
| **Feasibility Study** | Estimates the willingness of voters to support the formation of a library district with their taxes. |
| **Grants Contracts Officer** | Monitors all grant activities and assists subgrantees with compliance to State and Federal regulations that govern grant projects. |
| **ID** | Identification |
| **Idaho Commission for Libraries** | The Idaho Commission for Libraries is an agency of the State of Idaho and administers the LSTA programs for IMLS. The agency assists libraries to build the capacity to better serve their clientele. It also has a policy making board that approves LSTA grant awards in Idaho.. |
| **ICFL** | Idaho Commission for Libraries |
| **ILL** | Interlibrary Loan |
| **IMLS** | Institute of Museum and Library Services is an independent federal agency that fosters leadership, innovation and a lifetime of learning. IMLS administers LSTA funds and supports all types of museums, libraries and archives. |

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| **Implementation Grant** | A grant project that has been thoroughly planned to the finest detail. For networking projects, this would include the make, model, and number of computer stations and specifications for equipment, wiring or software necessary to create the optimal condition for project success. Likewise with a districting project, this would include all the project activities and the costs involved right down to the office supplies needed to make the project successful. |
| **In-Kind Match** | The equated value of work performed by volunteer labor, gifts of equipment, supplies, etc. contributed to a grant project at no cost to the project. Gifts of this nature are ok to use in a grant project. However, they cannot be used as match for LSTA grants. |
| **Infrastructure of a library network** | The governance, administration, staffing, and sustainable funding mechanism of a consortium that provide the stable organization necessary to administer a network. |
| **Integrated library system** | An incorporated catalog of records that are in MARC 21 format from all libraries in a system. The system is web-accessible, has a Z39.50 Version 3 or newer server that allows simultaneous multi-site searching both from within the network and remotely. |
| **Interlibrary Loan** | A transaction in which two or more libraries, not within the same administration, borrow materials from each other. |
| **Just in Time Grants** | Libraries may apply for these grants anytime during the year when projects are identified that address strategies in the library's strategic plan, the Idaho Commission for Libraries Board's focus for LSTA funds, LSTA Purposes and/or the 2020 Vision for Idaho's Library Future. |
| **LSTA** | Library Services and Technology Act of 2003 promotes access to learning and information resources of all types of libraries. Through the legislation, the Institute of Museum and Library Services (IMLS) provides funds on an annual basis to Commission for Libraries Agencies using a base amount and additional funds through a population-based formula. |
| **LiLI** | Libraries Linking Idaho |
| **LiLI-Unlimited** | A group services contract held by the Commission for Libraries with OCLC that provides a web-accessible statewide library catalog available to all Idaho citizens. |
| **LiLI-Unlimited Resource Sharing** | Part of the LiLI Unlimited Project. Participating libraries have access to cataloging and interlibrary loan tools through a statewide agreement with OCLC. Participation in this project provides the tools libraries need to make the most of the statewide catalog. |
| **Maintenance of Effort** | The continuation of a level of expenditure from local funds, set for a project in previous years. This term is the opposite of supplanting. |
| **Matching Funds** | Also known as local match, these funds provide a financial portion of the total grant project. They can be obtained from the general fund, gifts, endowments, other grant awards, fund raisers, etc. For the purpose of LSTA, these funds CAN NOT be Federal funds, unless the |

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| | funding regulations for those monies specifically state they can be used to match other Federal grants. |
| **Need** | The reason identified for a grant project. The need generally focuses on a condition in the lives of members of your community that you wish to change. It identifies a particular situation, relates it to similar situations that exist in other communities, and shows the broad implications of the grant project you are proposing to meet that identified need. Also known as an assumption, a need can be identified by your experiences, a project partner's experiences, and formal or informal research, such as a needs assessment. |
| **Needs Assessment** | Reveals the influences acting on the library. Information collected shapes the services and project opportunities that best fit the library's strengths and budget. Ultimately it informs a vision for future development. Analysis of information gathered during a needs assessment should guide the development of the library's grant project. |
| **Network** | Although often used synonymously with consortium, for LSTA purposes, the Commission for Libraries defines a network as an electronic means of sharing resources among member libraries of a consortium. At a minimum, a network consists of a shared integrated library system that is web-accessible and has a Z39.50 Version 3 or newer server that allows simultaneous multi-site searching both from within the network and remotely, and interlibrary loan service among all network members. |
| **OBE** | Outcome Based Evaluation |
| **Objectives** | Statements that tell who is going to do what, when and by how much to meet the identified need. Phrases such as *"to increase"*, *"to decrease"*, and *"to reduce"* often identify objectives. |
| **Office of Management & Budget Circulars** | The Federal regulations that describe allowable uses of Federal funds for all grant recipients. These regulations are A-21, A-87, A-102, A-110, and auditing that is covered under A- 128 and A- 133. See http://www.whitehouse.gov/WH/EOP/OMB |
| **Outcomes** | An outcome identifies a change or improvement in skills, attitudes, knowledge, behaviors, status, or life condition brought about by the target audience experiencing your program or service. |
| **Outcome Based Evaluation** | A systematic way to assess the extent to which a project has achieved its intended results. It focuses on answering the question: *"How has my project made a difference?"* and *"How are the lives of the project participants better as a result of this project?"* |
| **Planning Grant** | Provides the financial support for subgrantees to meet with potential participants, make the appropriate vendor contacts, develop the essential governance documents, research costs involved and plan a grant project right down to the final paper clip. Provides the detail required to apply for an Implementation Grant. |
| **Reciprocal Borrowing** | A form of access in which a patron of one library system is permitted on-site borrowing privileges at another participating library. |

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| **Supplanting** | The reduction in expenditures made from local funding sources, replacing those funds with federal grant monies. LSTA grant funds are intended to supplement local funds, not supplant or replace them. |
| **TABE** | Timeline Activities and Budget Explanation |
| **Timeline, Activities and Budget Explanation** | A chronological listing of all activities identified by an applicant as necessary to achieve each of the objectives of a grant project. Each of the listed activities has a date or timeframe and budget amount attached. The result is a total budget amount and a day by day To Do List for the subgrantee. It also provides a calendar of events to assist a new project manager. |
| **Underserved** | Citizens who do not have adequate library services. |
| **Unserved** | Citizens who do not have access to library services. In the public library context, those Idahoans who do not live in a public library taxing jurisdiction. |
| **Web searchable** | An automated catalog searchable through web access. |
| **Z39.50** | A standard communications protocol for the search and retrieval of bibliographic data in online databases. Z39.50 is used on the Internet to search the Online Public Access Catalogs of library holdings, and it can be used to link multiple catalogs to form one virtual catalog. |

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