

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

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

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

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

Application consists of:

- Eligibility Checklist for each appropriate library identified above
- Competitive (Draft or Final) or Just in Time Grant Application - Cover Sheet
(Refer to page 21 of this guide to assist you in identifying 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 D – Requirements for Consortium Planning Projects
 - Appendix E – Requirements for Networking and Resource Sharing Projects (*appropriate application found on page 75*)
 - Appendix F – Requirements for District Assessment or Planning Projects
 - Appendix G – Requirements for Projects Creating, Expanding, or Consolidating Library Districts
- Vendor quote for equipment, software and/or services rendered.

Application Instructions:

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

APPLICATION NARRATIVE

1. **PROJECT DESCRIPTION** *(Refer to page 11 & 12 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 12 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. What is 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 13 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 goals for library development (see Table 1 on page 5)
- 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 13 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?)
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- 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 13 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 must accompany the projects “Final Project Evaluation & Summary” report submitted to ICFL.**

6. TIMELINE, ACTIVITIES AND BUDGET EXPLANATION *(Refer to page 15 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.**
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Example:

DATE	ACTIVITY	LSTA \$	LOCAL \$	TOTAL
4/4/2009	Purchase 2 Dell computers at \$1,500 each with Internet access capabilities, vendor quote attached - <i>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.</i>	\$2,250	\$ 750	\$3,000
5/15/2009	12 books titled "Senior Web-sites on the Internet" at \$20.00 each - <i>Books will be provided to the program participants for their reference during class. Future classes will use the same materials.</i>	\$ 180	\$ 60	\$ 240
7/15/2009	LSTA Quarterly Report to ICFL	-0-	-0-	-0-
7/30/2009	Staff Software Training – 2 staff members @ \$125 per person - <i>The remainder of staff already trained. Staff will receive intensive training in Microsoft Word and Excel to provide training for Senior classes.</i>		\$ 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 FY 2009 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 and fringe benefits using the PROJECT RELATED PERSONNEL COSTS form provided on the next page.

PROJECT RELATED PERSONNEL COSTS (Refer to pages 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%)
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 are the responsibility of the library.

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

List all project related positions funded by LSTA and matching funds. Report the number of increased hours projected per week, the number of weeks to be worked, hourly rate, gross salary and total benefits for each position. Attach a current job description for each position listed, adding at the bottom of the description the changes that will occur for that position as a result of the grant, i.e. increased hours, what duties will be taken away or added etc.

LSTA OUTCOMES LOGIC MODEL

(Refer to page 14 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.)*

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