

**ILLINOIS STATE LIBRARY
JESSE WHITE, SECRETARY OF STATE AND STATE LIBRARIAN
FY2007 LIBRARY SERVICES & TECHNOLOGY ACT
LETTER OF INTENT & GRANT APPLICATION**

**A COMPLETE APPLICATION CONSISTS OF
A REQUIRED LETTER OF INTENT AND A FULL APPLICATION:**

REQUIRED LETTER OF INTENT

Deadline: Postmarked or faxed no later than April 19, 2006 or hand delivered by 4:30 pm on April 19, 2006

____ Letter of Intent

FULL APPLICATION REQUIREMENTS

Deadline: Postmarked no later than May 19, 2006; or hand delivered by 4:30 pm on May 19, 2006

- ____ Preprinted Cover Sheet
- ____ Project Description
- ____ Target Audience Needs and Outcomes
- ____ Implementation Plan
- ____ Management Plan
- ____ Project Sustainability
- ____ Communication/Promotion Plan
- ____ LSTA Budget Chart
- ____ LSTA Budget Explanation
- ____ Local Contribution Budget Chart
- ____ Local Contribution Budget Explanation
- ____ Supporting Documentation (optional)
- ____ Original and 20 copies = Total 21

FY2007 LSTA GRANT - REQUIRED LETTER OF INTENT

**MUST BE POSTMARKED OR FAXED NO LATER THAN APRIL 19, 2006
OR
HAND DELIVERED BY 4:30 PM ON APRIL 19, 2006**

Using the library's letterhead stationery, please provide the following information:

1. Provide the **legal name of the applicant library agency**.
 2. Provide the applicant **library agency's FEIN Number**.
 3. Give the **contact information of the Project Director** who will oversee the day to day operations of this project:
 - a. Name
 - b. Indicate Dr., Mr., Mrs. or Ms
 - c. Preferred Mailing Address
 - d. Telephone number of Project Director
 - e. Fax number of Project Director
 - f. Email address of Project Director
 4. What is the **grant category** under which you are applying?
 - Bridging the Gap Between Community & Collection
 - Bring In A Trainer
 - Emerging Technologies
 - Digital Imaging
 - Developing a Statewide Toolkit
 5. What is your **project's title**?
 6. Indicate the **amount of LSTA funds** that will be requested.
 7. List any **partners** that will be included in the application.
 8. Which **LSTA Goal** does this project address? Identify **one**. The goals are available in the *Long Range Plan for the Use of LSTA Funds FY2003-FY2007*
<http://www.cyberdriveillinois.com/library/isl/grants/LSTALongRange2003.doc>
 9. What is your agency's **regional library system**?
- If you are unsure of the answers for questions 10, 11, and 12, refer to the Illinois State Board of Elections: <http://www.elections.state.il.us/DistrictLocator/SelectSearchType.aspx>
10. What is your agency's **US Congressional District Number**? C-
 11. What is your agency's **State Senate District**? S-
 12. What is your agency's **State Representative District**? R-
 13. Include an **abstract** that highlights the main emphasis of the proposal including the project title, name of library(s) and target audience. This should be a concise snapshot that describes the project and the results it will achieve using simple, jargon-free statements that can be understood by all. Please limit this to 100 words.

Submit one Letter of Intent.

Letters of Intent will be accepted by mail or fax, but proof of receipt is the responsibility of the applicant. Applicants are encouraged to confirm receipt. Email submissions will not be accepted.

Mail to:

LSTA Grant Program
Illinois State Library
Gwendolyn Brooks Building, Room 410
300 South Second Street
Springfield, Illinois 62701-1796

Fax: "Attention LSTA" to 217-782-1877.

A **preprinted Cover Sheet** will be faxed back to the Project Director as a receipt of the Letter of Intent.



FY2007 LSTA GRANT - FULL APPLICATION

**MUST BE POSTMARKED NO LATER THAN MAY 19, 2006;
OR
HAND DELIVERED BY 4:30 PM ON MAY 19, 2006**



P REPRINTED COVER SHEET

Verify the accuracy of all preprinted information and mark any corrections directly on the Cover Sheet. The grant writer and authorized person must sign and date the Cover Sheet. When submitting the full application, attach the preprinted Cover Sheet as the first page on the original and all copies.

P ROJECT DESCRIPTION – {10 points}

Fully explain the project and its overall design. Include the names of project partners including libraries, outside agencies and groups working on this project. Describe project activities and services to be offered. Demonstrate how this project will be new to the library's target audience.

LSTA grants are programmatic grants

- ★ The application must propose activities or services that benefit the end user.
- ★ Successful applicants are expected to try something new or above and beyond their routine and current library services.

Explain how the project addresses one or more of the goals in the Illinois State Library's *Long Range Plan for the Use of LSTA Funds FY2003-FY2007*

http://www.cyberdriveillinois.com/departments/library/what_we_do/pdfs/LSTALongRange2003.pdf

TARGET AUDIENCE NEEDS AND OUTCOMES - {25 points}

The needs section defines the problem and tells why there is a need for the project. To give a clear picture or description of the need, provide concise responses to each of the following:

1. Who is the targeted population? The target population is the people that the project is intended to reach. Include information on the size of the population, characteristics, statistics or other demographics of the group to be served.
2. What are the unmet needs of the target population? This could include information on education levels, access to resources, the community situation, influencers such as a seasonal population increase, education, etc.
3. Describe how the library or other community services do not meet the needs of the target population. This could include information on the library's inability to meet community demands or needs such as collection, staffing, resources, accessibility, etc.
4. Explain how the proposed project is designed to meet the unmet need and why this proposed project is the best approach to do this.
5. Describe anticipated outcome(s) or goals/anticipated impact and how the outcome(s) of the project will be measured to determine if the need has been met.

Outcomes are customer-based. They measure the changes in knowledge, skills, behavior or condition of the customer as a result of the project.

IMPLEMENTATION PLAN - {10 points}

Provide a detailed description of all project activities, the details of what steps will be taken and when, to ensure the project is successful, and indicate who will be responsible for carrying out the activities.

Describe the project in measurable terms (outputs) where appropriate; include any outputs that will be counted during the project. Outputs are the direct products of the project activities. I.e., "how many" for the activities - "how many" classes, "how many" participants, "how many" hours of service, "how many" programs, "how many" circulations.

Elaborate on resources to be used by the project, such as equipment, supplies, staff, facilities, volunteers or partners.

Provide a timeline for project activities or action steps. Show how these action steps will achieve the expected outcome(s).

MANAGEMENT PLAN - {10 points}

Demonstrate the capacity of the applicant to successfully manage this project and be accountable for grant funds.

Express the library's ability to subsidize a reimbursable grant or subsidize grant activities until the check arrives.

Address potential problems or challenges and how they will be resolved.

List all staff or project personnel who will be involved with the project, whether paid from grant or local funds. Include their project duties and any qualifications, whether educational or experience based, for involvement in this project. If the staff title listed is self-explanatory, no further description is required.

Confirm that the applicant has read the [Assurances](#) and will comply with Federal laws, Illinois statutes and contractual obligations related to federally funded grants.

Confirm compliance with the Children's Internet Protection Act (CIPA), if applicable:

- If the applicant is a public library, school library or group of libraries that includes public and school libraries, and computers or Internet connectivity are part of the project, demonstrate, without a doubt, that the library will comply with CIPA. This means the applicant must state that they have Internet safety policies and technology protection measures (filtering) in place.
- Compliance to CIPA is not required if the LSTA funds are used for any other purpose.
- Academic libraries, special libraries, regional library systems and consortia must show compliance with CIPA if children will be using the computers or Internet.

COMMUNICATION/MARKETING PLAN – {10 points}

Tell how the target audience will be informed about the project.

Describe how project personnel will communicate project activities and outcomes with the target audience, the library's community and as appropriate: stakeholders, other agencies, legislators, and the Illinois library community.

Describe plans to promote and publicize the project and include the person responsible for carrying out the activities.

PROJECT SUSTAINABILITY - {10 points}

Describe in detail how the activities implemented, products produced or library materials purchased during this project will be supported after the grant project ends.

BUDGETS AND EXPLANATIONS – {25 points}

There are four parts:

1. Complete the [LSTA Budget Chart](#) for requested LSTA funds.
 - ★ Certain items are ineligible for grant support.
<http://www.whitehouse.gov/omb/circulars/>

If hiring library staff to work on the project, LSTA funds may NOT replace salaries.

- ★ A part time employee of the library may have hours added with LSTA funds to bring them up to full time.
- ★ A full time employee of the library may not have their salary replaced with LSTA funds.
- ★ A full time employee or part time employee of the library may be hired under a "professional contract" IF the work is outside their normal paid hours. This must be very clear.

- ★ *Bring in A Trainer* grants may request no more than 20% of the total LSTA funds in library materials.
- ★ *Digital Imaging* grants should include \$250 in the LSTA Budget line, Travel and CE for Staff, to attend metadata and audio description training.
- For grants under \$5,000, project directors are required to attend a meeting at their regional library system regarding reporting requirements. LSTA budgets may include mileage reimbursement to this meeting at a rate of \$.405 per mile, up to \$80 maximum.
- For grants over \$5,000, project directors will be required to attend a meeting in Springfield regarding reporting requirements. LSTA budgets may include travel reimbursement at a rate of \$.405 per mile, hotel at a maximum of \$70 per night and meals at a maximum of \$28 per day, which are based upon State of Illinois Travel Regulations, up to \$250 total for the meeting.

2. Provide an **LSTA Budget Explanation** to justify the budget items.

- ★ Justify the value of the budgeted items by relating them to project activities, and show how the costs were determined.
- ★ Include a list of equipment (*Capital Outlay*) and describe contracts (*Professional Contracts, Contractual Services*). The list of equipment should include the specifications but not the model of manufacturer. Specifying names of individuals or brand names of equipment or numbers of materials in the explanation is not appropriate.

3. Complete the [Local Contribution Budget Chart](#)

Emerging Technologies & Methodologies applications must show a minimum 1:1 local match of funds for all equipment.

4. Provide a **Local Contribution Budget Explanation** of how local funds or other funding sources will support this grant project. The Illinois State Library does not pay indirect costs and/or overhead on competitive grants, but these costs can be considered a local contribution. Library agencies awarded a grant will be expected to report local contributions to the

When Preparing Your LSTA Budget:

As a general rule, ISL will NOT fund the following with LSTA funds:

- General local responsibilities – The library must open the doors, pay utilities, hire staff and use local funds for basic library services.
- Continuations or to sustain existing library programs or services.
- Travel to, registrations for and attendance at conferences or out of state meetings.
- Accelerated Reader test or Reading Counts tests
- Stand-alone circulation systems
- Computer labs (stationary or wireless), circulation systems or bibliographic platforms
- Joining the Local Library System Automation Program (LLSAP)
- Maintenance contracts or licensing fees
- Bookmobiles or vehicles
- No cross over with other FY2007 grant offerings:
- Construction, wiring, and capitol improvements to the building or anything that is attached to the walls: i.e. signage, shelving. To be allowed, shelving, for example, must specifically say that it is free standing and why it is integral to the proposed activities.
- Food and refreshments should be funded by a local contribution.

Institute of Museums and Library Services on the online reporting forms.

SUPPORTING DOCUMENTATION

Optional - attach any additional documentation that communicates the library's commitment to the success of the project.

IN SUMMARY

Submit one original plus 20 copies (total 21) of the grant application to:

LSTA Grant Program
Illinois State Library
Gwendolyn Brooks Building, Room 410
300 South Second Street
Springfield, Illinois 62701-1796

Collate and Staple all copies.

Applications must be postmarked no later than Friday, May 19, 2006; or delivered in person to Room 410 at the Illinois State Library by 4:30 pm on Friday, May 19, 2006.