



Nevada State Library and Archives
INSTRUCTIONS FOR COMPLETING
THE LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)
2011 PROPOSAL FORM



A. General Instructions

1. What kinds of projects qualify for grants?

The federal Library Services and Technology Act (LSTA) is the state grants program administered in Nevada by the Nevada State Library and Archives (NSLA). Grants are awarded on a competitive basis from the funds available. The LSTA Plan for Nevada is approved by the U.S. Institute of Museum and Library Services and is the basis for funding projects. The four goals of the Nevada State Plan are:

1. Residents of Nevada will have convenient access to current, reliable information through effective technology, resources and telecommunications;
2. The people, governments and associated cultural heritage organizations of Nevada will share responsibility to preserve, protect and make the state's unique heritage available;
3. All residents of Nevada will be served by library and allied information providers that are staffed by well trained professional workers who are equipped to deliver high-quality service as addressed in the six LSTA priorities; and
4. Assure equitable access to library and information services is available to all individuals including the un-served or underserved populations of the state.

Nevada's LSTA State plan was developed by a statewide initiative and directly relate to the federal LSTA purposes. Any LSTA projects must also correlate to the following LSTA priorities:

1. expanding services for learning and access to information and educational resources in a variety of formats, in all types 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;
6. targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office Management and Budget and revised annually in accordance with section 9902(2) of Title 42) applicable to a family of the size involved.

Consult the new LSTA Plan for more detail on identified activities and evaluation for the goals listed above. The plan may be found at <http://nevadaculture.org/docs/nsla/lpd/lsta>

2. Who may submit a proposal?

All types of libraries, including academic, public, school, governmental agency libraries and eligible information centers, and special libraries with public access may apply. To be eligible to apply for LSTA funds, each applicant library and participant library must certify to NSLA that it meets all of the following eligibility criteria:

- ✓ Is supported by public revenues (51% or more) or is a non-profit institution or agency;
- ✓ Makes the collection accessible to its primary clientele organized according to a nationally accepted classification system;
- ✓ Participates in resource sharing through the Information Nevada program;
- ✓ Serves its clientele free of charge;
- ✓ Has a fixed location with regular, published hours of operation;
- ✓ Has one or more paid library staff;
- ✓ Has an annual budget with funds reserved for library materials and services;
- ✓ Has a current, written long range or strategic plan that is available for review.

Applicants should refer to the LSTA Eligibility Criteria information sheet. These criteria were approved by the Nevada State Council on Libraries and Literacy in May 2008.

3. What happens to the proposal?

All proposals received by the due date stand in competition for the available federal funds. *Proposals received late will not be considered.* There are no favored categories of grant or applicant. Proposals are evaluated by State Library staff members, members of the State Council on Libraries and Literacy, and others as appropriate. A letter of advice for each proposal on its competitiveness of the proposal will be sent. The submission of a proposal is not binding upon the applicant or upon the Nevada State Library and Archives (NSLA). An applicant may submit more than one proposal in a grant cycle, but the quantity should be held to a reasonable number. Elements of a proposed project, including amount of funds requested, may change from proposal to application. Applications are normally expected from jurisdictions that receive encouragement, based on the competitiveness of their proposals. However, an application may be submitted and will be considered based on a proposal that was not recommended for completion.

4. What is considered in evaluating proposals?

The following factors (not in priority order) are considered in evaluating each proposal:

- indication of need
- evidence of planning
- client and/or community identification in project development
- clarity
- realistic budget estimates
- potential benefit of the project and its contribution toward meeting local and statewide goals, objectives, and needs (see State Plan for Use of LSTA).

5. What is the project time period?

LSTA is granted to NSLA based on the federal fiscal year. Actual funding is often not available until early spring following the start of that federal fiscal year. Awards will be made on a one-year basis only and are subject to the availability of federal funds. The actual project will be expected to operate from July 1st through June 30th. A different time may be requested; but may not automatically be granted. If a proposed project is judged by the applicant to require more than one year for successful operation, that should be indicated in the proposal's project summary.

6. What form should the proposal take?

The proposal must be typewritten on the LSTA proposal forms, **one side only**, or printed from the online form. Legibility is essential. **Use no smaller than 12 point (10 pitch) type and leave adequate margins.** The application may be prepared on a computer and submitted electronically as an email attachment, mailed on a CD disk or as a printout; however, the format of this proposal form must be maintained and all sections must be included on the same page as, and with the dimensions shown, on the original proposal form. Submission of the final version by telefacsimile (fax) is not acceptable. The proposal may be no longer than **two** printed pages, single sheets. Nothing may be attached to or included with the proposal. Be concise, use simple and meaningful language, and avoid jargon. Proposals that are not prepared according to instructions will likely receive a lower rating.

7. When and where is the proposal due?

Submit the proposal electronically or in hard copy by October 1st. It is due by 5:00 p.m. on the date shown on the form. Postmark for the signature page must also be September 30, 2010. The signature /certification page is required for proposals submitted electronically by the due date. Regular or priority mail, or courier service, may be used and is encouraged in case of concern on hard copy delivery of proposal.

Mail paper submissions and signature pages to:
Nevada State Library and Archives
LSTA Proposals
100 N. Stewart Street
Carson City, NV 89701

Electronic submission are sent to:
dbaker@nevadaculture.org.
(signature certification form must
be postmarked by Sept 30, 2010)

If multiple proposals are submitted electronically, a signature certification form is required for each proposal.

For assistance with the proposal, contact Library and Archives Planning and Development.
Diane Baker - (775) 684-3407 – dbaker@nevadaculture.org or Karen Starr – (775) 684-3324 – kstarr@nevadaculture.org.

B. Proposal Line-by-line Instructions

1. **Project title.** Enter the name of the project as you wish it to appear. Be concise and descriptive, in moderate length. Spell out any acronyms used.
2. **Applicant jurisdiction.** Enter the full legal name of the library and jurisdiction applying for funds, e.g., Anytown Public Library. Do not place the names of any partners on this line.
3. **Address.** Street address and mailing address if different, with ZIP + 4 of the same applicant jurisdiction named in number 2.
4. **Applicant contact/phone.** Give the name of the individual preparing this proposal or another person who may be contacted for information about it, together with the telephone number. This may or may not be the representative of the jurisdiction legally authorized to apply for, and/or receive, funds.
5. **Type of library.** Check the type of library applying: Academic, Cooperative, Public, School or Special library (includes State institutional libraries).

6. **LSTA Amount.** Enter the total LSTA dollar amount requested for this project, including Indirect charges, for the one grant year only. Use whole dollar figures. This may or may not be the total cost of project activities, because local or other funds may be provided in addition to LSTA.

7. **Grant Category.** Chose the competitive grant, mini-grant category or innovation category. See grant category information sheet for more information.

8. **Project Purpose.** This has three sections.

a. *The project will do what?* Describe in clear, specific terms what you will do. Describe services you will provide. Include anticipated major activities that will be undertaken and if the timeframe for completion. Projects should be designed to complete in 12 months or less.

b. *For whom?* Provide information on your target population. Do not describe the entire library community served unless the grant will specifically reach every library user.

c. *For what outcome or benefit?* Describe the benefit to your target population that you hope to achieve. You may include measurable outputs (e.g. % increase in library card holders, attendance at program, etc.). Consideration will be given to applications that have at least one outcome-based goal (e.g. % more children will read at least 'x' times a week with their parent.) As a result of your program what will improve in the skill, behavior, knowledge or attitude of the participants?

9. **Budget Summary.** This section should summarize the project budget, identifying LSTA funds requested and other funds or in-kind contributions available. Use whole dollar figures. Budgets are acknowledged to be estimates at this stage of project planning, and it is understood that dollar amounts may be adjusted later at the application stage.

Total: Enter the total for each category of funds.

Columns:

(1) **LSTA:** Enter the amount of LSTA funds requested.

(2) **Local/Other Cash:** Enter the total of all other financial support anticipated to be contributed to the project, including federal (other than LSTA), state or local grants or allocations, private grant funds, Friends or philanthropic support, or other funds. *Include new library funds if they will be budgeted specifically for this project.* A 10% cash match is required for the Innovation category grant.

(3) **In-kind:** In-kind contributions, to the extent that they are devoted exclusively to the conduct of this project, may include staff time, library materials and equipment, building space and utilities, and other operating or overhead costs or applicant contributions.

(4) **Total:** Enter the grand total for the estimated cost of the grant project. Be sure the amount of LSTA funds requested in this proposal is the same as on page 1, #6.

10. **Signature.** The person authorized to apply for federal funds on behalf of the applicant jurisdiction should sign and date the proposal. This may be the library director or another official, as determined locally. If submitting the proposal electronically, you must use the Signature Certification page – the original must be mailed and postmarked by September 30, 2010. If multiple proposals are submitted electronically, a signature certification form is required for each proposal.