

**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 21 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 during 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.