



KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES

Library Services and Technology Act 2024 Special Project Grant Guidelines

Kentucky Department for Libraries and Archives
PO Box 537
300 Coffee Tree Rd.
Frankfort, KY 40602-0537
Telephone: (502) 564-8300
<https://kdl.ky.gov>



This grant is made possible through funds provided through the Library Services and Technology Act and administered by the Institute of Museum and Library Services.

Contents

Overview	3
Award Information.....	3
Eligibility Information.....	3
Eligible Expenses	3
Ineligible Costs	4
Grant Timeline	4
Application and Submission Information.....	4
Grant Management System	4
Application Review.....	5
Funding Decisions and Notice of Award	5
Payment Information.....	5
Recipient Requirements.....	5
Reports	5
Unused Grant Funds	5
Project Amendments	5
Acknowledgments.....	5
Records Retention.....	6
Contacts	6

Overview

Thank you for your interest in the 2024 Special Projects Grant from the Kentucky Department for Libraries & Archives (KDLA)! This grant is made possible by KDLA's funding from the Grants to States program administered by the Institute of Museum and Library Services (IMLS). Projects must meet one of the following LSTA goals as identified in the [2023-2027 LSTA 5-Year Plan](#).

- Information Access: Support the information needs of all Kentuckians by providing access to resources and public records.
- Lifelong Learning: Assist libraries in improving services to Kentuckians that support lifelong learning, employment, early literacy and youth development, and civic engagement.

This grant program is designed to support existing and new community-driven library initiatives. Applicants must cite evidence of a legitimate library need and demonstrate how funds will be used to alleviate the need or lead to improved library services for Kentucky residents. The following topics are possible areas of focus that fall within the grant purposes.

- 1) enable libraries to develop programs for underserved populations or have special needs,
- 2) promote cooperative services for learning, education, and workforce development,
- 3) promote reading and literacy within local communities,
- 4) provide money for innovative programs and services,
- 5) provide access to information and special or unique holdings,
- 6) promote digital services and equity.

Award Information

Approximately \$120,000 has been allocated for the Special Projects Grant. Libraries of all sizes are encouraged to apply. While the request may be part of a larger program, awards will not exceed \$10,000. Grant recipients will receive funds upfront. Libraries will be awarded on a first-come first served basis.

Eligibility Information

Legally established public libraries in Kentucky that meet all the following requirements are eligible to apply. [KDLA's Public Library Determination](#)

1. All applicants must have a current and active UEI number and SAM.gov (System for Award Management) registration. Information on how to check the status or obtain a UEI number may be found at [SAM.gov | Duns - Sam UEI](#)
2. Have a library director who is properly certified by the Kentucky State Board for the Certification of Librarians; and
3. Be in good standing with the Department for Local Government.

Eligible Expenses

Grant program costs must adhere to the [Electronic Code of Federal Regulations \(e-CFR\) Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#). Additionally, costs must be reasonable and not specifically disallowed by the State or local laws or regulations and may include the following:

- Hardware, software, or technology necessary to support the project,
- Consulting or contractual services (not construction-related),

- Travel or training expenses related to the project for project staff (costs must be consistent, with local fiscal agent policy, airfare generally coach or equivalent),
- Costs of communicating with the public about the project,

Ineligible Costs

- Construction, renovation, or repair, including fixtures and services,
- General operating costs (rent, utilities, insurance, etc.),
- Regular salaries, wages, or benefits,
- Equipment or technology not specifically needed to carry out the goals of the grants,
- Entertainment, ceremonies, receptions, or social events,
- Meals or refreshments (there may be exceptions for working lunches, or learning events, workshops, conferences, classes - where it is difficult for attendees to obtain meals locally),
- Fundraising (includes financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses),
- Lobbying or political advocacy (includes writing ballot measures and filing election paperwork),
- Awards, honoraria, prizes, or incentives (unless the item has no intrinsic value, e.g. a certificate),
- Promotional items, including gifts and souvenirs,
- Transportation costs for participants or non-grant-funded personnel,
- Communicating with the public about the library in general,
- Overlapping project costs with any other pending or approved application(s) for federal funding and/or approved federal awards,
- Project costs and obligations incurred before or beyond the grant period, including subscription costs.

Grant Timeline

Dates	Activity Description
June 15 - July 15, 2024	Applications Open. Applications will be reviewed upon receipt. Applicants will be informed of the award status.
July 1 –September 30, 2024	Work on projects.
September 30, 2024	Final report and receipts are due. Verifying documents MUST be dated between March 1, 2024, and September 30, 2024, to be approved for reimbursement.

Application and Submission Information

Grant Management System

KDLA uses a grant management system (GMS) called Submittable to administer grants. All grant activities including notifications, communication, and submitting reports and documentation will occur through the GMS.

To apply for this grant, applicants must create an account with Submittable. Applicants should add the following email address to their contacts to ensure that emails do not go to Spam. notifications@email.submittable.com. For technical assistance go to the [FAQ page](#) or email the support team at support@submittable.com.

Only individuals authorized by the library may submit applications. The application must be electronically certified by an authorized individuals to enter into contracts. Applications should be submitted early to avoid delays due to technology or Internet service issues. Applications will not be accepted after the official due date. A PDF copy of the application is available offline. Applicants may submit applications to KDLA.librarygrants@ky.gov as a last resort due to technology or accessibility-related issues.

Application Review

Awards will be given on a first-come-served basis; however, KDLA staff will review applications for eligibility and completeness. KDLA reserves the right to deny funding applications based on eligibility criteria.

Funding Decisions and Notice of Award

The State Librarian will make final funding decisions. Applicants will receive written notification of the status of their application. KDLA has the right to reject applications or cancel or modify a grant solicitation at any time before a contract is signed.

Payment Information

Checks will be mailed to grant recipients and must be deposited into a separate bank account.

Recipient Requirements

Reports

Recipients are required to submit a financial report through their GMS account. Recipients needing more time to complete reports must contact the LSTA Grant Coordinator. Failure to submit reports will impact a library's eligibility to apply for future KDLA grants.

Proof of payment such as accounting system reports, timesheets, receipts, or a detailed description of expenditures must be submitted along with the financial report. For wages, documentation must show hours worked and benefits being charged to the grant. **Verifying documents MUST be dated between March 1, 2024, and September 30, 2024, to be approved for reimbursement.**

Unused Grant Funds

If a library does not utilize all funds by September 30, 2024, the remaining funds will need to be returned. KDLA will invoice recipients for unused funds.

Project Amendments

Due to the short timeline, amendments are not allowed.

Acknowledgments

Grant recipients must acknowledge IMLS on any public-facing information or resource purchases made with these grant funds according to the [IMLS Grantee Communications Kit](#).

Records Retention

All grant-related documents are subject to Kentucky Retention Schedules and should be kept for a minimum of three (3) years after the end of the grant period. Such records may be needed for audits as awarded grant proposals are subject to the federal Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Contacts

Grant Administrator

Dena Ratliff Warren

Ph: 502-564-6152

KDLA.librarygrants@ky.gov