

LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)

Navigating the Grant Application Form

(Updated 10/14/2020)



Getting Started

- Thank you for your interest in an LSTA grant! These slides will provide you with line-by-line application form instructions. More general instructions can be found on the application cover page.
- We will not accept grant applications in any format other than the provided form. The application may not be modified and you must provide your answers in the space provided.
- If your question is not answered in these slides, do not hesitate to email or call Beth Milburn, KDLA Deputy Commissioner, at beth.milburn@ky.gov or (502) 564-8325.

Getting Started

- Your final submitted proposal should reflect sufficient planning and organization. To be awarded funding, project proposals must demonstrate how you will use the funds provided within the allotted grant period for the purpose of enhancing library service in Kentucky.



The General Information Section

General Information

Let's get started! The **General Information** section of the form primarily provides reviewers with contact and other basic information.

Please answer each part. Incomplete applications may not be considered.

Grant Program

There may be a time when several grant programs are open with applications due at the same time. Marking the Grant Program will ensure your application is reviewed appropriately.

Project Title

Develop a name for your project that will help grant reviewers easily identify what your project is all about.

General Information

Organization Name

Provide the name of the library or organization wishing to obtain the grant.

Full Mailing Address

Provide the mailing address of the library or organization.

Website Address

Provide the website address of the library or organization.

General Information

Organization Director

Provide the name of the organization director. This might be the director of the library or the executive director of the organization.

Email

Telephone Number

Fax

Provide an email address, telephone number, and fax for the organization director.

General Information

Project Director (contact for grant purposes)

The grant project must have an assigned project director. If your project is funded, this person will be responsible for meeting contract obligations; such as quarterly and final reporting and keeping in constant contact with the Grants Administrator. In some cases, such as in a small library, the organization director may serve as the project director.

Email

Telephone Number

Fax

Provide an email address, telephone number, and fax for the project director.

General Information

Fiscal Agent

The fiscal agent will be responsible for keeping purchase records, submitting claims to KDLA for reimbursement, and completing the financial final report. In some cases, the fiscal agent is also the project director and / or the organization director. **Note:** *The project director is responsible for all contracting obligations and reports, including the financial. The project director should coordinate the meeting of these obligations with the fiscal agent.*

Email

Telephone Number

Fax

Provide an email address, telephone number, and fax for the fiscal agent.

General Information

Federal Congressional District(s)

Provide the number (1-6) of the United States House of Representatives district in which your organization is located. Your county may be represented by more than one district. All should be listed. Kentucky currently has six districts.

County

Provide the name of the county in which your organization is located.

General Information

Estimated Number of People Served by Project

Provide the number of people you estimate will be served by your project during the grant period.

Source of this Number

Provide the source of your estimated number of people served by project. For example, the US Census Bureau's population statistics or your library circulation records.

FEIN Number/Tax ID Number

This is your employer identification number.

Federal DUNS Number

A DUNS number may be obtained from Dun & Bradstreet by calling: (866) 705-5711 or at <http://fedgov.dnb.com/webform>

General Information

LSTA Funds Requested

Provide the amount of LSTA funds for which you are applying.

Cash Match/In-Kind (if required)

May be equal to or greater than 10% of the total LSTA funds requested. This amount can include in-kind contributions.

Total Cost of Project

Provide the total cost of the project. This number should include the total LSTA funds requested and cash match. These numbers will be broken down later in the project budget.

Federal Library Services and Technology Act (LSTA) Priorities

Type an "X" in the box next to the federal LSTA priority that best describes your project.

The Kentucky Department for Libraries and Archives must use LSTA funds to address LSTA priorities. If your project does not match one of these priorities, you should reconsider whether your project is appropriate or call the KDLA Deputy Commissioner at (502) 564-8325.

Kentucky Department for Libraries and Archives LSTA Goals

Type an "X" in the box next to the KDLA LSTA goal that best describes your project.

KDLA must use LSTA funds to address the goals outlined in the current Five-Year Plan.

If your project does not address one of these goals, you should reconsider whether your project is appropriate or call the KDLA Deputy Commissioner for help at (502) 564-8325.

To better understand the KDLA goals, click [here](#) to view the current Five-Year Plan.

Primary Project Audience

Type an "X" next to at least one (but no more than three) categories to indicate the primary audience(s) your project will **directly** serve.



Parts I - IX

Parts I – IX

Working with the Form

Text Boxes

Answer Parts I – IX in the **blank boxes provided**. Each will expand as you type to allow for additional text. Text boxes will even expand onto the next page.

We expect that **you will need at least one paragraph to fully answer most questions**.

Part I. Project Summary

Provide an abstract describing all project components in 150 words or less.

It is recommended that you write your summary after you have completed the rest of the application.

Your project summary should be clear and persuasive as it will be referred to often during the review process. You may want to address the following questions:

- What is the purpose of this project?
- Who will you serve?
- What needs have you identified?
- What are your project goals and objectives?
- What new services will the library provide?

Part II. Needs Statement

Libraries or organizations most likely to be successful are those that first identify a need in their community and then develop a grant project idea around that need, the IMLS priorities, and the KDLA goals.

Part II. Needs Statement

In this section, you will further develop the need you identified in the project summary.

For example, if you stated in your summary that your community has a need for enhanced access to information, you need to clarify this further in your needs statement by addressing:

- 1) Why your community needs enhanced access to information,
- 2) How you discovered this need, and
- 3) Evidence that meeting this need relates to IMLS priorities and KDLA goals.

Part II. Needs Statement

Describe the need or problem that generated this project and explain how you determined this need.

As explained earlier, a compelling needs statement is essential to your application. Describe the problem or need in your community that your project will address. Use data or statistics to inform your statement and identify information sources.

Identify the goal from the KDLA Five-Year LSTA Plan that your project will address and explain how your project will address this goal.

In the General Information section of the application, you identified the KDLA goal that best fits your project. List this goal and explain how your project meets the goal.

Part III. Objectives and Activities

Describe the overall objectives of your project.

List your project goals.

Describe all project activities in detail.

List all activities required to implement your project from start to finish. Details provides evidence of your readiness. Consider planning activities, meetings, promotion, registration, ordering, installation, programming, etc.

Identify project staff and detail their individual roles in your proposed project.

List project staff and the activities they will perform for the project.

Part IV. Communication Plan

Grantees are encouraged and expected to publicize...

How will you promote your project to your target audience?

List the ways you will reach your target audience and encourage them to participate in or benefit from your project.

How and when are you planning to share the results of your project beyond your local jurisdiction?

Identify how and when you will share the final results of your project.

Examples include newspaper articles, professional journals, conference sessions, Listservs, etc.

Part IV. Communication Plan

Is this project a model for replication? If so, please explain.

Your project might be a model for replication if it proposes a new library service or way to deliver library services.

All funded grant projects are required to acknowledge the IMLS on all products. For more information, go to <https://www.imls.gov/grants/manage-your-award/grantee-communications-kit/imls-acknowledgement-requirements>

Part V. Evaluation Plan

Inputs, Outputs, and Outcomes

Inputs refer to the resources that will be used to produce a project. Time and money are the most fundamental resources, and are usually used to acquire the needed physical and personnel inputs: rented or donated space, staff time, the work of volunteers, contractors or consultants; books, equipment and materials of various kinds.

Outputs measure of the volume of a project's actions such as products created or delivered, number of people served, activities and services carried out. Outputs are generally measured quantitatively.

Outcomes are specific benefits that occurs to participants of a project. They are generally phrased in terms of the changes in knowledge, skills, attitudes, behaviors, conditions or statuses that are expected to occur in the participants as a result of implementing the project.

Part V. Evaluation Plan

Describe how you will determine whether the needs of your target group were met by your project.

Explain how you will measure the impact of the project on your target audience(s).

At the end of the grant period, you will be required to evaluate your project's progress toward meeting the needs you identified in your needs statement. For this question, you will first explain how you will determine whether your target audience's needs were met by your project. Next, you will describe the steps you plan to take to determine the extent of the impact made on your target audience by your project.

Example--Your library identified the need for enhanced access to information so more computers were added. The usage statistics on these computers and surveying the community are ways to evaluate the community's needs were met.

Part VI. Project Timetable

Timetable

Part VI provides you a project timetable. As in the other sections, **the text boxes within the table will expand as you type.**

If more space is required, please right click on the form and add additional rows for additional activities.

Part VI. Project Timetable

A well-developed timetable of project activities is how you demonstrate to application reviewers that you can truly achieve your goals.

Project Implementation

These are the main activities of the grant performed to reach the grant project objectives.

Communication

Communication activities are those performed to promote the project activities or final results.

Part VI. Project Timetable

Evaluation

Evaluation activities are those performed to evaluate the project's progress toward meeting the needs of the target audience and determining the extent of the project's impact on the target audience.

Reporting

This section has been completed for you and lists the reports grantees are required to submit to the KDLA during the grant period.

If you plan to formally report to your own organization or any other organizations, you may add rows and list these as well.

Part VI. Project Timetable

Activity

In this context, “activity” refers to every action undertaken by program staff, partners, or stakeholders.

Who

“Who” refers to any program staff, partners, or stakeholders performing the described action. Evaluation activities are those performed to evaluate the project’s progress toward meeting the needs of the target audience and determining the extent of the project’s impact on the target audience.

When

“When” can refer to either the month and year in which the action is performed OR whether the action is ongoing for the duration of the grant period.

Part VII. Continuation Plan

KDLA's LSTA funds are intended to help libraries and organizations initiate new programming and purchase new technologies in libraries in Kentucky. If needed, libraries and organizations must have reasonable plans for continuing these services in the future with their own funds.

Part VII. Continuation Plan

Explain how activities or benefits from the project will continue after the LSTA funding period has ended, or if the program will not be continued, explain why.

Will your program continue? Identify which, if any, activities will be continued. If you plan to discontinue your project, please explain why.

Part VIII. Project Budget Narrative

This is an opportunity to defend your Project Budget and demonstrate your careful planning to reviewers. You should not answer this section until you have completed your Project Budget.

(The Project Budget is a separate file from the application. Download the Project Budget Excel worksheet on our webpage. Line-by-line instructions for the Project Budget worksheet are provided on our webpage.)

Use this Narrative to describe any equipment or services that may be unfamiliar to reviewers, break down expenses into greater detail, and explain in-kind contributions.

Part VIII. Project Budget Narrative

Salaries/Wages/Benefits

Includes all salaries, wages, and fringe benefits paid to staff directly contributing to the project.

Consultant Fees

All expenses related to acquiring the services of a consultant for a specific activity within the project can be included in this category. Costs may include fees, travel accommodation, and support services hired directly by the consultant.

Part VIII. Project Budget Narrative

Travel

Travel costs must be related to the project activities and must be incurred by the staff working on the project. The costs include airfare, ground transportation, accommodations, meals, etc. For airfare, economy class must be used at all times.

Supplies/Materials

Costs for supplies and materials including computing devices (if the acquisition cost per unit is less than \$5,000) purchased specifically for the project. The state procurement policy must be followed.

Part VIII. Project Budget Narrative

Equipment

Equipment is tangible personal property (including technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000 (2 CFR 200.33). The state procurement policy must be followed.

Services

Services are the costs of project activities to be undertaken by a third-party contractor or vendor, including a formal partner.

Other (Indirect Cost)

Indirect cost are expenses incurred that cannot be credited to an individual project but are necessary for general operation.

Examples: utilities, rent, IT support, and administration expenses

Part IX. Assurances

Name of Organization

Provide the name of the organization.

Project Title

Provide the title you gave your project on the General Information page.

Submission Date

Provide the date you are submitting the application.

Title of Authorized Official

Provide the name of the director of your organization.

Signature of Authorized Official; Signature Date

Your authorized official must sign and date the application.

Application Submission

For submission guidelines and, when applicable, supplemental questions, refer to your grant guidelines, which are located on our webpage.

All applications must have a valid signature. We do not accept scans or faxes as official documents.

Do not forget to complete the Project Budget worksheet. This Excel file is located on our webpage. If you have trouble with the Excel file, please call Beth Milburn, KDLA Deputy Commissioner, at (502)-564-8325 or email beth.milburn@ky.gov



Recommendations

Recommendations

Call Beth Milburn, KDLA Deputy Commissioner, for help at (502) 564-8325. You may also contact her by e-mail at beth.milburn@ky.gov.

You may request an advance review of your application. The consultant will make recommendations for improvement but does not approve applications. Requests should be sent much in advance of the application deadline to beth.milburn@ky.gov. Applications will be reviewed at the staff's discretion as time allows.

More information can be found on our webpage:
<https://kdla.ky.gov/librarians/funding/Pages/FederalGrants.aspx>