

**Full Grant Proposal Instructions
Library Services and Technology Act FFY2016
General Instructions**

Grant Application - Line-by-line Instructions

PART I: General Project Information The full proposal form is available for download in Microsoft Word on our web site via: <http://www.oregon.gov/os/LD/Pages/LSTAcomp.aspx>. You may attach additional pages to the form in order to provide the information requested under Part III, Project Narrative.

The LSTA Advisory Council requires that applications be submitted in 12 point Times New Roman, with one inch margins. Do not change the words on this form. Email a Word or PDF of your proposal to ferol.weyand@state.or.us Include letters of recommendation or appendices in the electronic copy.

The deadline for receipt of the signed full proposal is **1:00 pm on Friday April 15, 2016**. There are no exceptions. If requesting indirect costs, attach the appropriate section of a current federally-approved indirect cost plan.

Line-by-line Instructions

PART I: General Project Information

1. Project title

Enter the name of the proposed project. The name should be descriptive of the proposed project.

2. Applicant

Enter the full legal name of the applicant library, system or other organization. See the Grant Guidelines for information about eligible applicants. If the applicants do not have legal standing, list the fiscal agent.

3. Mailing Address

Enter the mailing address, city and zip code of the applicant. Please include the zip+4. See <http://www.geolytics.com> for assistance in finding the zip+4.

4. Contact person, phone, and email address

Enter the name of the person responsible for the application who may be contacted for further information or clarification, their phone number and email address. This person need not be the intended project manager or the library director. Correspondence about this proposal will be directed to this person.

5. Fiscal agent (if different from applicant)

Enter the name of fiscal agent organization. The Fiscal Agent has legal standing to accept federal funds. If the applicant(s) do not have legal standing, the contract would be made with the fiscal agent who does. For example: City of Scio (on behalf of the Linn Library League).

6. Project URL

Please list the URL if the project is continuing digitization, or providing other Web content.

7. U.S. Congressional District: use www.congress.gov to find your federal congressional district.

8. DUNS number

The **Data Universal Numbering System (DUNS) number** is the nine-digit number established and assigned by Dun and Bradstreet to uniquely identify business entities. A DUNS number may be obtained by application to D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>). This number is **required**. If the grantee has no legal standing, please use the DUNS number of the fiscal agent.

9. List geographic target area to be served by the project

Indicate the geographic area to be served by the project. This could be the entire state, but will more likely be one or more cities, counties or portions of counties. Use the names of the cities and/or counties to describe the project service area (Example: "Polk, Yamhill, and Marion Counties"; "Newport and surrounding areas in Lincoln County"; "La Grande, Pendleton, Hermiston and Baker").

10. Estimated number of persons benefiting from the project

Estimate the number of persons that you anticipate may potentially use the project services, and benefit from the project. Just a number is needed on the line. If the project is designed to serve specific populations, such as the elderly, handicapped, or limited English-speaking, the estimate should be based upon some percentage of the total library service population. Do not automatically use the total estimated population of the service area, only the persons that you estimate may directly benefit from the project.

11. Description of persons benefiting from the project

Give a brief description of the people the project will directly benefit, for example, "Children who attend child care centers and their parents, with emphasis on low income families." The sentence or phrase provided should describe the people estimated on line 10.

12. List partnering organizations

All partnering organizations listed on line 12 must also sign section IV.1. Partners are significantly involved in the grant, and their involvement is critical to the success of the project. If there are several partners, each may submit a separate copy of the Part IV.1

certification. Participating organizations may be involved in some activities, but are not pivotal to the success of the project. For example, a historical society and an Indian tribe have a project to design an exhibit on Native American culture which will be displayed at several libraries. In this case, the historical society might be the grant applicant, and the Indian tribe would be the partner. The libraries that would host the exhibit would be participants. Participants should be listed in the activities part of the narrative, and may wish to write a letter of support for the project. Participants, who are not listed on line 12, do not need to sign section IV.1.

13. Project abstract

In one paragraph, summarize the project: the problem the project addresses, the gist of the proposed solution the project will implement. Briefly indicate the project goal and the grant objectives. Do not exceed 1/3 of a page.

14. List the text of the single most relevant goal from the *Five-Year State Plan 2013-2017* that will be addressed by the grant project.

A list of goals from Oregon's Library Services and Technology Act (LSTA) Five-Year Plan 2013-2017 are provided in Appendix A of the Grant Guidelines. A project simply needs to relate to one of these goals. Do not indicate all the goals a project may address.

15. Project continuation

Summarize how the project is intended to continue after the grant funded period expires.

16. Letters of support

List the name and affiliation of anyone who submitted a letter of support attached to the grant application. Project partners listed in line 12 should not write a letter of support. That the partners have signed section IV.1 and agreed to be part of the project indicates their support.

INFORMATION IN BOX AREA

Fill in the requested information about the length of the grant project, and the priority of the application when more than one is submitted.

PART II: Project Budget

The budget should be fairly accurate. Identify costs to be paid from LSTA, and those covered by local cash or in-kind contributions. Remember that grant funds will be available as soon as the grant is approved by the State Library Board and a contract is signed. A cash contribution is the outlay of cash, either the grantee's or cash contributed to the grantee by third parties. An in-kind contribution is the contribution of equipment, supplies, transportation services, staff time, space, substitute teachers, or other tangible resource, as distinguished from a cash contribution.

(Example: "The project manager will devote 25% of their time to the project as an in-kind contribution"). An industry value for in-kind volunteer time can be found at: http://www.independentsector.org/programs/research/volunteer_time.html. This figure can be adjusted up or down based on the complexity of volunteer tasks.

Example:

Item	Local Cash	Local In-kind	LSTA
Personnel			
Half time tutor - \$20/hr, 1040 hrs.	\$1,000		\$19,800
25% of existing library director for supervision	\$0	\$15,000	\$0
Summer college interns – 2 people @ \$12/hr, 25 hrs per wk each, 10 weeks.	\$3,000		\$3,000

Note that LSTA funds will not replace local salary funds or match federal work-study funds. LSTA funds may be used to add hours to a part-time employee or hire a substitute

The “Total direct charges” line is the sum of the proceeding lines. The "Indirect charges" line of the budget asks for any administrative charges or costs that will be incurred by the fiscal agent. A copy of relevant portions of the Federally-approved indirect cost plan must be submitted with the grant application in order for indirect cost reimbursement from the LSTA grant to be approved. If you do not have a federally-approved indirect cost plan, you may claim up to 10% or less of LSTA costs.

If you plan multi-year project remember to estimate the grant funds anticipated to be needed in the future year(s) and indicate the amount(s) below the budget grid.

PART III: Project Narrative

The project narrative should present a complete and detailed description of the project. The LSTA Advisory Council evaluates grant applications substantially based on the information provided in the project narrative. The evaluation criteria is listed in the grant guidelines. If submitting a digital collections proposal, please refer to Appendix H for the requirements and address all the requirements in this section.

A. Background of Applicant (describe the agency's ability to undertake this project)

This section might include:

- Experience in managing other programs or similar projects
- Location, size and resources of the applicant that impact the grant
- Unique qualifications of staff to undertake the project

B. Detailed statement of problem

You will need to answer the following:

- What is the problem that requires a solution?
- What evidence is available to document this problem? Use quantitative and qualitative information (Example: "According to the U. S. Census 2000, 12.2% of the

county population is foreign born and does not speak English"). Cite your sources. Do not make unsupported assumptions.

- Who has the problem? To what extent does the problem exist?
- What is currently being done about the problem? Why does it not work?
- Why are local resources inadequate to solve the problem? (Example: "The local community college has a two-year waiting list for ESL program enrollment.")

C. Detailed statement of your solution. Indicate the goal, quantified objectives, and activities of your solution (include timeline)

In short, what is your proposed solution to the problem? Why is your proposed project the best solution?

Indicate the project goal, and the objectives that will be accomplished to reach the goal. The goal is a general statement about a desired outcome. You are motivated to do this project because you wish to change the knowledge, skills, ability, behavior, condition or life status for your target audience. The desired change(s) to your patrons are the outcome(s) of your project.

In describing your solution to the problem, these parts must be present:

GOAL

1. The goal should be a very short, broad, and general statement of the ideal change you wish to achieve. It directly addresses the problem in section 3.
2. The goal should indicate the overall impact on the target audience.
3. Some typical words used are "increase", "decrease", "reduce", "improve"

Examples: Increase English literacy among tourism workers in XYZ place.

Improve at-risk children's readiness for Kindergarten in ABC County.

OBJECTIVES

The objectives describe how the project will accomplish the major components of the goal.

Objectives should be SMART – Specific, Measurable, Achievable, Relevant and Time bound. The "specific" part indicates what will change and for whom. Verbs such as "increase," "decrease," "train," and "provide" lead to specificity more than verbs such as support, partner and improve. Measurable implies a way to count results, such as "increase by 15%", "decrease by 10%" etc. Achievable objectives reflect an amount of change or target that is possible within the timeframe of the grant. The target is set based on prior observation, talks with the target population, or best guess of the project planner.

Examples:

80% of 200 area hotel workers will know about ESL training through the library within four months of the start of the grant

By December 2015, 50% of 25 enrolled students will finish the 12 week training course.

75% of students are satisfied with their progress at the end of the grant period.

ACTIVITIES

Objectives are accomplished by several activities. These activities may be presented in the form of a project timeline.

Examples:

Activities that might meet the objective “80% of 200 area hotel workers will know about ESL training through the library within four months of the start of the grant” could be:

- Design flier for new program, meet with local hotel managers and hotel housekeepers
- Provide fliers in Russian, Spanish, Tagalog and post in city grocery stores, laundromats, as well as churches serving those language groups.
- Meet with local immigrant services groups monthly to help spread word.
- Work with hotel managers to have volunteers meet their staffs and tell them about the program.
- Advertise on local radio stations.

A timeline should be included. State why particular activities, equipment, or methods are chosen. (For example: A grantee asked for a \$5,000 digital camera when they are available in stores for much less. The grantee documented that the cheaper cameras would not have the capability to adequately produce the quality of image needed to address the goal and objectives). Describe the staffing needed, and attach either a proposed job description(s) or a resume if a staff member is doing the project. Be realistic about how much can be done, the time it will take, and which activities the organization can sustain after the grant funds are expended.

- # and/or % of workers with adequate score of ## on the TOEFL test in Learning Express Library (data source = Learning Express, self reporting)
 - # and/or % of workers able to converse with volunteer practice group about directions, weather and numbers, and money (data source = native English speaker conversation group observation)

- # and/or % of workers able to use work-related vocabulary in practice conversations (data source = native English speaker conversation group observation, hotel manager observation)
- # and/or % of workers able to fill out application for assistant manager positions (data source = hotel manager observation)

D. Budget narrative

The project activities and budget description may be combined in one grid or list, if preferred. Remember to include any funds needed to perform your outcome-based evaluation.

A well-prepared budget justifies all expenses and is consistent with the goal, objectives and activities. List all project personnel, travel, equipment, contractual services, and library materials necessary to do the activities that achieve the project objectives. Identify costs to be paid from LSTA, and those covered by local cash or in-kind contributions.. A cash contribution is the outlay of cash, either the grantee's or cash contributed to the grantee by third parties. An in-kind contribution is contribution of equipment, supplies, transportation services, staff or substitute time, office space, or other tangible resource, as distinguished from a cash grant.

(Example: "The project manager will devote 25% of her time to the project as an in-kind contribution"). An industry value for in-kind volunteer time can be found at: http://www.independentsector.org/programs/research/volunteer_time.html. This figure can be adjusted up or down based on the complexity of volunteer tasks.

Remember to indicate if personnel funds cover substitute hours, an increase to part-time hours, or a new position, as LSTA funds may not be used to replace local personnel funding. LSTA funds should not be used to match work-study funds.

Be sure to discuss how the project will continue after the grant ends.

E. Evaluation method and publicity

The Oregon State Library and the Institute for Museum and Library Services are implementing outcome-based evaluation. The intent is to show the impact of the project, not a count of items produced. For a short handy guide, see <http://www.oregon.gov/osl/LD/Pages/resources/OBE/obe.aspx>. If assistance is needed, please contact the Library Support and Development Staff.

OUTCOME-BASED EVALUATION

1. Evaluation should flow out of the goal and outcome(s) for the project
2. Remember that the reason for your project is to cause a change in your target population's knowledge, skills, ability, behavior, condition or life status. The change(s) are the outcome(s) of your project.
3. We ask that grant projects use an outcome-based evaluation method. You need to develop indicators, or measures, to gauge whether the project has an impact on the target audience that participates in your grant. For instance, attitudes can be measured through surveys. Changes in knowledge could be captured through pre- and post- tests. Behaviors could be captured through observations, photos, or surveys.

4. Include in your budget the funds you will need for printing, mailing, substitute labor for doing the work, facilitators for focus groups, or whatever your evaluation plan may be.

OUTCOMES

Example:

Outcomes that might meet the goal “increase English literacy among tourism workers in XYZ place” could be:

- 70% of 50 tourism workers in XYZ place will know English well enough to help register guests
- 30% to 50 tourism workers in XYZ place will be able to speak English with management well enough to qualify for assistant manager openings.

INDICATORS (MEASURES)

- # and % of workers with adequate score of ## on the TOEFL test in Learning Express (data source = Learning Express, self reporting)
- # and % of workers able to converse with volunteer practice group about directions, weather, numbers or money (data source + native English speaker conversation group observation)
- # and % of workers able to use work-related vocabulary in practice conversations (data source = native English speaker conversation group observation, hotel manager observation)
- # and % of workers able to fill out application for assistant manager positions (data source = hotel manager observation)

Publicity

Discuss briefly how the project will be publicized. LSTA may fund publicity of a LSTA-funded project, but not a library in general. The State Library will expect the project in post news or articles to statewide electronic mailing lists, such as libs-or, at a minimum. However should you choose to publicize the event, remember to acknowledge IMLS for the grant funds. Go to http://www.imls.gov/recipients/imls_acknowledgement.aspx or the State Library website, http://www.oregon.gov/osl/LD/Pages/1stagrantee.aspx#Sample_Promotional_Materials, for requirements and samples.

The grants guidelines give a detailed list of the criteria by which the Council will evaluate the applications. The criteria essentially tell you what information should be covered by the project narrative, or otherwise included in the grant application. Each section of the project narrative should be brief and to the point, while at the same time presenting the requested information in sufficient detail for the evaluators to make an assessment of the quality of the project plans.

PART IV: Certification of Application

1. Documentation of project support

An authorized representative of all partners listed under Part I, line 12 must indicate by their signature that they have read the application and are committed to carrying out the project.

Only original signatures will be accepted in Part IV. Applicants may submit multiple copies of this page, each with an original signature if they wish.

2. Children's Internet Protection Act certification

Public libraries and public/school libraries or consortia including public library or school library members **must** check one of the options (a, b, or c) on the CIPA certification form. This form is certified by the signature for the whole proposal.

3. Certification of the grant applicant and/or fiscal agent (if different)

The Grant Applicant may or may not have legal standing. If the Grant Applicant is part of a legally established entity, or a 501(c)3, then the Grant Applicant must have a legally established Fiscal Agent sign part 3e.

The Fiscal Agent is the organization that will sign the LSTA contract with the State Library, and will administer the financial aspects of the grant. Normally, the Grant Applicant and the Fiscal Agent are one and the same. If they are different, please provide the requested contact information for the Fiscal Agent. An authorized official of the fiscal agent for the grant project must indicate by their signature that their agency is empowered and authorized to serve as fiscal agent, and is willing to adhere to all requirements for the administration of LSTA grants.

