

Library Services & Technology Act (LSTA) Continuing Education Courses & Conferences Grant Guidelines

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Library Services and Technology Act Grant

Continuing Education Courses & Conferences Grant Guidelines

Thank you for your interest in an LSTA 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).

This document will provide general guidelines in preparing your library's application for submission. **The application materials and line-by-line instructions** are available on the Federal Grants page of KDLA's website:

<https://kdla.ky.gov/librarians/funding/Pages/FederalGrants.aspx>

KDLA will hold an informational session on this grant on two dates to be announced on KDLA LISTSERVs™ and in an email to library directors. Attendance at one of these sessions **will be mandatory** in order to be eligible for this grant.

Applications are due October 15, 2021. A library may submit only one application for a continuing education grant per federal fiscal year (October 1 – September 30).

Program Overview

The purpose of this continuing education grant is to assist Kentucky public libraries by providing financial support for continuing education opportunities such as conferences, college classes, training courses, and fee-based webinars. **This is a competitive grant and contingent on the availability of funds.**

KDLA will provide a minimum of \$2,000 per public library. The final amount will be determined using a tiered system that is based on the number of full-time library staff as reported in the most recently published Statistical Report of Kentucky Public Libraries. The library tiers are Large (40+ FT staff); Medium (39.9 -15 FT staff); Small (14.9 – 6 FT staff); and Very Small (5.9 and below FT staff).

The grant awards will be as follows:

- Four (4) Large Libraries = \$5,000 per library
- Seven (7) Medium Libraries = \$4,000 per library
- Twelve (12) Small Libraries = \$3,000 per library
- Seven (7) Very Small Libraries= \$2,000 per library

Once a library is selected for the grant and a contract is finalized between KDLA and the library, the grant funding will be disbursed via check. At the end of the project, the library will submit a Narrative Final Report & Financial Final Report, and any excess funds must be returned to KDLA.

Eligible Applicants

Libraries that meet all of the following requirements are eligible to submit an application:

1. Have a legally established public library in Kentucky as defined by KDLA's Public Library Determination definition:
<https://kdla.ky.gov/librarians/funding/Documents/eligible%20library%20II%20-%202015.pdf>;
2. Have a library director who is properly certified by the Kentucky State Board for the Certification of Librarians; and
3. Have a staff person responsible for the project attend the information session.

Eligible Expenses & Project Budget

Applicants will submit a Project Budget with the application form and should complete it *before* working on Part VIII of the application, the Project Budget Narrative. The Project Budget worksheet is located on KDLA's Federal Grants webpage: <https://kdla.ky.gov/librarians/funding/Pages/FederalGrants.aspx>

The following expenses may be included in the Project Budget:

- Expenses related to conference attendance:
 - conference registration
 - travel costs such as airfare, car rental, mileage and gas reimbursement
 - lodging
- Expenses related to college or training courses and fee-based webinars:
 - registration fee
 - tuition costs and related school fees
 - textbooks

****Per LSTA regulations, LSTA funds cannot be used to pay for food.**

Desired Outcomes* and Reporting

Projects awarded grant funding must demonstrate the ability to improve library services to Kentucky residents by improving the capacity of libraries through staff development and training opportunities.

Before applying for a KDLA LSTA Continuing Education Courses and Conferences Grant, please be sure you understand the overarching LSTA goals and have developed a project that addresses them.

Additionally, projects will be given preference for demonstrating the ability to produce at least one of the following desired outcomes:

- Improve/expand programming offerings
- Improve public services
- Complete requirements for initial certification

- Assist staff with promotional opportunities
- Keep updated on library trends and best practices

**Note: The desired outcomes of this project are derived from the overarching goals of the IMLS (see <https://www.ims.gov/grants/grants-state/purposes-and-priorities-lsta>) and the goals identified in KDLA’s Five-Year Plan for its Library Services and Technology Act funding through the IMLS Grants to States Program (see <https://kdla.ky.gov/librarians/funding/Documents/Kentucky%20LSTA%202018-2022%20Five%20Year%20Plan.pdf>).*

Libraries selected for this grant will be responsible for completing progress reports that will include a required KDLA survey. The Progress Report document provided to selected grantees includes the four survey questions that must be administered to public library staff members who use LSTA funds for the prescribed continuing education purposes. Libraries are encouraged to add additional questions to measure outcomes of their project. The four survey questions from KDLA are mandatory for IMLS reporting. Failure to submit the required reports will impact a library’s ability to apply for KDLA grants in the future.

Grant Guidelines

- Applicants must demonstrate that they meet all eligibility requirements.
- Applicants must demonstrate how staff attending continuing education opportunities will support their project’s desired outcome and meet at least one LSTA purpose as defined by the IMLS and Kentucky’s LSTA five-year plan.
- Applicants must cite evidence of a legitimate library need and demonstrate how LSTA funds will alleviate the need and lead to desired outcomes.
- Grant funds must be spent between the project start date and September 30, 2022.
- KDLA reserves the right to award additional funding and materials to some applicants if less than 30 eligible library systems apply and meet the minimum requirements.
- Grant recipients must submit all required reports and meet all expectations as outlined in the Managing Your LSTA Grant manual, available online at <https://kdla.ky.gov/librarians/funding/Pages/FederalGrants.aspx>

Grant Timeline

October 15, 2021	Original application must be postmarked by this date; digital copy must be emailed by 4:00 pm – see Application Submission section
October 29, 2021	Applicants informed of application status (funded; not funded)
November 15, 2021	Agreements due and check disbursed
March 15, 2022	First Progress Report due
July 31, 2022	Second Progress Report due
September 30, 2022	Project ends and last day grant funds can be spent
October 15, 2022	Final Narrative Report & Final Financial Report due; any unspent grant funds are due to KDLA

Application Form

Text boxes will expand as you type, but please **limit your answers to any one question to a maximum of one page**. You will need **at minimum one paragraph** to answer most questions.

If you are unsure of how to answer an application question **or** for continuing education and certification questions, please contact Alicia McGrath, KDLA CE Consultant, at Alicia.McGrath@ky.gov.

Application Submission

To apply, **you must submit the** application and budget form **via email** no later than 4:00 pm EDT on **October 15, 2021** and the original signed documents by mail to:

Alicia McGrath
KDLA CE Consultant
PO Box 357
Frankfort, KY 40602
Alicia.McGrath@ky.gov

Mailed applications must be **postmarked** by **October 15, 2021** to be considered for review. Faxed applications **will not** be accepted. Incomplete applications **will not** be reviewed.

Application Review

Grant applications are reviewed by a committee using a scoring rubric that addresses the applicant's ability to produce at least one of the Desired Outcomes for this project. Applicants must attend one of the informational sessions on this grant. Notice about these sessions will be released on KDLA LISTSERVs™ and emailed to public library directors.

Applicants should be informed of the status of their grant on **October 29, 2021**. Reviewers may decide to fully fund, partially fund, or not fund any application received.

Questions? Please contact:

- Alicia McGrath, CE Consultant, at Alicia.McGrath@ky.gov