
KY Department for Libraries & Archives

LSTA Library Grant Application Training



Winning Grants

Tips for developing LSTA grant proposals that ***win grants!***

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Individual Grant Programs

- Programming
- Technology
 - Assistive
 - Automation
 - Equipment
 - Innovation

Timing is everything...

All KDLA federal grants are contingent upon the release of the federal allotment. This means there could be a delay in fund availability.

Grant programs vary from year to year. Just because a grant has been offered in the past does not guarantee future availability.

However, this is the way it usually goes...

Timing is everything...

- ❑ Grants are announced as early as possible to give potential applicants time to prepare
- ❑ Subgrant applications should be available in April with application deadline at the end of June
- ❑ All dates are subject to change for various reasons and new or different grants could be offered during any funding year!!!

All LSTA Grants

- Check the KDLA website for grant announcements
- When available (late spring), download the grant application
- Return the grant application before the due date (early summer)
- Grants are awarded in late summer (August-September)

All LSTA Grants

- ❑ Grant funding year runs October 1st to September 30th
- ❑ Actual funds for LSTA supported grants will be disbursed no earlier than October 1st
- ❑ All equipment, software, supplies, books, AV material, personnel and programming shall be in place and available for public use within **45 days** of receipt of grant funds
- ❑ Be ready to begin project implementation as soon as possible after October 1st
- ❑ If you have any questions or problems, don't hesitate to contact the project monitor

Items to Consider *Before* Setting Pen to Paper

- What is the purpose of the grant?
- How may grant funds be used?
- Is the project actually needed?
- What do I want to accomplish?

Items to Consider *Before* Setting Pen to Paper

- Do I have staff/volunteers to accomplish my proposed project?
- Can I do this alone or do I need to recruit partners?
- What is the timeline of the application process?
- Who should I contact for information?

Individual Grant Programs

Programming

Grants will be awarded in amounts ranging from
\$5,000 to \$15,000

Programming

Purpose: Promote funding to support and promote library programming in libraries.

Programming

Applicants should plan projects that will address needs within their own communities

Say YES to programming if :

- You've integrated programming into your library's long range plan.
- You've confirmed that you have the staff and resources to provide quality programming.

Quality Programming....

- Offers information best transmitted in groups
- Matches appropriateness of subject to the audience
- Promotes appreciation of books and reading
- Improves access to information for **targeted** audiences
- Encourages positive community cooperation and support
- Results in changes in attitudes, behaviors, knowledge or skill level of program participants

Programming...

- ❑ For individuals of diverse geographic, cultural and socioeconomic backgrounds, including persons with disabilities, limited functional literacy and/or information skills
- ❑ Outreach to persons having difficulty using libraries, and to underserved urban and rural communities, including children from families with incomes below the poverty line

Programming...

- Infant, Toddler or Preschool
- Youth and Young Adult
- Diversity Projects
- Adult and Senior
- Series Topics such as literacy, career planning, finance, wellness, music, photography
- Outreach to Underserved Groups
- Parenting Skills
- Partnerships with Community Agencies

All LSTA Grants

Applying for Grants

Applying for Grants

- ❑ A proposal for grant projects must be made on the application form provided by the Kentucky Department for Libraries and Archives.
- ❑ Altered forms **will not** be accepted.

Applying for Grants

There are five parts to the grant application.

- General Information
- Project Narrative
- Project Budget
- Assurances
- Certification of Application

Each category should be filed out in its entirety, with supporting documentation attached, as appropriate.

Applying for Grants

Part I—General Information

- ❑ Do not leave any area blank.
- ❑ Summary should be a short and specific description of your project. It should answer the following questions:
 1. We do what
 2. For whom
 3. For what expected benefit

Applying for Grants

Part II—Project Narrative

- ❑ **Names and Titles of Project Staff**—identify key personnel and how they will be paid, including partner agencies
- ❑ **Outcome Statement**—Why are you offering the program, what do you want to accomplish, and who do you want to benefit?

Applying for Grants

- ❑ **Summary of Need**—What is the need you wish to meet? For which target group?
- ❑ **Needs Assessment**—Describe the process by which information was collected and analyzed to determine the need for your project.
- ❑ **Solution**—Clearly describe the project activities. How will these activities address the identified needs? Include a list of **measurable project activities**. You will also need to have **clearly defined timelines**.

Applying for Grants

Timelines will help monitors see that activities have been planned and help project directors when completing quarterly reports.

- ❑ For libraries seeking grants for summer programming, please specify the date(s) when your program(s) will start. We need to see that activities have been planned. The fiscal office may hold all or parts of the grant money to late start programs until a couple of months prior to the start date.

Applying for Grants

- ❑ **Equipment Control**—If purchasing equipment, describe how it will be protected from theft. The library's equipment control policy and procedures must be attached.
- ❑ **Publicity and Promotion**—In detail, explain how the project will be promoted. IMLS and KDLA require public acknowledgement of the activities it supports. Support should be mentioned in media activities related to your grant award.

Applying for Grants

- ❑ **Outcome Based Evaluation**--Project managers and staff frequently informally assessment their project's effectiveness:
 1. Are the participants benefiting from the project?
 2. Are there sufficient numbers of participants?
 3. Are the strategies for recruiting populations working?
 4. Are participants satisfied with the services or trainings?
 5. Do staff have the necessary skills to provide services or training?

Applying for Grants

- ❑ Outcome based evaluation addresses the same questions but uses systematic method for collecting, analyzing, and using information to answer basic questions about a project to ensure that those answers are ***supported by evidence.***

Applying for Grants

- ❑ Evaluation should include qualitative and quantitative assessments. Qualitative assessments show how the project has had an impact on the individual. Quantitative assessments show how many individuals were affected. Both types of assessment show a complete picture of the project's success.

Applying for Grants

Outcome Based Evaluation Basics:

- Identify a need
- Identify a solution
- Identify the desired results
- Track the results
- Report the results

Applying for Grants

Why Outcome Based Evaluation?

- ❑ Gives continuing feedback that allows you to adjust programs or services accordingly, to effectively meet the needs of your patrons.
- ❑ Demonstrates accountability as required by IMLS under the Government Results and Performance Act of 1993.

Applying for Grants

What is Outcome Based Evaluation?

- ***User centered*** approach to planning and assessment of projects that are **based on user needs and designed to achieve and change.**

Applying for Grants

General steps to accomplish an outcome based evaluation:

- ❑ Determine the major outcomes that you want to examine or verify for the project.
- ❑ Specify indicators (observable measures) for each outcome that will suggest you're achieving that key outcome (main goal/objective of project) for your participants/target groups/patrons.

Applying for Grants

Outcome Based Evaluation General Steps:

- Set **targets** to determine the standard of success for the project.
- Identify what information is needed to indicate the progress made toward outcome **targets**.
- Determine how the information (data) will be collected and when.
- Report the results.

Applying for Grants

What are targets?

- Inputs
- Activities and Services
- Outputs
- Outcomes

Applying for Grants

- Inputs—materials and resources that the project uses in its activities or processes to serve patrons including equipment, staff, volunteers, facilities, money:

What did we use?

How much did we spend?

Applying for Grants

- Activities and Services—Activities or processes that the project undertakes to meet patron needs:

What did we do?

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- ❑ Outputs—units of service regarding the project; number of books circulated, number of workshops held, number of attendees:

How many units did we deliver?

To whom?

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- ❑ Outcomes—changes in behavior, skill, knowledge, attitude, condition or life status:

What did we achieve for our target audience (participants)?

Applying for Grants

Outcome Based Evaluation Data Collection—
the six most common data collection methods
are:

- Review of existing records
- Surveys
- Interviews
- Observation
- Tests
- Informed Consent

Applying for Grants

- ❑ **Program Continuation**--Describe how the project activities will be sustained after the grant ends.

Applying for Grants

Part III--Project Budgets

- Grant funds can only be used for allowable project expenses.
- Be detailed; attach quotes for equipment, speaker's fees, etc.
- If you have questions, please contact the project monitor.
- Be sure all totals add up to the amount requested.

Applying for Grants

Part IV—Assurances

- Part A: Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions—assures that KDLA is not contracting or awarding grants to persons, organizations or companies who have been excluded from participating in federal contracts or grants. These include:

Applying for Grants

- Convicted or had a civil judgment rendered against for commission of fraud or criminal offense
- Embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property
- Violation of federal or state antitrust statutes
- Not presently indicted for or criminally/civilly charged by government entity

Applying for Grants

- ❑ Part B: Title VI Assurances of Compliance for Libraries—assures that the library does not discriminate on the basis of race, color or national origin; to include limited English persons and all other federal statutes relating to non-discrimination.
 - ❑ The library has a Title VI plan, thereby complying with the requirements of Title VI, and a copy is enclosed with the grant application
 - ❑ The library does not have a Title VI plan, but will comply with the requirements of Title VI and will submit a plan prior to the start of the FY 11 grant year (Oct. 1)
 - ❑ The library does not have a Title VI plan, but will comply with the requirements of Title VI and will adopt KDLA's Title VI plan

Applying for Grants

- ❑ Part C: Internet Safety Certification for Libraries—
assures that the library has filtering software that blocks access to materials that are obscene, child pornography or harmful to minors
 - ❑ CIPA requires schools and libraries receiving federal funds for Internet access to install filtering software
 - ❑ The law makes no distinction between computers used by staff and those accessed by the public, whether minors or adults
 - ❑ If a library has some computers that fall under CIPA rules, then all computers with Internet access must be filtered

Applying for Grants

Part V—Certification of Application

- ❑ Be sure the ***original signatures*** of the Library's Board of Trustees, the library director and project monitor are included.
- ❑ If missing, the application will be returned as incomplete.

All LSTA Grants

Remember, someone needs to:

- Coordinate the program
- Draft and mail the proposal
- Write the text for flyers, newsletters and press releases
- Create flyers and newsletters
- Do more PR

All LSTA Grants

Do your homework:

- Have other agencies (school systems or newspapers) conducted studies of your community?
- Talk to other libraries with similar community profiles.

Some Big Reasons for Rejection

- ❑ Missing Deadline

Did you allow time for last minute details and review?

- ❑ Lack of Signatures

What signatures do you need?

- ❑ Failure to read and conform guidelines

Are additional pages or supporting documents needed?

Some Big Reasons for Rejection

- Using the wrong form

Are you using last year's form or making your own?

- Have you renumbered the questions or changed the form in any way

- Lack of Planning

Are all your ducks in a row? Do you know how you'll actually accomplish this project?

Some Big Reasons for Rejection

- ❑ Lack of clear goals and objectives

*What are you attempting to achieve with this project?
What are the milestones which indicate progress?
Do project goals meet the need –or- does the need
match the project goals?*

- ❑ Failure to adequately identify the target audience

*Are you trying to serve everyone, from birth to death,
with this project? Are your numbers showing service
to everyone in town/county, state or country?*

Some Big Reasons for Rejection

- ❑ Lack of clear project evaluation

Is this measureable? Is your evaluation sufficient? Will data collected show actual impact to the end user?

- ❑ Is your project cost effective?

Does the number of patrons to be served justify the funds requested?

Some Big Reasons for Rejection

- Does your project have budget problems?
Is your budget thought out? Are you requesting too much?
- Do staff qualifications match your project?
Does your project call for special expertise from staff and do they have it?
- Do you have facilities to support the project?
Does the building meet the project's need? If needed, can you find a facility to house the project?

Some Big Reasons for Rejection

- ❑ Is the focus on getting the money and not on project impact on the end user?
- ❑ Does your grant include entertainment?
Does it have an educational and informational value?
- ❑ Are you buying incentives, gift or prizes?
Do your purchases benefit the community, not individuals?

Remember to...

- Plan ahead
- If you are planning construction of a new library, make sure construction activities will not interfere with providing the services offered by the grant program
- Apply for the right type of grant
- Make sure application form remains in the original format
- Read and conform to current guidelines
- Be concise
- Answer all areas thoroughly

Remember to...

- Illustrate need and initiative
- Clearly articulate evaluation methods
- Make sure application is ***signed***
- Submit on time and include any supporting materials and documentation
- Have others read your proposal for clarity and grammar
- Check you math

Conducting Surveys Workshops

- Conducting Surveys I: Introduction and Questionnaire Design is archived at the NCompass Live website at: <http://www.nlc.state.ne.us/ncompass/ncompasslive.asp>
- Click the "Archived NCompass Live Sessions" link for the recordings
- Conducting Surveys II: Data Collection—June 9th at 10 am **Central Time--**
<http://www.nlc.state.ne.us/scripts/training/eventshow.asp?ProgID=9637>
- Conducting Surveys III: Analyzing Data and Reporting Methods—July 14th at 10 am **Central Time--**
<http://www.nlc.state.ne.us/scripts/training/eventshow.asp?ProgID=9638>

Winning Grants

Questions?

For Further Information....



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