

2011 LSTA Grant Guidelines

for projects
conducted between
June 16, 2011 and August 3, 2012

Arizona State Library,
Archives and Public Records
A division of the Secretary of State



The Arizona State Library and 2011 LSTA Grants

The Arizona State Library, Archives, and Public Records Agency (State Library) offers libraries the opportunity to apply for 2011 grant funding. This funding is made possible through the Institute of Museum and Library Services (IMLS), Library Services and Technology Act (LSTA) state-based program.

LSTA priorities as defined in 20 USC Chapter 72, Sec. 9141 are:

- 1) expanding services for learning and access to information and educational resources in a variety of formats; in all type of libraries, for individuals of all ages;
- 2) developing library services that provide all users access to information through local, State, regional, national, and international electronic networks;
- 3) providing electronic and other linkages among and between all types of libraries;
- 4) developing public and private partnerships with other agencies and community-based organizations;
- 5) targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills; and
- 6) targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children from families with incomes below the poverty lines.

In 2011, grants will be awarded in three areas:

- Centennial Experiences
- Lifespan Learning
- Virtual Access

Contact a State Library Consultant

• Centennial Experience	Richard Prouty	rprouty@lib.az.us
• Lifespan Learning	Holly Henley	hhenley@lib.az.us
• Lifespan Learning	Dale Savage	dsavage@lib.az.us
• Virtual Access	Mary Villegas	mvillegas@lib.az.us
• Virtual Access	Shayna Muckerheide	smuckerheide@lib.az.us
• General Assistance	Laura Stone	lstone@lib.az.us

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ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS
A DIVISION OF THE SECRETARY OF STATE

GladysAnn Wells, Director



December 1, 2010

Dear Library and Cultural Institution Colleagues:

I am pleased to confirm that the Arizona State Library, Archives and Public Records Agency will administer \$3.6 million in 2011 Library Services and Technology Act (LSTA) funds from the Institute of Museum and Library Services (IMLS). About two-thirds of the funds are committed to statewide services such as statewide databases, digital government initiatives, the repository for cultural information, network support, interlibrary loan, field travel and a number of other programs that benefit the entire state. The remaining money will be invested in field-based, competitive grants.

The State Library's five-year plan, approved by IMLS, sets funding priorities for the LSTA funds. The three funding categories – centennial experiences, lifespan learning, and virtual access – are based directly on the five-year plan, www.lib.az.us/lsta/fiveyrplan.cfm.

All types of libraries recognized by the State Library are eligible for funding. Libraries are encouraged to partner with museums, archives, cultural institutions, community organizations, schools or other organizations.

Plan to attend one of the "LSTA Funding @ Your Library" workshops in January. During this three-hour workshop, you'll learn about the LSTA grant application process, tips for planning your project, and how to incorporate outcome-based evaluation into your LSTA project application. Arizona State Library staff will provide you with specifics to help prepare a competitive grant application. Information about registering for the workshop is in the back of this booklet.

This year you may submit your application online. You will find the application and guidelines at www.lib.az.us/lsta. Applications must be submitted online and certifications postmarked by March 14, 2011.

We look forward to receiving your grant applications.

Sincerely,

GladysAnn Wells

STATE CAPITOL
1700 West Washington Street-Room 200 • Phoenix, Arizona 85007-2935 • Home Page: <http://www.lib.az.us>
Phone: (602) 926-4035 • FAX: (602) 256-7986 • E-mail: gawells@lib.az.us

An Equal Opportunity Employer

General Grant Instructions

Getting Started

- Review this project manual. Determine the best grant category for your project.
- Call the appropriate Arizona State Library program contact and discuss your project. Call your county librarian to explain your project, checking to see if it overlaps with other county projects and how it fits into the library's plans.
- Although a paper copy of the application is included with this booklet, you are encouraged to submit your application online. The online application is available at www.lib.az.us/lsta.

Deadlines and Timetable

The online application must be submitted by midnight March 14, 2011 (after that the forms will not be available), and the Certification of Application with original signature, and any paper attachments, must be mailed and postmarked by March 14, 2011.

- | | |
|---------------------|--|
| • March 14, 2011 | 2011 LSTA application electronically submitted and/or postmarked |
| • May 27, 2011 | Grant awards announced |
| • June 16, 2011 | Grant funds available |
| • June 16, 2011 | Grant recipient workshop |
| • August 3, 2012 | 2011 LSTA funds must be spent |
| • September 7, 2012 | 2011 LSTA final reports due |

LSTA Statewide Five-Year Plan

The State Library staff, with the assistance of outside consultants, focus groups and librarian input, developed the 2008-2012 LSTA Five Year Plan.

Grant proposals must address the goals and needs outlined in the plan. For a complete copy of the LSTA Five-Year Plan, check the State Library's Web site at www.lib.az.us/lsta/fiveyrplan.cfm

Partnerships

Libraries are encouraged to partner with other organizations when applying for LSTA funds. Libraries should consider partnering with museums, archives, cultural organizations, schools, tribal and governmental entities, social service agencies, local businesses or organizations.

All partners must benefit from the project, and those benefits should be clear in the application. The library must serve as the applicant, and assume fiscal responsibility, if the grant is awarded. Be sure that all potential partners have been contacted before including them in the grant proposal. Include a letter of support from each partner.

New and Continuing Projects

LSTA funds are primarily targeted for new projects that serve as models or pilots. Libraries may apply for subsequent phases of a project that is underway. Libraries may also apply for funding of an ongoing project if it reaches new audiences, incorporates new methodologies or significantly expands the reach of the project.

Outcomes, Activities and Evaluation

You will note that these items have been grouped together in the Project Narrative. Begin by writing clear, concise, and measurable outcomes. Use the outcomes listed in your grant category either directly or as a model. Outcomes should be a change (preferably an improvement) in the target audiences' skills, attitudes,

General Grant Instructions

knowledge, behaviors, and status or life conditions. Activities should be designed to bring about the change. The evaluation methods should measure the success of the activities to bring about the desired change. Incorporate the evaluation throughout the project, not just as an add-on at the end. You may present this information as a narrative, as a chart, or as both.

IMLS has information on outcomes at www.ims.gov/applicants/obe.shtm. You may find the IMLS-Funded Web site, www.shapingoutcomes.org/course/index.htm, helpful.

Children's Internet Protection Act (CIPA)

Public and school libraries must certify that they are CIPA compliant to receive 2011 LSTA funds to purchase computers to access the Internet or to pay for the direct cost associated with accessing the Internet. For more information about CIPA, go to www.ims.gov/about/cipa.shtm or visit www.cosla.org/cipa/.

Budget Considerations

LSTA funds may be used for many project costs. However, funds may not be used for existing staff salaries and benefits, administrative fees, indirect costs, food or entertainment, construction, or for projects that are primarily marketing. Equipment should be limited to items costing more than \$5,000; all other items should be listed as supplies. Travel and per diem expenses may be included only for project personnel at the rate authorized by the State, which is generally \$60 per night for lodging; \$34.00 per day for meals and incidentals; and 44.5 cents per mile.

The total budget should reflect the costs for the project outlined in the application. Local funds, whether in-kind or cash, are encouraged but not required. LSTA leveraging of local funds is important to IMLS in justifying the program with Congress. For more information on the LSTA budget, refer to the Grant Administration Requirements.

Grant Recipient Workshop

The project contact person for each 2011 LSTA funded project must attend a grant recipient workshop on Thursday, June 16, 2011, at the Carnegie Center, 1101 W. Washington, Phoenix. During the workshop, Arizona State Library staff will review grant procedures. Project directors will also have the opportunity to meet Library Development Division staff, and to hear about other funded projects. Include travel costs to this meeting in your budget, if needed

Completing the Application Form: Go to <http://www.lib.az.us/lsta/>

A complete application consists of:

- Cover sheet (completed online and included with mailed packet)
- Project narrative (downloaded into online application and included with mailed packet)
- Budget form (completed online and included with mailed packet)
- Certification of Application form (printed from online application, signed and mailed)
- Support letters from project partners (included with mailed packet)
- Brief resume from paid project consultants (included with mailed packet)
- No more than two, brief additional attachments (included with mailed packet)

Complete the cover sheet, project narrative and budget form online. Mail a copy of the application, the Certification of Application and any support letters and resumes to the address below. Materials must be post marked by March 14, 2011.

Send the materials to:

Grants Administrator
Library Development Division
1101 West Washington Street
Phoenix, AZ 85007-2925

Arizona LSTA Eligibility Policy

To be eligible to receive LSTA funds in Arizona, all libraries must meet the following criteria:

- Be open to the public at least 750 hours per year, with regular, posted hours.
- Provide core library services, such as borrowing privileges and computer use, free of charge to all residents within the library's service area. A school or academic library may define its service area as its academic community.

A library must meet all criteria for one of the following:

Academic Libraries

- Serve a public college or university.
- Agree To:
 1. Provide materials to other Arizona public, regent, or community college members at no charge.
 2. Write and publish a detailed Resource Access and Attainment Policy, and provide an electronic copy to the Arizona State Library each time the policy is updated.
- Submit to the State Library all reports in a complete, accurate and timely manner.

Limitations: LSTA-funded projects must directly serve the general public.

Public Libraries

- Receive a minimum of 50 percent of funding from public sources OR be organized as a non-profit.
- Agree To:
 1. Work with patrons, at no charge, to locate materials.
 2. Provide specific information on attaining material. Patrons may be offered several options to attain material including: patron purchase of low-cost materials; library purchase of materials; database and web sources; and inter-library loan.
 3. When materials can only be attained through inter-library loan, offer to secure the loan for the patron. Postage costs for books sent to any and from any library (capped at \$6), and fees charged by non Arizona public, regent or community college libraries, may be passed on to the patron; no other fees or charges may be passed on to the patron.
 4. Provide materials to other Arizona public, regent, or community college members at no charge.
 5. Write and publish a detailed Resource Access and Attainment Policy, and provide an electronic copy to the Arizona State Library each time the policy is updated.
- Submit to the State Library annual public library statistics and all other reports in a complete, accurate and timely manner.
- Demonstrate an ability to provide quality virtual information to library patrons.

School Libraries

- Serve a public or charter school in Arizona.
- Participate in resource sharing with other school libraries in the same school district.
- Be managed by a certified school librarian.
- Submit to the State Library all reports in a complete, accurate and timely manner.

Limitations: LSTA-funded projects must directly serve the general public.

Special Libraries

- Serve as a library for a governmental unit or non-profit organization.
- Participate in AZNET, and upon library request, loan materials to Arizona libraries at no charge.
- Be managed by a librarian with an MLS or Western Council library certification.
- Provide services to Arizona residents.
- Submit to the State Library all reports in a complete, accurate and timely manner.

Limitations: LSTA-funded projects must serve the public.

Tribal Libraries

- Be recognized and supported by a tribal government in Arizona.
- Submit to the State Library annual library statistics and all other reports in a complete, accurate and timely manner.
- Demonstrate an ability to provide quality virtual information to patrons.

Grant Category: Centennial Experience

Program Contact:

Richard Prouty, rprouty@lib.az.us, 602-926-3367

Select one of these three project models as the basis for your project. Projects dealing with local collections and materials are especially encouraged. You may augment the description, outcome and evaluation, but grant reviewers will consider how carefully you are able to meet the criteria outlined here. Please consider applying to be a Centennial Legacy Project; more information is available at www.azcentennial.gov.

Centennial Programming:

Description: Libraries work with other community organizations to create educational, enriching and exciting ways to appreciate Arizona's history and explore its future via Centennial projects and plans.

Outcome: Arizonans learn about the history, culture and positioning for the future as part of the Centennial.

Evaluation: Surveys indicate that Arizonans have increased their understanding and appreciation of the state via Centennial projects and plans.

Centennial Exhibits:

Description: Libraries collaborate with staff of local organizations to mount rotating exhibits on the historic and evolving culture of the community.

Outcome: Libraries establish relationships and partner to create new community resources and outreach programs while working on Centennial projects.

Evaluation: The number of collaborative historic and cultural exhibits increases and libraries document their efforts to collaborate.

Local Centennial Projects:

Description: Libraries launch local initiatives that demonstrate their ability to astutely and capably create community partnerships and position libraries as centers of community life.

Outcome: Arizonans view libraries as vital and valuable parts of the community as a result of Centennial experiences.

Evaluation: Public opinion surveys show the public recognizes the importance of libraries to community life.

Grant Category: Lifespan Learning

Program Contact:

Holly Henley, hhenley@lib.az.us, 602-926-3366

Dale Savage, dsavage@lib.az.us, 602-926-3988

Select one of these five project models as the basis for your project. You may augment the description, outcome and evaluation, but grant reviewers will consider how carefully you are able to meet the criteria outlined here.

Lifespan Learning Programming:

Description: Libraries develop programs and services to enhance the skills, interests and information needs of users across the lifespan, from birth through senior years.

Outcome: Arizonans find lifespan learning resources and experiences (people, programs & materials) through their libraries.

Evaluation: Community members report the library is satisfactorily meeting their lifespan learning needs.

Library-Educator Partnerships:

Description: Libraries coordinate with educators to provide complimentary resources, programs and materials through a combination of workshops, collection enhancement and technology-driven interactions.

Outcome: Arizonans find lifespan learning resources and experiences (people, programs & materials) through their libraries.

Evaluation: The number of coordinated activities involving libraries and educational institutions increase, and Arizona students benefit.

Library Services Address Non-Traditional and Underserved Populations:

Description: Libraries create and promote library services for non-traditional library users and underserved populations.

Outcome: Libraries become participants and leaders in advancing lifespan learning, and Arizona's multifaceted literacy efforts.

Evaluation: The number and percent of targeted users increases, and surveys show improvements in targeted areas for the targeted users.

Volunteer Programs:

Description: Libraries engage volunteers in programs to develop manage and sustain library services via varied and rewarding opportunities.

Outcome: Libraries provide enhanced opportunities by partnering with educational, cultural and other community organizations.

Evaluation: Libraries report an increase in successful volunteer programs, the volunteers report that their work is meaningful.

Library Programming:

Description: Libraries leverage community experts and resources to provide a portfolio of services, educational opportunities and experiences for all ages and abilities.

Outcome: Arizonans view libraries as trusted, knowledgeable and safe places for lifespan learning.

Evaluation: The number of users that learned about a topic increases as more people are attracted to the library.

Innovation:

Description: Libraries create library "test beds" to nurture innovative programs or use of resources for lifespan learning.

Outcome: Arizona librarians develop innovative programs and resources.

Evaluation: Arizonans see libraries as innovative spaces.

Grant Category: Virtual Access

Program Contact:

Shayna Muckerheide, smuckerheide@lib.az.us, 602-926-3369

Mary Villegas, mvillegas@lib.az.us, 602-926-3600

Select one of these three project models as the basis for your project. You may augment the description, outcome and evaluation, but grant reviewers will consider how carefully you are able to meet the criteria outlined here.

Intuitive Web Presence:

Description: Libraries develop audience-appropriate web presences that intuitively guide users to the digital needs of users across the lifespan from birth through senior years.

Outcome: Arizonans find appropriate online materials, including government documents, archival, historic, health and consumer information.

Evaluation: Surveys show that users are finding what they need on library websites.

Innovative Virtual Service:

Description: Libraries launch innovative virtual services, accessible by both wired and wireless devices, to serve targeted audiences.

Outcome: Community leaders and educators value virtual services and resources provided by Arizona libraries.

Evaluation: Community leaders and educators are surveyed about their awareness of new, innovative virtual services.

New Technologies:

Description: Libraries use new technologies to provide services for users. This category is limited to technologies and equipment not currently present in the applicant library, including high-speed internet and a first self-check machine.

Outcome: Arizonans have easy access to materials.

Evaluation: Librarians report having adequate technology in their facilities to meet both online and walk-in user needs.

Grant Administration Requirements

Allowable and Unallowable Costs

Most costs necessary and reasonable for the proper and efficient administration of a grant project are allowable costs that **may be proposed** as budget items in an LSTA grant application. The following costs, however, are unallowable and **may not be proposed** as grant project costs:

- * Administration fees
- * Bad debts
- * Construction
- * Contingencies
- * Contributions and donations
- * Entertainment / Performances
- * Fines and penalties
- * Food
- * Interest and other financial costs
- * Staff salaries and benefits
- * Under recovery of costs under grant agreements (excess costs for one grant application is not chargeable to another grant application)
- * Gifts, models, souvenirs

Travel Costs

Travel and per diem expenses are allowable costs for project personnel only. A sub grantee must reimburse staff travel and per diem at the rate authorized by the State (See page 3, Budget Considerations).

Interest on Grant Funds

DO NOT put your Federal LSTA funds into interest-bearing accounts, savings accounts or investment-type funds. If interest is earned on LSTA grant funds by the sub grantee, the amount of the interest **must be refunded** to the Arizona State Library, Archives and Public Records Agency, and subsequently returned to IMLS in Washington.

Budget Revisions and Programmatic Changes

Sub grantees must not deviate from the approved budget and approved plan for carrying out the grant project as contained in the approved grant application unless prior approval is obtained from the LSTA Consultant, Library Development Division. Similarly, sub grantees must request prior approval of significant departures from approved project plans, including changes in the scope of the project, changes in project objectives, and changes in the project manager or other key project personnel. Both types of requests shall be made in writing to the State Grants Administrator, Laura Stone at lstone@lib.az.us.

Requirements for Publications and Presentations

All promotion materials, press releases, bibliographies, reports and other such publications resulting from a LSTA grant project must contain the following acknowledgment:

This project (program) was supported with funds granted by the Arizona State Library, Archives and Public Records Agency under the Library Services and Technology Act, which is administered by the Institute of Museum and Library Services.

If the grant project results in copyrightable material, the sub grantee or any subcontractor of the sub grantee is free to copyright the work. However, IMLS and the State Library reserve a royalty-free, exclusion and irrevocable license to reproduce, publish, or otherwise use and authorize others to use the work for government purposes.

Reporting Requirements

Grant recipients will be required to submit a Final financial and performance report to the State Library within thirty days after the end of the project or no later than September 7, 2011 for FY 2011 competitive grants. The final report is completed online at www.lib.az.us/lsta. **Failure to file the report or library statistics on time will make your library ineligible to apply for future LSTA grants.**

Inventory Requirements

Sub grantees must submit and maintain inventory records of all non-expendable personal property, defined as items having a useful life of more than one year and a unit acquisition cost of \$5,000 or more. Inventories of all such property may be conducted to verify the existence, current utilization, and continued need for the property. Disposition of such property shall be in accordance with the disposition requirements of the State Library.

Grant Close Out Procedures

All funds must be expended and/or obligated by the last day of the grant period (August 3, 2012). Should it not be possible to expend and/or obligate the funds prior to the end of the grant period, the State Library is to be notified at least 30 days in advance so arrangements can be made to return the funds to the State Library. If received by the State Library before the last month of the grant period, these funds can be reprogrammed into other Arizona projects; otherwise, reverted funds must be sent back to Washington.

Record Retention Requirements

Taken from OMB Circular A-110 ____53.

(b) Financial records, supporting documents, statistical records, and all other records pertinent to an award shall be retained for a period of **three years** from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, as authorized by the Federal awarding agency. The only exceptions are the following.

- (1) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
- (2) Records for real property and equipment acquired with Federal funds shall be retained for 3 years after final disposition.
- (3) When records are transferred to or maintained by the Federal awarding agency, the 3-year retention requirement is not applicable to the recipient.
- (4) Indirect cost rate proposals, cost allocations plans, etc. as specified in paragraph ____53(g).

Audit Requirements

All libraries that have received a total of \$300,000 or more from all federal grants in the federal fiscal year (October 1 – September 30), must submit an audit as required under the Single Audit Act of 1984.

Audits are required as follows under OMB Circular No. A-133 Subpart B— **§ .200** audit requirements:

- a) Audit required. Non-Federal entities that expend \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of this part. Guidance on determining Federal awards expended provided in **§ ____205**.
- b) Single audit. Non-Federal entities that expend \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) or more in a year in Federal awards shall have a single audit conducted in accordance with **§ __.500** except when they elect to have a program-specific audit conducted in accordance with paragraph (c) of this section.
- c) Program-specific audit election. When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's laws, regulation, or grant agreements do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with **§ ____235**. A program-specific audit may not be elect for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a sub recipient, approves in advance a program-specific audit.
- d) Exemption when Federal awards expended are less than \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*). Non-Federal entities that expend less than \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in **§ ____215(a)**, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office (GAO).

County Librarians

Judith Pepple, Director.....**Apache County**
Apache County Library District Phone: (928) 337-3067 FAX: (928) 337-3960
P O Box 2760 email: jpepple@co.apache.az.us
St. Johns, Arizona 85936-2760

Lise Gilliland, Director.....**Cochise County**
Cochise County Library District Phone: (520) 432-8930 FAX: (520) 432-7339
P O Drawer AK email: lgilliland@co.cochise.az.us
Bisbee, Arizona 85603-0099

Heidi Holland, Director.....**Coconino County**
Flagstaff City-Coconino County Public Library Phone: (928) 779-7670 FAX: (928) 774-9573
300 W. Aspen email: hholland@flagstaffaz.gov
Flagstaff, Arizona 86001-5304

Jacque Griffin, Director.....**Gila County**
Gila County Library District Phone: (928) 402-8770 FAX: (928) 425-3462
1400 E. Ash email: jgriffin@gila.az.us
Globe, Arizona 85501-1414

Jan Elliott, Director.....**Graham County**
Safford City-Graham County Library Phone: (928) 348-3202 x4151 FAX: (928) 348-3209
808 7th Avenue email: jelliott@ci.safford.az.us
Safford, Arizona 85546-2944

Pam Lieberenz, County Librarian.....**Greenlee County**
Greenlee County Library System Phone: (575) 358-2926 FAX: (928) 359-2094
P O Box 115 email: director@greenleelibraries.org
Duncan, Arizona 85534-0115

County Librarian.....**La Paz County**
Parker Public Library Phone: (928) 669-2622 FAX: (928) 669-8668
1001 South Navajo Avenue email:
Parker, Arizona 85344-4999

Harry Courtright, Director.....**Maricopa County**
Maricopa County Library District Phone: (602) 652-3030 FAX: (602) 652-3071
2700 N Central Ave, Suite 700 email: harrycourtright@mclidaz.org
Phoenix, Arizona 85004-1220

Robert Shupe, Director.....**Mohave County**
Mohave County Library District Phone: (928) 692-5763 FAX: (928) 692-5788
P O Box 7000 email: robert.shupe@co.mohave.az.us
Kingman, Arizona 86402-7000

Geneva Durkee, Director.....**Navajo County**
Navajo County Library District Phone: (928) 524-4745 FAX: (928) 524-4747
P O Box 668 email: gdurkee@navajo.lib.az.us
Holbrook, Arizona 86025-0668

Nancy Ledeboer, Director **Pima County**
Pima County Public Library Phone (520) 791-4391 FAX: (520) 791-3213
101 North Stone Avenue email: nancy.ledeboer@pima.gov
Tucson, Arizona 85701-1501

Denise Keller, Director **Pinal County**
Pinal County Library District Phone: (520) 866-6457 FAX: (520) 866-6533
P O Box 2974 email: denise.keller@co.pinal.lib.az.us
Florence, Arizona 85232-2974

Suzanne Haddock, Director **Santa Cruz County**
Nogales City/Santa Cruz County Public Library Phone: (520) 287-3343 x5710 FAX: (520) 287-4823
518 N. Grand Avenue email: shaddock@nogalespl.lib.az.us
Nogales, Arizona 85621-2709

Susan Lapis, District Librarian **Yavapai County**
(or Barbara Kile, Director)
Yavapai County Library District Phone: (928) 771-3191 FAX: (928) 771-3113
172 E. Merritt Street, Suite E email: susan.lapis@co.yavapai.az.us
Prescott, Arizona 86301-2029 email: barbara.kile@co.yavapai.az.us

Susan Evans, Director **Yuma County**
Yuma County Library District Phone: (928) 373-6462 x104 FAX: (928) 782-0670
2951 S 21st Drive email: sevans@yumalibrary.org
Yuma, Arizona 85364-7751

Nov. 1, 2010

Application Narrative

Prepare a narrative of up to five pages to download into your online application.

1. Project Summary

Briefly describe the project, by completing the following: The goal of this project is ____; Funds will be used to ____; Community members will benefit because _____. Limit your response to 100 words and not a word more!

2. Project Description:

- a. What will you do, and how will you do it? Give specific information about the types of activities, number of programs, or resources you'll make available.
- b. What role will each of the institutional partners play? Include a letter of support from each institutional partner.
- c. How will the general public participate or use this product? Who will participate, and how many will directly participate in the first year? How will you publicize this activity or product?

3. Justification:

- a. What community need or opportunity does your project address? How do you know this is a need? Why is this project the best approach?
- b. What audiences are you targeting with this project and why?
- c. How does this project relate to your library's mission or other plans (such as a technology plan)? What steps has your library taken to prepare for this project? If successful, will you continue this project once the grant period has ended? If so, how will you sustain it?

4. Outcomes /Activities/Evaluation:

Your project may have one or more outcomes. For each outcome, provide the following information. If you prefer, you may present this as a chart or matrix. For more information, see the section "Outcomes, Activities and Evaluation" on page 3.

- a. What specific change do you intend to achieve with this project? Select a project from those listed in the grant guidelines, and use the corresponding outcome as a model to develop your outcome. Briefly explain why you have selected this outcome, tying it to the justification provided.
- b. List at least one product or activity that will help you meet the outcome. Use the guidelines as a model. All products and activities that are a part of your project should be linked to an outcome.
- c. Describe what tool(s) or method(s) you will use to evaluate each product or activity listed. Incorporate the evaluation models from the guidelines into your complete evaluation plan.

5. Project Personnel:

- a. Provide a list of the names of project personnel, the organization they represent and their title, and a description of their duties for this project.
- b. Identify the project director, and explain why he or she is appropriate for this project.
- c. If special skills/expertise are necessary for a participant, briefly list his or her qualifications. Provide a brief resume for any consultant for whom you are requesting LSTA funds.

6. Timeline/Schedule of Activities:

- a. What are the major steps you'll take to reach the outcomes you've listed? Provide a timeline that includes planning, implementation and evaluation. Remember, funds are not available before June 16, 2011, and must be spent by August 3, 2012.
- b. Provide specifics about each public program activity, including the date and location.

7. Budget:

- a. Complete the budget form for the project described in this application.
- b. As a part of the narrative, provide a detailed explanation and justification of the proposed LSTA expenditures. Quotes, estimates, mileage, and other methods of calculating budget items should be detailed. In-kind services or funds are not required, but are encouraged. See the "Allowable and Unallowable Costs" section in the "Grant Administration Requirements" section of this manual (page 13).

Two Workshops for the Price of One:
Register online at <http://www.lib.az.us/eventreg>



**Accessing Virtual Content
Workshop includes:**

- *E-readers*
- *Databases*
- *Library Websites*

All About LSTA Workshop includes:

- *Overview of LSTA grants in Arizona*
- *How to plan a grant project*
- *Tools and techniques for creating a solid evaluation plan*
- *Explanation of outcome-based evaluation*
- *Discussion of Centennial ideas*

- **All About LSTA Grants Workshop**
- **Accessing Virtual Content Workshop**

Class sizes limited, register early

St. Johns Public Library, LSTA Grants Virtual Content	Thurs., Jan. 20, 2011 9 - Noon 1 - 3 p.m.
Pinal Cty LD, Florence Virtual Content LSTA Grants	Fri., Jan. 21, 2011 10 a.m. – Noon 1-4 p.m.
Yuma Main Library Virtual Content LSTA Grants	Mon., Jan. 24, 2011 10 a.m. - Noon 1-4 p.m.
Carnegie Center, Phoenix Virtual Content LSTA Grants	Tue., Jan. 25, 2011 10 a.m. - Noon 1-4 p.m.
Pima County Main Lib Virtual Content LSTA Grants	Wed., Jan. 26, 2011 10 a.m. - Noon 1-4 p.m.
East Flagstaff Library LSTA Grants Virtual Content	Tue., Feb. 1, 2011 9 a.m. - Noon 1-3 p.m.
Carnegie Center, Phoenix LSTA Grants Virtual Content	Wed, Feb. 2, 2011 9 a.m. - Noon 1 -3 p.m.

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2011 Arizona LSTA Grants Timetable

March 14, 2011	2011 LSTA application electronically submitted and/or postmarked
May 27, 2011	Grant awards announced
June 16, 2011	Grant funds available
June 16, 2011	Grant recipient workshop
August 3, 2012	2011 LSTA grant funds must be spent
September 7, 2012	2011 LSTA Final Reports due

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Phoenix, AZ 85007-2935

By Phone: 602-926-3604
800-255-5841 (Arizona only)

By Fax: 602-256-7995

Web site: www.lib.az.us (Arizona State Library)
www.lib.az.us/extension (Library Development Division)
www.lib.az.us/lsta (LSTA in Arizona)