

**THE NEW (AND IMPROVED?)
LSTA FOR FY2017**

ALABAMA PUBLIC LIBRARY SERVICE
OCTOBER/NOVEMBER 2015



**“LSTA” ??? WHAT’S THAT????
(AND IS IT CONTAGIOUS?)**

- ✌ Library
- ✌ Services and
- ✌ Technology
- ✌ Act

DON'T KNOW MUCH ABOUT HISTORY ...

- The Library Services Act (LSA) was signed into law on June 19, 1956 making it the first federal legislation to public libraries.
- LSA became the Library Services and Construction Act (LSCA) in 1964.
- LSCA became the Library Services and Technology Act (LSTA) in 1996.
- The main purpose of LSTA is “improving information access through technology and information empowerment through special services”.

OKAY, SO WHAT'S IN IT FOR ME??!!

- § Alabama's allotment is approximately \$2.5 million per year.
 - Direct grants to public libraries for equipment, materials, programs, etc.
 - Statewide databases such as HomeworkAlabama and LearningExpress Library for all Alabama residents
 - Statewide IT assistance to public libraries
 - Statewide Consultant assistance to public libraries
 - Statewide Summer Reading Program (SRP) materials and manuals for public libraries

\$ HOW ME THE MONEY!!!

- ½ Approximately one-half of our annual allotment is given directly to public libraries through a competitive grant program.
- 👁 Applications are evaluated and scored by a separate LSTA Advisory Council (not APLS staff).
- 👉 A list of suggested awardees is presented to the APLS Executive Board for approval.
- ✉ Once the awards are approved, notifications are sent out to all applicants and contract documents are issued to the awarded libraries.

FY2017 APPLICATION PROCESS

- Notice(s) of Intent (December 2015)
- Application(s) (April 2016)
- LSTA Advisory Council reviews and scores applications (May/June 2016)
- APLS Executive Board approves grant awards (July 2016)
- Notifications are sent to all applicants (July/August 2016)
- Contract documents are sent to awarded libraries (September 2016)

NOTIFICATIONS

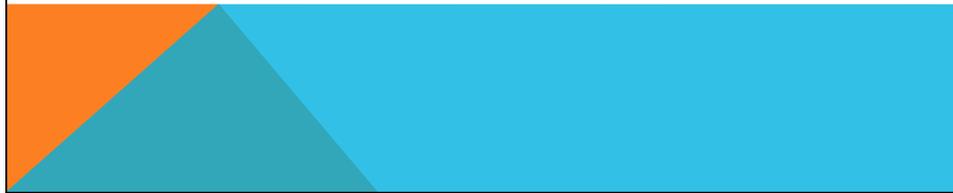
- ◆ The revised *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (2 CFR Part 200) went into effect on December 26, 2014.
- ◆ The new regulations require specific elements be included in award notifications regarding the federal funding authority (IMLS), the pass-through entity (APLS), and the subrecipients (public libraries).



Subrecipient	<table border="1"> <thead> <tr> <th colspan="3">Subrecipient Identification</th> </tr> </thead> <tbody> <tr> <td>ABC Public Library 123 Library Street Anytown, AL 00000-0000</td> <td>Unique Entity Identifier (DUNS): 123456789</td> <td>TIN: 830100100</td> </tr> </tbody> </table>			Subrecipient Identification			ABC Public Library 123 Library Street Anytown, AL 00000-0000	Unique Entity Identifier (DUNS): 123456789	TIN: 830100100	<ul style="list-style-type: none"> • Contact Information • DUNS • EIN • Contact Information • CFDA • FAIN • Contact Information • DUNS • TIN • Award Date • Project Date(s) • Award Amount • Match Amount • R&D • FFATA 								
Subrecipient Identification																		
ABC Public Library 123 Library Street Anytown, AL 00000-0000	Unique Entity Identifier (DUNS): 123456789	TIN: 830100100																
Federal Funding Authority	<table border="1"> <thead> <tr> <th colspan="3">Federal Award Identification</th> </tr> </thead> <tbody> <tr> <td>Institute of Museum and Library Services Washington, DC</td> <td>CFDA Name and Number: LSTA State Grants 45.310</td> <td>Federal Award Identification Number (FAIN): LS-00-15-0001-15</td> </tr> <tr> <td>Date of Federal Award to Pass-Through Entity: January 28, 2015</td> <td>Total Amount of Federal Award to Pass-Through Entity: \$2,476,238.00</td> <td>IMLS provides this grant support pursuant to 20 USC §9101 et seq. and as identified in the grantee's Five-Year State Plan for FY2013-2017 and any forthcoming amendments approved by IMLS.</td> </tr> </tbody> </table>			Federal Award Identification			Institute of Museum and Library Services Washington, DC	CFDA Name and Number: LSTA State Grants 45.310	Federal Award Identification Number (FAIN): LS-00-15-0001-15		Date of Federal Award to Pass-Through Entity: January 28, 2015	Total Amount of Federal Award to Pass-Through Entity: \$2,476,238.00	IMLS provides this grant support pursuant to 20 USC §9101 et seq. and as identified in the grantee's Five-Year State Plan for FY2013-2017 and any forthcoming amendments approved by IMLS.					
Federal Award Identification																		
Institute of Museum and Library Services Washington, DC	CFDA Name and Number: LSTA State Grants 45.310	Federal Award Identification Number (FAIN): LS-00-15-0001-15																
Date of Federal Award to Pass-Through Entity: January 28, 2015	Total Amount of Federal Award to Pass-Through Entity: \$2,476,238.00	IMLS provides this grant support pursuant to 20 USC §9101 et seq. and as identified in the grantee's Five-Year State Plan for FY2013-2017 and any forthcoming amendments approved by IMLS.																
Pass-Through Entity	<table border="1"> <thead> <tr> <th colspan="3">Pass-Through Entity Identification</th> </tr> </thead> <tbody> <tr> <td>Alabama Public Library Service 8030 Monticello Drive Montgomery, AL 36130 Nancy C. Pack, Ph.D., Director</td> <td>Unique Entity Identifier (DUNS): 002287113</td> <td>TIN: 636000619</td> </tr> </tbody> </table>			Pass-Through Entity Identification			Alabama Public Library Service 8030 Monticello Drive Montgomery, AL 36130 Nancy C. Pack, Ph.D., Director	Unique Entity Identifier (DUNS): 002287113	TIN: 636000619									
Pass-Through Entity Identification																		
Alabama Public Library Service 8030 Monticello Drive Montgomery, AL 36130 Nancy C. Pack, Ph.D., Director	Unique Entity Identifier (DUNS): 002287113	TIN: 636000619																
Subaward Information	<table border="1"> <thead> <tr> <th colspan="3">General Subaward Information</th> </tr> </thead> <tbody> <tr> <td>Date of Subaward: August 1, 2015</td> <td>Amount of Federal Funds Obligated by this action: \$10,000.00</td> <td>Is this subaward for R&D? No</td> </tr> <tr> <td>Project Start Date: The date the contract is signed by the APLS Director (no earlier than October 1, 2015)</td> <td>Total Amount of Federal Funds Obligated to the subrecipient: \$10,000.00</td> <td>Does this subaward require Federal Funding Accountability and Transparency Act (FFATA) reporting? No</td> </tr> <tr> <td>Project End Date: June 30, 2016</td> <td>Subrecipient Required Local Match Amount: \$2,500.00</td> <td></td> </tr> <tr> <td></td> <td>Indirect Cost Rate: 0.00</td> <td></td> </tr> </tbody> </table>			General Subaward Information			Date of Subaward: August 1, 2015	Amount of Federal Funds Obligated by this action: \$10,000.00	Is this subaward for R&D? No	Project Start Date: The date the contract is signed by the APLS Director (no earlier than October 1, 2015)	Total Amount of Federal Funds Obligated to the subrecipient: \$10,000.00	Does this subaward require Federal Funding Accountability and Transparency Act (FFATA) reporting? No	Project End Date: June 30, 2016	Subrecipient Required Local Match Amount: \$2,500.00			Indirect Cost Rate: 0.00	
General Subaward Information																		
Date of Subaward: August 1, 2015	Amount of Federal Funds Obligated by this action: \$10,000.00	Is this subaward for R&D? No																
Project Start Date: The date the contract is signed by the APLS Director (no earlier than October 1, 2015)	Total Amount of Federal Funds Obligated to the subrecipient: \$10,000.00	Does this subaward require Federal Funding Accountability and Transparency Act (FFATA) reporting? No																
Project End Date: June 30, 2016	Subrecipient Required Local Match Amount: \$2,500.00																	
	Indirect Cost Rate: 0.00																	

CERTIFICATIONS

- ✧ Civil Rights
- ✧ Debarment and Suspension
- ✧ Standard Assurances
- ✧ Children's Internet Protection Act (CIPA)



CERTIFICATION REGARDING CIVIL RIGHTS; DEBARMENT AND SUSPENSION; STANDARD ASSURANCES	
CIVIL RIGHTS	
The grantee assures that it will comply with:	
i.	Title VI of the Civil Rights Act of 1964, as amended, 42 USC 20006 et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
ii.	Section 504 of the Rehabilitation Act of 1973, as amended, 29 USC 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal assistance.
iii.	Title IX of the Education Amendments of 1972, as amended, 20 USC 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.
iv.	The Age Discrimination Act of 1975, as amended, 42 USC 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
v.	All regulations, guidelines, and standards lawfully adopted under the above statutes by the Institute of Museum and Library Services (IMLS).
DEBARMENT AND SUSPENSION	
The grantee assures that it will comply with 2 CFR 191.105 and certify to the best of its knowledge that neither the grantee nor any of its principals:	
i.	Are presently convicted or unconvicted;
ii.	Have been convicted within the preceding three years of any of the offenses listed in 2 CFR section 180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period;
iii.	Are presently receiving or are otherwise terminally or severely charged by a governmental entity (Federal, State or local) with commission of any of the offenses listed in 2 CFR section 180.800(a); or
iv.	Have had one or more justice proceedings (criminal, state, or local) terminated within the preceding three years for cause or default.
Page 1 of 2	

CERTIFICATION REGARDING CIVIL RIGHTS; DEBARMENT AND SUSPENSION; STANDARD ASSURANCES

STANDARD ASSURANCES	
<small>The grantee hereby assures and certifies that:</small>	
i.	<small>It will comply with the regulations, policies, guidelines, and requirements imposed by the Institute of Museum and Library Services (IMLS) and the Alabama Public Library Service (APLS).</small>
ii.	<small>It has legal authority to apply for, receive, and administer the grant through a resolution, motion, or similar action that has been duly adopted or passed by an official act of their governing body.</small>
iii.	<small>It will establish safeguards to protect employees and members of the governing or policy-making bodies from making decisions that would directly or indirectly benefit them financially.</small>
iv.	<small>It will establish and maintain internal and program controls that will allow for monitoring, examination or auditing of all records that pertain to this grant by the Alabama Public Library Service (APLS), the Comptroller General of the United States, the Alabama Department of Examiners of Public Accounts or a duly designated representative.</small>
v.	<small>It will maintain such books and records until at least December 31, 2021.</small>

Library

Signature of Authorized Official

Date

Page 2 of 2

**INTERNET SAFETY CERTIFICATION FOR
LSTA PROGRAMS
PROGRAM YEAR 2015 FUNDS (TO BE SPENT IN FY2016)**

1. In the period of your contract with APLS (in most cases starting in October, 2015, through June 30, 2016) will the library use LSTA funds to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet?
___ Yes ___ No

2. Does the library already have in place an Internet safety policy that meets the following requirements (as provided by 20 U.S.C. Section 9104(i)(1))?

a. A policy of Internet safety for minors that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are: (1) obscene; (2) child pornography; or (3) harmful to minors; and the library is enforcing the operation of such technology protection measure during any use of such computers by minors; and

b. A policy of Internet safety that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are: (1) obscene; (2) child pornography; or (3) harmful to minors; and the library is enforcing the operation of such technology protection measure during any use of such computers.

___ Yes ___ No

Select appropriate box on next page and complete the signature and notary sections.

© 2014 by Public Library of Science in cooperation with the State of Alabama

1

INTERNET SAFETY CERTIFICATION FOR
LSTA PROGRAMS
PROGRAM YEAR 2015 FUNDS (TO BE SPENT IN FY2016)

1. As its duly authorized representative, I hereby certify that the applicant library has used FY2015 LSTA funds to purchase computers used to access the Internet or to pay the direct costs associated with accessing the Internet and has complied with the requirements of Section 9130(f)(1) of the Library Services and Technology Act.

2. As its duly authorized representative, I hereby certify that the applicant library has used FY2015 LSTA funds to purchase computers used to access the Internet or to pay the direct costs associated with accessing the Internet and that the requirements of Section 9130(f) of the Library Services and Technology Act do not apply to the applicant library.

Signature of Authorized Representative

Printed Name of Authorized Representative

Title of Authorized Representative

Date

Name of Applicant Library

STATE OF ALABAMA
COUNTY OF _____

Subscribed and sworn to before me this _____ day of _____, in the year _____.

Notary Public
Notary's commission expires: _____

© 2008 Public Library Service Inc. All Rights Reserved. Page 2

GRANT PREPARATION

Prior to starting the application process:

- Make sure that the project is user-centered and will focus on delivering library services and programs based on the needs of the library's target audience of current or future users.
- Assess the community to be served and contact local organizations already representing and serving that community (if possible);
- Establish relationships with partners (if any) in the proposed project;

GRANT PREPARATION (cont.)

- Involve all the stakeholders, including the target audience and partners, in project planning, decision-making, and proposed implementation;
 - Compile quantitative (numerical/statistical) and qualitative data to support the need for the proposed project;
 - Demonstrate that the proposed activities support the needs of the specific audience;
- 

GRANT PREPARATION (cont.)

- Determine that the proposed project is consistent with the library's long-range plans, strategic priorities, and local or institutional policies;
 - Obtain the support and commitment of your governing and/or funding bodies regarding required matching funds and sustainability of services once the grant is completed.
- 

NOTICE OF INTENT

A notice of intent is not required for a Professional Training grant and is not part of the scoring process

 Its purposes are to enable APLS staff to determine if the proposed project falls within the LSTA rules and regulations and offer written recommendations to help administrators prepare better applications if needed.

[NOTE: It does not serve as an official application.]

 Must be submitted by email (deadline: December 4, 2015)

 Send to kralya@apls.state.al.us



Deadline: December 4, 2015

**ALABAMA PUBLIC LIBRARY SERVICE
FY2017 LSTA NOTICE OF INTENT**

Library name (Where a system is being upgraded a member's project, enter both the system name and address of project administrator)		City		County	Zip Code
Library address		City		County	Zip Code
Project administrator		Phone number		FAX number	

A. **LIBRARY PROGRAM:** (Check one only)

GENERAL:	PROGRAM	LSTA AWARD CAP	LOCAL MATCH
<input type="checkbox"/>	Collection Development	\$20,000	\$5,000 (25% of LSTA)**
<input type="checkbox"/>	Digitization of High-Demand Rare Library Materials	\$15,000	\$3,750 (25% of LSTA)**
<input type="checkbox"/>	Library Technology and Automation	\$50,000 (individual library) \$150,000 (library system)	\$12,500 (25% of LSTA)** \$37,500 (25% of LSTA)**
<input type="checkbox"/>	Library Vehicles	\$90,000	\$90,000 (100% of LSTA)**
<input type="checkbox"/>	Micrographic Equipment	\$5,000	\$1,250 (25% of LSTA)**
<input type="checkbox"/>	Strengthening Communities	\$20,000	\$5,000 (25% of LSTA)**
<input type="checkbox"/>	Strengthening Youth and Family	\$20,000	\$5,000 (25% of LSTA)**

SMALL LIBRARY DEVELOPMENT (Population 10,000 or less):	PROGRAM	LSTA AWARD CAP	LOCAL MATCH
<input type="checkbox"/>	Collection Development (SLD)	\$10,000	\$2,500 (25% of LSTA)**
<input type="checkbox"/>	Library Technology and Automation (SLD)	\$20,000	\$5,000 (25% of LSTA)**
<input type="checkbox"/>	Strengthening Youth and Family (SLD)	\$10,000	\$2,500 (25% of LSTA)**

Page 1



Deadline: December 4, 2015

B. BUDGET SUMMARY: Enter the estimated budget summary totals for this project. Keep in mind that allowable costs differ from one program to another. If you are unclear on how to make the determination, please contact a member of the APLS Consultant Staff. ****For non-vehicle grants, project personnel salaries may comprise up to 25% of local match grand total. ***For Library Vehicles grants, the local match grand total must be in cash. Round all figures to the nearest dollar.**

BUDGET CATEGORY	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
Salaries	\$	\$	\$
Travel	\$	\$	\$
Equipment	\$	\$	\$
Supplies	\$	\$	\$
Contractual	\$	\$	\$
Library Materials	\$	\$	\$
GRAND TOTALS	\$	\$	\$

C. CHILDREN'S INTERNET PROTECTION ACT: All applicants must answer the following question:
 Will federal funds be used in this project 1) to purchase computers used by a public library or a public school library to access the Internet or 2) to pay for direct costs associated with a public library or a public school library accessing the Internet?
 Yes No

D. REQUIRED DOCUMENTATION: To be completed only by public libraries and public library systems.
 Are all required State Aid documents already on file w/APLS?
 Yes No

E. LIBRARY SYSTEM AND/OR NETWORK MEMBERS: Required only for members of public library systems and/or cooperative library networks.
 Check this box to indicate the proposed project has been discussed with the director of the system and/or network.

F. PROJECT SUMMARY: Briefly summarize the project, including objectives, activities, target populations and anticipated benefits.

Page 2

GENERAL/SMALL LIBRARY DEVELOPMENT GRANT APPLICATION

- ✉ Must be submitted by email (deadline: April 8, 2016)
- 📧 Send to kralya@apls.state.al.us
- 📄 One (1) paper application with original signatures and any attachments must also be submitted (postmark deadline: April 8, 2016)

GENERAL/SMALL LIBRARY DEVELOPMENT GRANT APPLICATION

There are FOUR separate application forms:

- Collection Development
- Communities
- Technology
- Youth and Family

COLLECTION DEVELOPMENT

Deadline: April 8, 2016

**ALABAMA PUBLIC LIBRARY SERVICE
FY2017 LSTA COLLECTION DEVELOPMENT GRANT APPLICATION**

Library name: <small>When a system is being managed by a member's project, enter both the system's name and the member's name.</small>		Local address of project administration	
Library address		City / County	Zip Code
Project administrator	Phone number	FAX number	

A. LIBRARY PROGRAM: (Select all of the programs below.)

GENERAL:

PROGRAM	LSTA AWARD CAP	LOCAL MATCH
<input type="checkbox"/> Collection Development	\$20,000	\$5,000 (25% of LSTA)**

SMALL LIBRARY DEVELOPMENT (Population 10,000 or less):

PROGRAM	LSTA AWARD CAP	LOCAL MATCH
<input type="checkbox"/> Collection Development (SLD)	\$10,000	\$2,500 (25% of LSTA)**

B. BUDGET SUMMARY: Complete the Budget Summary table using the amounts from the budget detail tables in Section C. (Budget Information). **Project personnel salaries may comprise up to 25% of local match. Round all figures to the nearest dollar.

BUDGET CATEGORY	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
Salaries		\$	\$
Travel	\$	\$	\$
Equipment	\$	\$	\$
Supplies	\$	\$	\$
Contractual	\$	\$	\$
Library Materials	\$	\$	\$
GRAND TOTALS	\$	\$	\$

C. POPULATION INFORMATION: Enter the name of the county or counties served, the age(s) of the targeted group(s), and the estimated number of persons to be served by this project.

- Name of county or counties served: _____
- Age(s) of the targeted group(s): All ages 0-5 6-12 13-17 18-25
 26-49 50-59 60-69 70+
- Estimated total number of persons to be served by this project: _____
(This is not necessarily your entire service population. Use your census statistics as a guide if you are targeting a specific group.)

Page 1

COMMUNITIES

Deadline: April 8, 2016

**ALABAMA PUBLIC LIBRARY SERVICE
FY2017 LSTA COMMUNITIES GRANT APPLICATION**

Library name: Where a system is administered by a member's project, enter both the system name and the library name. E-mail address of project administrator:

Library address: City/County: Zip Code:

Project administrator: Phone number: FAX number:

A. GRANT PROGRAM: (Select one of the programs below.)

GENERAL:

PROGRAM	LSTA AWARD CAP	LOCAL MATCH
<input type="checkbox"/> Library Vehicles	\$90,000	\$90,000 (100% of LSTA)**
<input type="checkbox"/> Strengthening Communities	\$20,000	\$5,000 (25% of LSTA)**

B. BUDGET SUMMARY: Complete the Budget Summary table using the amounts from the budget detail tables in Section G. (Budget Information). **For Strengthening Communities grants, project personnel salaries may comprise up to 35% of local match grand total. ***For Library Vehicles grants, the local match grand total must be in cash. Round all figures to the nearest dollar.

BUDGET CATEGORY	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
Salaries	\$	\$	\$
Travel	\$	\$	\$
Equipment	\$	\$	\$
Supplies	\$	\$	\$
Contractual	\$	\$	\$
Library Materials	\$	\$	\$
GRAND TOTALS	\$	\$	\$

C. POPULATION INFORMATION: Enter the name of the county or counties served, the age(s) of the targeted group(s), and the estimated number of persons to be served by this project.

- Name of county or counties served:
- Age(s) of the targeted group(s): All ages 0-5 6-12 13-17 18-25 26-49 50-64 65-69 70+
- Estimated total number of persons to be served by this project:
[This is not necessarily your entire service population. Use your census statistics as a guide if you are targeting a specific group.]

Page 1

TECHNOLOGY

Deadline: April 8, 2016

**ALABAMA PUBLIC LIBRARY SERVICE
FY2017 LSTA TECHNOLOGY GRANT APPLICATION**

Library name: Where a system is administered by a member's project, enter both the system name and the library name. E-mail address of project administrator:

Library address: City/County: Zip Code:

Project administrator: Phone number: FAX number:

A. GRANT PROGRAM: (Select one of the programs below. Do not apply under both General and Small Library Development.)

GENERAL:

PROGRAM	LSTA AWARD CAP	LOCAL MATCH
<input type="checkbox"/> Digitization of High-Demand Rare Library Materials	\$15,000	\$3,750 (25% of LSTA)**
<input type="checkbox"/> Library Technology and Automation	\$50,000 (individual library) \$150,000 (library system)	\$12,500 (25% of LSTA)** \$37,500 (25% of LSTA)**
<input type="checkbox"/> Micrographic Equipment	\$5,000	\$1,250 (25% of LSTA)**

SMALL LIBRARY DEVELOPMENT (Population 18,880 or less):

PROGRAM	LSTA AWARD CAP	LOCAL MATCH
<input type="checkbox"/> Library Technology and Automation (SLD)	\$20,000	\$5,000 (25% of LSTA)**

B. BUDGET SUMMARY: Complete the Budget Summary table using the amounts from the budget detail tables in Section G. (Budget Information). **Project personnel salaries may comprise up to 35% of match. Round all figures to the nearest dollar.

BUDGET CATEGORY	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
Salaries	\$	\$	\$
Travel	\$	\$	\$
Equipment	\$	\$	\$
Supplies	\$	\$	\$
Contractual	\$	\$	\$
Library Materials	\$	\$	\$
GRAND TOTALS	\$	\$	\$

Page 1

YOUTH AND FAMILY

Deadline: April 8, 2016

**ALABAMA PUBLIC LIBRARY SERVICE
FY2017 LSTA YOUTH AND FAMILY GRANT APPLICATION**

Library Name: Where a system is administering a member's project, enter both the system: _____ E-mail address of project administrator: _____

Library address: _____ City / County: _____ Zip Code: _____

Project administrator: _____ Phone number: _____ FAX number: _____

A. GRANT PROGRAM: (Select one program below.)

GENERAL:

PROGRAM	LSTA AWARD CAP	LOCAL MATCH
<input type="checkbox"/> Strengthening Youth and Family	\$20,000	\$5,000 (25% of LSTA)**

SMALL LIBRARY DEVELOPMENT (Population 10,000 or less):

PROGRAM	LSTA AWARD CAP	LOCAL MATCH
<input type="checkbox"/> Strengthening Youth and Family (SLD)	\$10,000	\$2,500 (25% of LSTA)**

B. BUDGET SUMMARY: Complete the Budget Summary table using the amounts from the budget detail tables in Section E. (Budget Information). **Project personnel salaries may comprise up to 25% of match. Round all figures to the nearest dollar.

BUDGET CATEGORY	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
Salaries	\$	\$	\$
Travel	\$	\$	\$
Equipment	\$	\$	\$
Supplies	\$	\$	\$
Contractual	\$	\$	\$
Library Materials	\$	\$	\$
GRAND TOTALS	\$	\$	\$

C. POPULATION INFORMATION: Enter the name of the county or counties served, the age(s) of the targeted group(s), and the estimated number of persons to be served by this project.

- Name of county or counties served: _____
- Age(s) of the targeted group(s): All ages 0-5 6-12 13-17 18-25
 26-49 50-59 60-69 70+
- Estimated total number of persons to be served by this project: _____
[This is not necessarily your entire service population. Use your patron statistics as a guide if you are targeting a specific group.]

Page 1

PROFESSIONAL TRAINING GRANT APPLICATION

 Professional Training for MLS

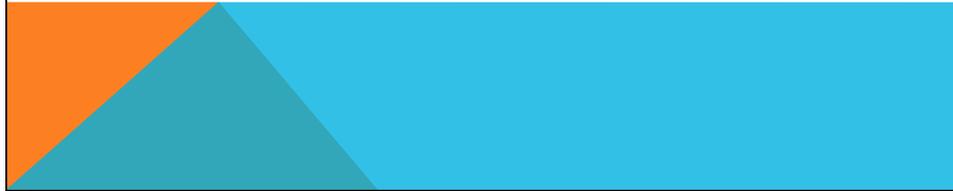
Submitted per application instructions

 Postmark deadline: April 1, 2016

GENERAL GRANTS

(Population over 10,000)

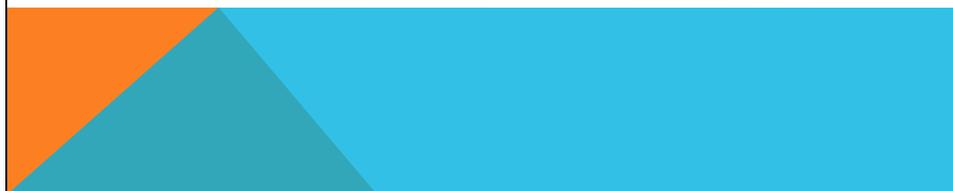
- **Collection Development** (LSTA cap: \$20,000)
- **Digitization of High-Demand Rare Library Materials** (LSTA cap: \$15,000)
- **Library Technology and Automation**
(LSTA cap: \$50,000 for individual / \$150,000 for system)



GENERAL GRANTS (CONT.)

(Population over 10,000)

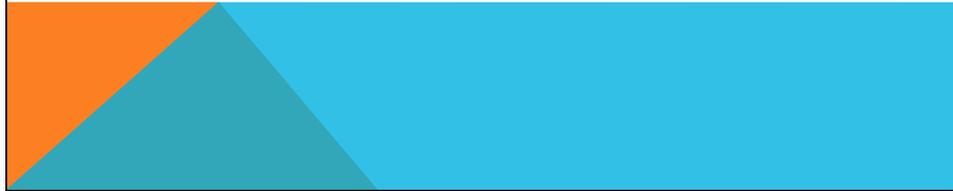
- **Library Vehicles** (LSTA cap: \$90,000)
- **Micrographic Equipment** (LSTA cap: \$5,000)
- **Strengthening Communities** (LSTA cap: \$20,000)
- **Strengthening Youth and Family** (LSTA cap: \$20,000)



SMALL LIBRARY DEVELOPMENT (SLD) GRANTS

(Population 10,000 or less)

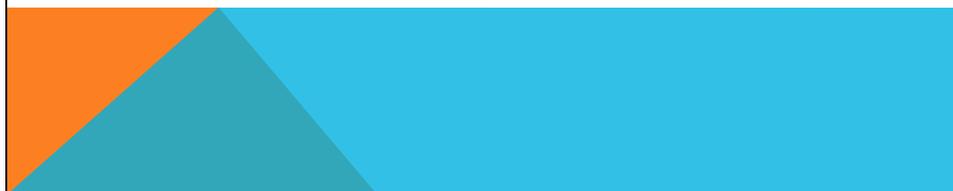
- **Collection Development (SLD)**
(LSTA cap: \$10,000)
- **Library Technology and Automation (SLD)**
(LSTA cap: \$20,000)
- **Strengthening Youth and Family (SLD)**
(LSTA cap: \$10,000)



PROFESSIONAL TRAINING GRANT

(Population: any size)

- Professional Training for MLS
- Awards are for tuition and non-waivable fees, not to exceed the in-state allowable charges of the University of Alabama to attend the School of Library and Information Studies at Tuscaloosa, regardless of the ALA-accredited school the student attends



DO'S FOR GRANT APPLICATIONS

- ✓ Do designate project administrator
- ✓ Do adequately describe the need including demographic information
- ✓ Do define targeted group(s) and objective(s)
- ✓ Do determine budget match and secure commitment from funding source(s)
- ✓ Do meet deadlines
- ✓ Do put budget items in eligible categories
- ✓ Do have someone read over your application

DON'TS FOR GRANT APPLICATIONS

- × Don't replace local support
- × Don't fax applications
- × Don't apply for the same program under both General and Small Library Development
- × Don't submit multiple applications for the same program (i.e. Communities)
- × Don't assume the reviewers are already familiar with your library and community

BUDGET REMINDERS

\$ LSTA

\$ Required local match

% For non-vehicle grants, the required local match is 25% of the LSTA amount. Up to 25% of the required local match may be comprised of project personnel salaries.

[NOTE: a match is not required for Professional Training grants.]

% For vehicle grants, the required local match is 100% of the LSTA amount and must be in cash.

\$ Calculating required local match for non-vehicle grants

% $LSTA \times .25 = \text{local match}$
[i.e. \$4,000 (LSTA) \times .25 = \$1,000 (local) and \$5,000 (grand total)]

% $\text{Grand total} \times .20 = \text{local match}$
[i.e. \$5,000 (grand total) \times .20 = \$1,000 (local) and \$4,000 (LSTA)]

ALLOWABLE COSTS

Examples include:

- Library materials (i.e. books, audio/visual materials, periodicals, e-materials, etc.)
- Hardware, software, and/or technology necessary to support the project;
- Furniture that is necessary to support the project (cannot exceed 25% of the total project cost)
- Travel and/or training expenses related to the project;
- Supplies necessary to support the project;
- Postage and printing costs for project materials;
- Contractual services to support the project.

UNALLOWABLE COSTS

Examples include:

- ☞ Programs using clowns, magicians, puppeteers, etc. **must** be paid for with local funds. (These are considered “entertainment” costs and are not eligible using LSTA funds.);
- ☞ Food costs **must** be paid for with local funds;
- ☞ Project-related furnishings **cannot exceed 25% of the total project cost** (i.e. shelving, desks, chairs, etc.);
- ☞ Services or software licenses that extend beyond the project’s funding period (one-time purchases for technology to support the ongoing sustainability of project outcomes are allowed);
- ☞ Ongoing expenditures (such as multi-year subscriptions);
- ☞ Incentives, gifts, prizes (such as for Summer Reading) **must** be paid for with local funds

HOW WILL MY APPLICATION BE EVALUATED?

- APLS staff reviews for technical errors (i.e. budget, completeness of application; not grammar, punctuation, or spelling)
- LSTA Advisory Council
 - Evaluation Committees are appointed
 - Scores are assigned to each application (max. score: 150 points)
 - Scores are totaled and averaged
 - Applications are ranked by average score
- APLS Executive Board makes final approval

COMPLETING THE APPLICATION

Contact Information:

- Enter information as requested

Library name (Where a system is administering a member's project, enter both the system and member name)		E-mail address of project administrator	
Library address		City / County	Zip Code
Project administrator	Phone number () -	FAX number () -	

COMPLETING THE APPLICATION (cont.)

A. Grant Program:

- Select only one grant program per application
- REMEMBER: You cannot submit more than one application for the same program (i.e. two Communities applications)

COMPLETING THE APPLICATION (cont.)

B. Budget Summary:

- Enter the budget category totals **after** completing the budget detail tables in Section G.

B. **BUDGET SUMMARY:** Complete the Budget Summary table using the amounts from the budget detail tables in Section G. (Budget Information). ****Project personnel salaries may comprise up to 25% of local match. Round all figures to the nearest dollar.**

BUDGET CATEGORY	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
Salaries		\$	\$
Travel	\$	\$	\$
Equipment	\$	\$	\$
Supplies	\$	\$	\$
Contractual	\$	\$	\$
Library Materials	\$	\$	\$
GRAND TOTALS	\$	\$	\$

COMPLETING THE APPLICATION (cont.)

C. Population Information:

- (1) Enter the **name** of the county or counties to be served. (For example: Montgomery City-County Public Library would enter "Montgomery", not "1".)
- (2) Select the age(s) of the targeted group(s) from the choices given.
- (3) Enter the **estimated** number of persons to be served. (This isn't always the same as the entire service area.)

C. **POPULATION INFORMATION:** Enter the **name** of the county or counties served, the **age(s) of the targeted group(s)**, and the **estimated number of persons to be served** by this project.

- Name of county or counties served:
- Age(s) of the targeted group(s): All ages 0-5 6-12 13-17 18-25
 26-49 50-59 60-69 70+
- Estimated total number of persons to be served by this project:
[This isn't always the same as the entire service population. Use your patron statistics as a guide if you are targeting a specific group.]

COMPLETING THE APPLICATION (cont.)

D. District Information:

- (1) Specify Congressional District(s)
- (2) Specify State House District(s)
- (3) Specify State Senate District(s)

- For District information, go to <http://www.legislature.state.al.us/aliswww/Representatives.aspx> and click on the "BY ZIP" tab:

- D. **DISTRICT INFORMATION:** Enter the **number(s)** for each specified district.
[Go to <http://www.legislature.state.al.us/aliswww/representatives.aspx> and click on the "BY ZIP" tab]

1. Congressional District(s):
2. State House District(s):
3. State Senate District(s):

COMPLETING THE APPLICATION (cont.)

E. Project Summary:

Give a brief description (150 words or less) of the project including project purpose and objectives.

COMPLETING THE APPLICATION (cont.)

F. Project Narrative:

(1) Library Users and Need:

a. Who are the current or future library users this project will benefit?

<input type="checkbox"/> Adults	<input type="checkbox"/> People living below poverty level
<input type="checkbox"/> Children	<input type="checkbox"/> Rural
<input type="checkbox"/> Disabled	<input type="checkbox"/> Seniors
<input type="checkbox"/> English as a Second Language (ESL)	<input type="checkbox"/> Teens
<input type="checkbox"/> Families	<input type="checkbox"/> Unemployed
<input type="checkbox"/> Institutionalized	<input type="checkbox"/> Other (Please describe: <input type="text"/>)

COMPLETING THE APPLICATION (cont.)

F. Project Narrative:

(1) Library Users and Need (cont.):

b. Describe how the need for this project was determined and the extent of the current problem(s) for the users.

[Include demographic information about the targeted group(s) and how the project will be of benefit to them (i.e. what is the percentage of each of the selected users in your community? what is the unemployment rate in the area? what is the percentage of persons who have completed high school? what is the percentage of students who participate in and/or are eligible for reduced lunches? what is the state of the local economy? have businesses closed resulting in a loss of revenue?).]

<http://quickfacts.census.gov/qfd/states/01000.html>

COMPLETING THE APPLICATION (cont.)

F. Project Narrative (cont.):

(2) Intended Outcomes:

- a. Select up to three intended outcomes for your project from the choices listed.
- b. Why were these outcomes selected for this project?

COMPLETING THE APPLICATION (cont.)

F. Project Narrative (cont.):

(2) Intended Outcomes (cont.):

INTENDED OUTCOMES (CIVIC ENGAGEMENT):

(Improve user engagement through their library that furthers the common or community good; OR Improve users' ability to engage in their community)

- Improve users' ability to participate in community conversations around topics of concern
- Improve users' ability to participate in their community

INTENDED OUTCOMES (EMPLOYMENT & ECONOMIC DEVELOPMENT): *(Improve users' ability to apply information that furthers the status of their jobs and/or business)*

- Improve users' ability to use and apply business resources
- Improve users' ability to use resources and apply information for employment support

COMPLETING THE APPLICATION (cont.)

F. Project Narrative (cont.):

(2) Intended Outcomes (cont.):

INTENDED OUTCOMES (HUMAN SERVICES):

(Improve users' ability to apply information that furthers their personal, family or household circumstances)

- Improve users' ability to apply information that furthers their parenting and family skills
- Improve users' ability to apply information that furthers their personal, family, or household finances
- Improve users' ability to apply information that furthers their personal or family health & wellness

INTENDED OUTCOMES (INFORMATION ACCESS):

(Improve access to information)

- Improve users' ability to discover information
- Improve users' ability to obtain information resources

COMPLETING THE APPLICATION (cont.)

F. Project Narrative (cont.):

(2) Intended Outcomes (cont.):

INTENDED OUTCOMES (INSTITUTIONAL CAPACITY):

(Add, improve or update a library function or operation in order to further its effectiveness)

- Improve library operations
- Improve the library workforce
- Improve the library's physical and technological infrastructure

INTENDED OUTCOMES (LIFELONG LEARNING):

(Improve users' knowledge or abilities beyond basic access to information)

- Improve users' formal education
- Improve users' general knowledge and skills

COMPLETING THE APPLICATION (cont.)

F. Project Narrative (cont.):

(3) Goals and Activities:

a. How does the proposed project support your library's mission and goals of your five-year plan?

b. How does the proposed project support Goal #^[^] of the APLS LSTA Five-Year Plan (i.e. "^[^]")?

** The cited Goal of the APLS LSTA Five-Year Plan will vary depending on which application is submitted.

c. Describe how you will accomplish your goals for the project. What specific activities will be involved?

COMPLETING THE APPLICATION (cont.)

F. Project Narrative (cont.):

(4) Project Planning:

a. Describe the planning for this project. Provide a timeline that includes planning and implementation.

b. Provide a list of the project personnel, their duties for this project and qualifications as they relate to the project.

c. Will there be institutional partners? What role will each of the partners play?

COMPLETING THE APPLICATION (cont.)

F. Project Narrative (cont.):

(4) Project Planning (cont.):

d. How will the targeted audience participate in or use this project? How will you publicize this project?

e. Who will provide the required local match?

f. What will happen to the project after the funding period has ended? How will the library sustain the expanded services for library users? Will additional local funding be requested from your governmental municipality in the future based on the results of this project?



COMPLETING THE APPLICATION (cont.)

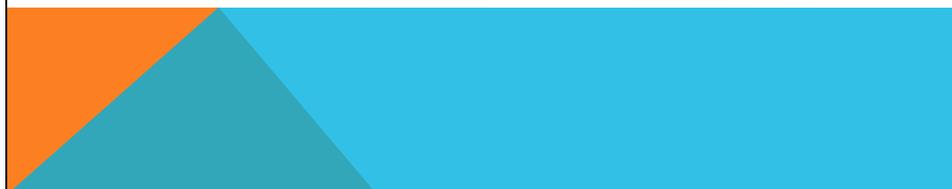
F. Project Narrative (cont.):

(5) Evaluation:

a. How will you document and measure the success of this project in meeting the needs identified in #1 and the intended outcomes in #2? (i.e. number of materials circulated, number of program participants, test scores, patron feedback, etc.)

b. Describe the methods that will be used to gather information and determine whether or not the library has achieved the project goals (i.e. surveys, interviews, observation, usage/circulation statistics, etc.)

c. How will you illustrate whether the project reached or moved toward the intended outcomes? What changes are expected in the target audience's behavior, attitudes, skills, knowledge, status or life condition as a result of the project?



COMPLETING THE APPLICATION (cont.)

➤ G. Budget Information:

G. **BUDGET INFORMATION:** Enter the totals for each category in Section B. (Budget Summary) on page 1. **Round all figures to the nearest dollar.** (Attach additional pages if needed.)

1. **Salaries:** Project-related salaries may be used for 25% of required local match amount.

PROJECT-RELATED TASKS	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
TOTALS		\$	\$

COMPLETING THE APPLICATION (cont.)

➤ G. Budget Information (cont.):

2. **Travel:** All LSTA eligible travel must be directly related to furthering the purpose of this project.

TRIPS FROM/TO	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTALS	\$	\$	\$

COMPLETING THE APPLICATION (cont.)

➤ G. Budget Information (cont.):

3. **Equipment:** Describe all equipment (including hardware and software) to be purchased for the project. [NOTE: If an individual item costs \$5,000 or more, its technical specifications must be attached to the signature page.]

EQUIPMENT ITEMS	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTALS	\$	\$	\$

COMPLETING THE APPLICATION (cont.)

➤ G. Budget Information (cont.):

4. **Supplies:** Include all supplies to be purchased for the project.

SUPPLY ITEMS	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTALS	\$	\$	\$

COMPLETING THE APPLICATION (cont.)

➤ G. Budget Information (cont.):

5. **Contractual:** Contractual includes services from a company or agency, such as training.

SERVICES PROVIDED	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTALS	\$	\$	\$

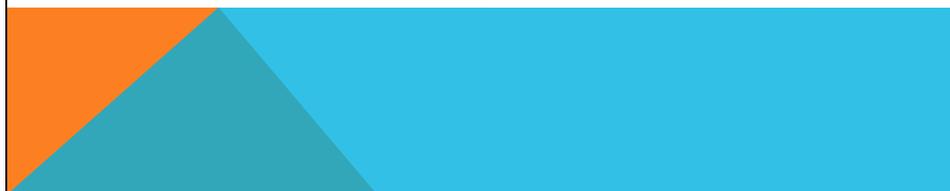


COMPLETING THE APPLICATION (cont.)

➤ G. Budget Information (cont.):

6. **Library Materials:** List by subject and format categories. Costs may include preprocessing packets.

MATERIAL TYPES	LSTA FUNDS	LOCAL MATCH	TOTAL FUNDS
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTALS	\$	\$	\$



COMPLETING THE APPLICATION (cont.)

H. Children's Internet Protection Act (CIPA):

- All applicants must answer CIPA question
- CIPA places filtering requirements on public libraries (and public school libraries) which use LSTA funds (1) to purchase computers used to access the Internet or (2) to pay for direct costs associated with accessing the Internet
- Internet Safety Certification Form is submitted with contract

COMPLETING THE APPLICATION (cont.)

I. Collection Development:

- Appears **only** on "Collection Development" applications

I. **COLLECTION DEVELOPMENT:**

Enter the regular **local funds** for library materials in FY2014 and FY2015, and enter the projected regular local funds for library materials for FY2016 and FY2017.

FY2014: \$ FY2015: \$ FY2016: \$ FY2017: \$

Present collection size (use the materials definitions used for your annual APLS statistical report):

Printed book volumes: Audio/visual materials: E-materials:

- Specify local government expenditures for library materials
[NOTE: This is **not** the total budget for your library.]

COMPLETING THE APPLICATION (cont.)

J. Letters from System or Network Directors:

- Required **only** for members of public library systems and/or cooperatives
- Applies to libraries that receive their State Aid disbursement from another library entity rather than directly from APLS



COMPLETING THE APPLICATION (cont.)

K. Partnering Libraries or Agencies:

- Complete table listing number and type of library or agency
- Attach endorsement letters from partners

K. **PARTNERING LIBRARIES OR AGENCIES:** If you are partnering with one or more libraries or agencies, enter the number below. If not, skip this section.

Number	Type or Kind	Number	Type or Kind
<input type="text"/>	Public Libraries	<input type="text"/>	Academic/College
<input type="text"/>	Schools	<input type="text"/>	Other

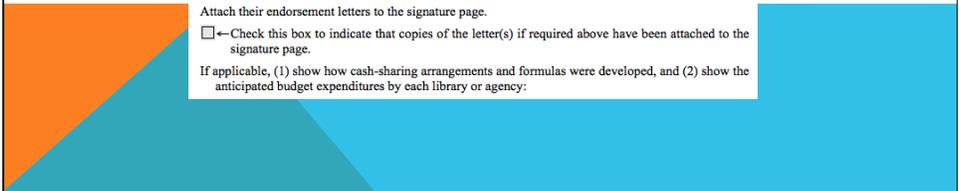
List all partnering agencies, including the name, address and phone number of each:
(Attach additional pages if needed.)

Name	Address	Phone Number
<input type="text"/>	<input type="text"/>	(<input type="text"/>) <input type="text"/> - <input type="text"/>
<input type="text"/>	<input type="text"/>	(<input type="text"/>) <input type="text"/> - <input type="text"/>
<input type="text"/>	<input type="text"/>	(<input type="text"/>) <input type="text"/> - <input type="text"/>
<input type="text"/>	<input type="text"/>	(<input type="text"/>) <input type="text"/> - <input type="text"/>

Attach their endorsement letters to the signature page.

← Check this box to indicate that copies of the letter(s) if required above have been attached to the signature page.

If applicable, (1) show how cash-sharing arrangements and formulas were developed, and (2) show the anticipated budget expenditures by each library or agency:



COMPLETING THE APPLICATION (cont.)

L. State Aid Compliance Checklist:

- All applicants must complete checklist
- State Aid compliance is required for LSTA eligibility

L. **STATE AID COMPLIANCE CHECKLIST:**

- Current State Aid contract on file at APLS
- Current by-laws on file at APLS
- Current policy and procedures manual on file at APLS
- Current list of Board of Trustees on file at APLS
- Current Five-Year Plan on file at APLS
- Current statistical report on file at APLS
- Current audit or financial statement on file at APLS

COMPLETING THE APPLICATION (cont.)

Attachments: Letters of support

- Mandatory
 - ❖ From partnering organizations
 - ❖ From other libraries to be served
 - ❖ From public library system and/or cooperative network directors
- Optional
 - Up to five letters of support from general public

COMPLETING THE APPLICATION (cont.)

Attachments: Technology information

- Appendix: For Library Technology and Automation applications only
- Technical specifications and justification for equipment is required for individual items costing \$5,000 or more
- Diagram(s)

FY2017 LSTA GRANT APPLICATION

APPENDIX FOR LIBRARY TECHNOLOGY AND AUTOMATION APPLICATIONS ONLY

M. TECHNOLOGY INFORMATION:

Table 1	Yes	No
Are you applying for e-rate for equipment and/or wiring to support this project?	<input type="checkbox"/>	<input type="checkbox"/>
Will you apply for e-rate to continue services put in place by this project?	<input type="checkbox"/>	<input type="checkbox"/>
Is your library a member of a system or network? If yes, enter its name below:	<input type="checkbox"/>	<input type="checkbox"/>
System or Network:		
<small>Technical maintenance is the responsibility of: <input type="checkbox"/> library director, <input type="checkbox"/> library staff member, <input type="checkbox"/> part-time technical staff, <input type="checkbox"/> full-time library technical staff, <input type="checkbox"/> local computer dealer, <input type="checkbox"/> state/county technical staff</small>		

Table 2 Equipment	Number currently in place	Number LSTA project will place	Total number in place by end of project
PCs used by the public			
PCs used by staff only			
Total PCs (public and staff)			
Printers			
Servers			
Other (Identify):			

Table 3 Connection, Network, and Software Information	Library has?		Will project place?	
	Yes	No	Yes	No
Basic dial-in connection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DSL/cable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T1 connection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other connections (Identify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local area network	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wide area network	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public access catalog software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Web catalog software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cataloging software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Circulation software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other software (Identify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A diagram of the proposed overall network configuration can be included with the submitted application. Attach one (1) copy of the diagram or diagrams to the signature page. See the instructions for more information.

Check this box to indicate that a diagram (or diagrams) has been attached to the signature page.

Page 11

COMPLETING THE APPLICATION (cont.)

Attachments: Vehicle information

- Appendix: For Library Vehicle applications only
- Photograph(s) or drawing(s)

FY2017 LSTA GRANT APPLICATION

APPENDIX: FOR LIBRARY VEHICLE APPLICATIONS ONLY

M. PROPOSED USES OF VEHICLE AND VEHICLE DESCRIPTIONS

1. What is the estimated number of years the vehicle will remain in service?
2. Will the vehicle be used exclusively to provide direct personal services to patrons?
 Yes No If yes, please answer the following:
 - a. How will direct personal services be provided?
 - b. What is the average number of hours per week that the vehicle will be used for direct service to patrons?
3. Will the vehicle be used exclusively for the transport of library materials between library buildings or between other buildings in which patrons are served (with no direct personal services to patrons from the vehicle)?
 Yes No If yes, please answer the following:
 - a. How will the vehicle be used for transporting library materials between buildings?
 - b. What is the average number of hours per week that the vehicle will be used for the transportation of library materials?
4. Will the vehicle be used for the dual purpose of (1) providing direct personal services to patrons and (2) transporting library materials between library buildings or between other buildings in which patrons are served (with no direct service to patrons from the vehicle)?
 Yes No If yes, please answer the following:
 - a. How will direct personal services to patrons be provided?
 - b. What is the average number of hours per week that the vehicle will be used for direct service to patrons and for transportation of library materials?
 Direct service:
 Transportation of materials:
 - c. How will the vehicle be used for transporting library materials between buildings?
5. Describe the specifications of the proposed vehicle and its equipment:
6. Provide photograph(s) or drawing(s) of the proposed vehicle:
 Check this box to indicate that photograph(s) or drawing(s) have been attached to the signature page.

Page 19

“BECAUSE

- ☹️ *“We are applying for this grant to replace our old equipment.”*
- ☺️ *“We are applying for this technology grant to replace our equipment because our computers are at least five years old and are not compatible with our automation system.”*
- ☹️ *“We are applying for this grant to help us serve our poor community.”*
- ☺️ *“We are applying for this collection development grant to update our job resource section because many of our residents are now out of work due to the closing of most of our local businesses.”*

ADVISORY COUNCIL TIPS

- “Paint a clear picture of your library and community and their needs”
- “Remember that the people reading your grant probably don't know anything about you or your library”
- “Have someone else read over your application to check for spelling and grammar errors”
- “Numerous editing mistakes makes the application look rushed and not thoroughly thought out”
- “Adequately describe the needs of your community so that [the Council] will want to help you succeed”
- “Use a bulleted format when possible to make the main ideas easier to identify”
- “Do some homework when checking prices”
- “Be sure to check your math”

ADVISORY COUNCIL TIPS (CONT.)

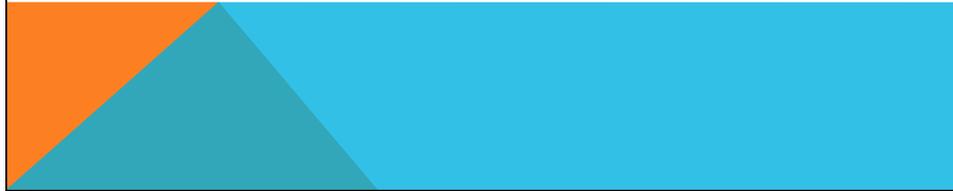
“Make sure all questions are answered even if it seems a bit redundant”

“Partner with other agencies when possible”

“Be specific regarding expected outcomes”

“If writing a grant for more than one library, do not use identical information for each application”

“Include all information requested; if directions are not followed at the application stage, chances are the grant will not be administered correctly”

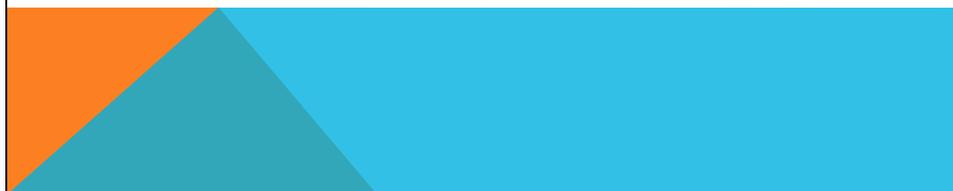


ADVISORY COUNCIL TIPS (CONT.)

“State objectives and activities clearly; this can be perceived as an indicator of organizational ability”

“Make sure that the project plan is described thoroughly and includes how the resources (i.e. staff, equipment, materials) will be used”

“Describe the need with enough detail that the reader gets an idea of the demographics of the library service area; sometimes the need can be the main weighing factor in the scoring process”



COMMUNITY PROFILE (EXAMPLE 1)

“ABC is the county seat of XYZ County and has a population of 1,530. XYZ County is located in the southwestern area of Alabama and has a population of 27,867. The ABC Public Library served an estimated 9,252 total number of people in 2013. Changes in technology and the reduction in the work force have devastated the economy of the county, leaving the county with an unemployment rate of 10% and a poverty rate of 28.9%. Nearly 65% of the public school students receive free lunches. With the median income for ABC being \$22,778 and about half of the county’s population not having Internet access at home, patrons rely on the library to provide this service. In 2013 the library recorded 4,338 computer uses on eight public work stations. The library is located less than one block from XYZ County High School making for easy access for students. After school about 56% of the students come to the library to do work on computers. We have an estimated 22% of job seekers applying on-line for jobs and or certificates for their work.”

COMMUNITY PROFILE (EXAMPLE 2)

“According to *“Opportunity for All: How the American Public Benefits from Internet Access at U.S. Libraries”* (2010), nearly 32% (77 million) of Americans accessed the Internet via a library computer in the past year. Library Internet use is highest among “impoverished people and the working poor.” ABC Library is located in XYZ, AL. The population of XYZ is approximately 6,600 with more than 24% living below the poverty line. The library is located next to a Title 1 elementary school and within walking distance of the Housing Authority. Patrons from surrounding communities also access our computers regularly. The library experiences heavy computer use averaging around 1,000 computer logins monthly. We provide the sole point of access to computers and the Internet for many patrons who cannot afford a computer or monthly Internet charges.”

COMMUNITY PROFILE (EXAMPLE 3)

“ABC has a growing Hispanic community comprising 15% of the population. Members of the Latino community have difficulty operating in daily life because they do not speak English. English speaking residents also have communication difficulties with this community because they are unable to speak Spanish. Approximately 40% of the enrollment at the local elementary school is Latino. Language has proven to be a barrier for this community both for Spanish speakers as well as English speakers. In addition, ABC is becoming much more ethnically and culturally diverse and a number of different nationalities now reside in the area. Though Spanish is the predominant primary language of local ESL students, the XYZ County Board of Education lists twenty different languages used in ESL classrooms.”

DENIED APPLICATIONS (WHAT THE COUNCIL SAID)

- “Missing project narrative”
- “Grant format not followed”
- “Purpose not clearly described”
- “Descriptions missing in budget tables”
- “No qualifications stated for personnel”
- “No evaluation or continuation plan”
- “Goals are very vague and activities are difficult to assess”
- “No timeline”

DENIED APPLICATIONS (WHAT THE COUNCIL SAID)

- “Gives no sense of community need or demand”
- “No description of service area”
- “No mention of long-range plan”
- “Some sections not completed”
- “No list of project personnel”
- “No project summary”
- “No letter from system director [or partnering agencies]”

CONTRACTS

Award announcements—July/August 2016

Awarded libraries will receive a set of contracts and attachments (i.e. Civil Rights/Debarment and Suspension/Standard Assurances Certification and Internet Safety Certification)

When signed and notarized contracts are received at APLS, they will be signed by the Director and a set will be returned to the library

Funds cannot be obligated or used by the library until a signed contract is received

Contract period—October 1, 2016 (or date signed by APLS Director, whichever is later) to June 30, 2017

BUDGET REVISIONS

\$ Minor revisions are those up to 5% of the grant award and do not require prior approval, but must be for eligible items within the purpose of the project. (Complete Section 15 on payment request form.)

\$ Major revisions are those greater than 5% of the grant award, requiring a written request and prior approval from APLS Director.

PAYMENT REQUESTS - PARTIAL

Payment Request – Partial

1. Pay vendors first with local funds.
2. The LSTA portion of what you are eligible to receive as reimbursement is 80% of the total amount spent.**
**Let's say you receive an award of \$10,000 and you have spent \$5,000 so far. You can be reimbursed for \$4,000 with the remaining \$1,000 coming from your local match.
[i.e. \$5,000 (total spent) x .80 = \$4,000 (LSTA portion)]

PAYMENT REQUESTS – PARTIAL (cont.)

Payment Request – Partial (continued)

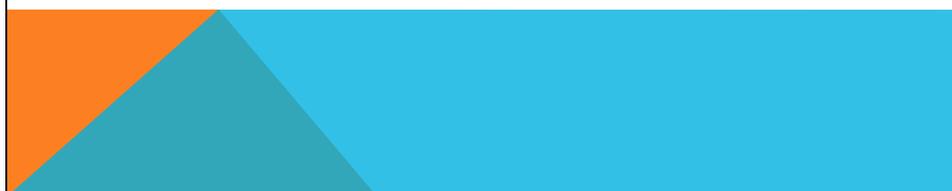
3. Reimburse the library account and pay vendors directly with LSTA funds for any other amounts due.
4. Final request may be for any amount not exceeding the remaining balance.



PAYMENT REQUESTS - TOTAL

Payment Request – Total

- Vendors may be paid first with local funds for the entire amount of the grant and a single request may be submitted to APLS for reimbursement to the library.



PAYMENT REQUESTS FYI

- This is not an advance payment program.
- Funds must be obligated (i.e. materials and services ordered and/or received) before a request can be submitted to APLS.
- **Federal Cash Management Improvement Act:**
 - Grantees must be in compliance with the CMIA (<http://fms.treas.gov/cmia/index.html>)
 - Timing and amount of cash requests should be as close as is administratively feasible to the actual disbursements
 - Disburse funds as soon as possible after receiving payment from APLS (i.e. "You can't make money off the Feds.")
- **Payment request forms are on the APLS website and may be completed on your computer**
(http://webmini.apls.state.al.us/apls_web/apls/apls/?q=lstst).

REPORTS

- ✓ Final report (due August 2016)
- ✓ Report from APLS to Institute of Museum and Library Services (IMLS)
- ✓ IMLS reports to Congress

RECORDKEEPING

Keep all documents relating to a grant in one folder or notebook

- Application and contract
- Official notification document
- APLS correspondence
- Purchase orders
- Packing slips
- Invoices
- Copies of remittance forms sent to vendors
- Copies of APLS payment request forms
- Copies of checks received from APLS
- Bank deposit receipts or receipts from local government showing APLS checks were submitted for deposit
- All other pertinent project documentation

LSTA IS JUST THE BEGINNING ...

“Grant seeking is a marketing process. You define your library’s need and sell it to one who can fund your project.”

“As you peruse grant opportunities, ask: ‘Will this prospective grant project yield real benefits to my library and its patrons?’”

“Your strategic plan should be the basis for clarifying your library’s potentially grantable needs. Grantors often ask that relevant strategic plan segments be included in the grant application.”

From *Winning Grants: a Game Plan* by Herbert Landau in [American Libraries](#) (September 2010).

CONSULTANTS

☞ Chris Bowman
cbowman@apls.state.al.us
(800) 723-8459 x3978

☞ Ken Herston
kherston@apls.state.al.us
(800) 723-8459 x3903

☞ Alisa McLeod
amcleod@apls.state.al.us
(800) 723-8459 x3904

CONSULTANTS (cont.)

☞ Alex Perry
aperry@apls.state.al.us
(800) 723-8459 x3949

☞ Jim Smith
jsmith@apls.state.al.us
(800) 723-8459 x3907

☞ Stephanie Taylor
staylor@apls.state.al.us
(800) 723-8459 x3943

 **HELP!!!!!!!**

Kelyn Ralya
Assistant Director / LSTA Coordinator
Alabama Public Library Service
6030 Monticello Drive
Montgomery, AL 36130
(800) 723-8459 x3976
kralya@apls.state.al.us

