

Required LSTA Letter of Intent

Deadline: Monday, April 2, 2007

The Letter of Intent is the first step in making a formal application for FY08 LSTA grant funds. The LSTA Letter of Intent is an online submission. You will have the opportunity to 1) save and edit later, or 2) submit. The Letter of Intent must be submitted online no later than Monday, April 2, 2007 at 11:59p.m.

Go to www.elillinois.org and click on login.

Enter the applying agency's ELI login and password.

Note: The Emerging Grant Writer and The Safety Grant may use the applying library's ELI login and password. For all other applications, use the agency's ELI login.

Click on the link to go to the library agency's ELI record.

In the right column is a "Member Services" box. To begin a Letter of Intent, click on "LSTA Letter of Intent". To edit a saved Letter of Intent, click on the edit option.

- ★ Edit, type or select the information that correctly identifies the project director and accurately describes the project.
- ★ Type the 100-word abstract that highlights the main emphasis of the proposal including the project title, name of library(s) and target audience.

At the bottom of the page are two options:

1. Save to edit later - Gives the option to save and come back later to edit the text. If you opt to save, do not forget to login later and submit.
2. Submit to the Illinois State Library – Once submitted, no changes can be made to that project's Letter of Intent.

After submitting the Letter of Intent, an email will be sent confirming successful submission.

Within two working days (Monday – Friday), a **Cover Sheet** will be faxed to the attention of the Project Director at the fax number provided on the Letter of Intent. Use this Cover Sheet as the first page on the application including all copies. The library agency's director or authorized agency designee must sign the Cover Sheet, with original signatures on at least one copy of the application.

Application

Deadline: Postmarked no later than May 11, 2007
Hand delivered no later than 4:30 pm on May 11, 2007

Proposals must be complete and include all of the following sections for consideration. Each proposal must be submitted in the order outlined below. Please use the following as a checklist

when assembling the completed application. Incomplete proposals will not be considered for funding.

Format

_____ **LSTA Cover Sheet:** Attach the **SIGNED** LSTA Cover Sheet as the first page on all copies of the grant application. At least one copy must have the **original** signatures of both the project director and authorized person.

_____ **Narrative:** Fully develop the grant proposal using the nine headings of 1) Applying Agency; 2) Project Description; 3) Target Audience and Their Needs; 4) Implementation; 5) Management Plan; 6) Project Promotion; 7) Outcomes and Evaluation; 8) Project Sustainability; 9) Closing Statement.

- 1) Applying Agency - Identify the applying library, library agency and general community served. Provide location, background information and general statistics for the library, agency and community, to profile the library and give context for the proposal.
- 2) Project Description - The purpose of this project is.....? Describe the overall objectives and activities of the project.

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

Goal 1: Position libraries as an educational anchor of community

Goal 2: Employ technology to deliver information/services

Goal 3: Access to all sources and formats of information

Goal 4: Advocate the pleasures, ability and importance of reading

Goal 5: Expand role of networks, consortia, and alliances in library development

Goal 6: Training methods and activities

Goal 7: Share resources in regional/statewide databases

Goal 8: Support preservation and digitization

If this proposal is technology related, explain how it relates to *The Strategic Plan for Technology & Telecommunications for Illinois Libraries*, specifically the Goals and Objectives starting on page 5, and the Action Plan for FY2008 starting on page 8. http://www.cyberdriveillinois.com/departments/library/whats_new/pdfs/strategic_plan.pdf
At least 40% of the LSTA grants funded will relate to this plan.

- 3) Target Audience and Their Needs - Address these four issues:
 - i. Who is the identified target audience that the library is attempting to reach with this project? Include demographics.
 - ii. What are the unmet needs of the target population, and how was this need determined?
 - iii. Why are these needs not currently being met?
 - iv. Once the audience has been defined and the unmet need has been clarified, explain what the library has determined it can realistically do to address this

need and relate this to the proposed activities. Demonstrate how this project will be new to the library's target audience.

- 4) Implementation - Describe each activity or action steps that must happen to ensure the project is successful. Indicate start and completion dates, and the name and job title of the person responsible.

Include the names of other agencies including libraries or other groups that will be active partners on the project and closely involved in planning the activities and/or implementing this project. List their roles and responsibilities. The director of every agency listed as a partner in this project must have a letter of support attached as supporting documentation to confirm their roles and commitment to the project.

- 5) Management Plan - Demonstrate the capacity of the applicant to successfully manage this project and be accountable for federal LSTA grant funds. Express the library's ability to subsidize a reimbursable grant or subsidize grant activities until the check arrives.

Identify all significant project personnel, including contractual and staff, to be involved with the project, whether paid from grant or local funds. Indicate qualifications whether educational or experience based, and their project duties. If the staff title is self-explanatory, no further description is required. If contracting with an individual or agency, validate their expertise with an explanation of why they are the best person/agency for this project.

Especially if staff will be paid with grant funds, confirm that salary and LSTA grant funds will not be earned at the same time.

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

Confirm that the applicant will comply with Federal laws, Illinois statutes and contractual obligations related to federally funded grants. If computers or Internet connectivity are components of the proposal, confirm compliance with the Children's Internet Protection Act (CIPA):

- If the applicant is a public library, school library or a group of libraries that includes public and school libraries, and computers or Internet are part of the project, demonstrate, without a doubt that the library will comply with CIPA. The applicant must validate 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.

- 6) Project Promotion - Explain strategies to inform and educate the target audience and others about this project. What strategies will be used; indicate start and completion dates and the name and job title of the person responsible. What methods will be used to communicate successful outcomes of the project with the library's community and as appropriate, stakeholders, other agencies, legislators, and the Illinois library community?

- 7) Outcomes And Evaluation - Address these three issues:
- i. Describe three expected outcomes of this proposal. Outcomes measure changes in knowledge, skills, behavior or condition of the customer as a result of the project. Consider short-term and long-term outcomes.
 - ii. How will you know if the project is a success? What evaluation strategies will be used to determine if the needs of the target audience as describe above were met?
 - iii. Include a list of outputs that will be counted during the project. Outputs are tangible measurements of the project activities. I.e., "how many" activities, "how many" classes, "how many" participants, "how many" hours of service, "how many" programs, "how many" circulations.
- 8) Project Sustainability - after the grant project ends, how will the activities implemented, products produced or library materials purchased during this project will be supported or maintained?
- 9) Closing Statement - In one page or less, why should this proposal be funded?

_____ **LSTA Budget Chart:** Complete and attach the LSTA Budget Chart for requested LSTA grant funds, appropriately categorizing expenses.

- ★ *The Safety Grant* awards will range from \$1,000 - \$4,000. A maximum of 20% of the total grant funds can be used for library materials and supplies.
- ★ *Demonstration of Public Library Services* grant awards will range from \$5,000 to \$50,000.
- ★ *Libraries: Innovate Create Collaborate (LINCC)* awards will range from \$5,000 - \$100,000. A maximum of 30% of the total grant funds can be used for equipment.
- ★ *Statewide Technology Toolkit* awards will total no more than \$270,000.

_____ **LSTA Budget Explanation Form:** Complete and attach the LSTA Budget Explanation Form to justify the items requested on the budget.

_____ **Local Contribution Budget Chart:** Complete and attach the Local Contribution Budget Chart showing the financial support the library will contribute to the project.

_____ **Local Contribution Budget Explanation Form:** Complete the Local Contribution Budget Explanation Form to explain what the library will contribute.

_____ **Letters of Support from partnering agencies:** The director of every agency listed as a partner in this project must have a letter of support attached as supporting documentation to confirm their roles and commitment to the project.

- ★ *Libraries: Innovate Create Collaborate (LINCC)* applications are required to have Letters of Support from the identified partners
- ★ *Demonstration of Public Library Services* applications are required to have a Letter of Support from the Regional Library System.

_____ **Other Supporting Documentation:** Attach any additional documentation that communicates the library's commitment to the success of the project.

Application Deadline: Applications must be **postmarked no later than May 11, 2007.**

Mail one original and 20 copies to:

LSTA Grant Program
Illinois State Library
300 S. Second Street
Springfield, IL 62701-1796

Proposals also may be **hand-delivered prior to 4:30 p.m. on May 11, 2007** to:

Room 410
Illinois State Library
300 S. Second Street
Springfield, IL 62701-1796

- ★ No proposals will be accepted after the deadline.
- ★ No facsimile proposals or electronic proposals will be accepted.
- ★ Incomplete proposals will not be considered for funding.

Final checklist:

Staple the pages together in the order below. Please do not use special bindings.

- _____ Cover Sheet
- _____ Narrative:
 - 1) Applying Agency
 - 2) Project Description
 - 3) Target Audience and Their Needs
 - 4) Implementation Plan
 - 5) Management Plan
 - 6) Project Promotion
 - 7) Outcomes and Evaluation
 - 8) Project Sustainability
 - 9) Closing Statement

Attachments:

- _____ LSTA Budget Chart
- _____ LSTA Budget Explanation Form
- _____ Local Contribution Budget Chart
- _____ Local Contribution Budget Explanation Form
- _____ Letters of Support from partnering agencies
- _____ Other Supporting Documentation (*optional*)

Submit one original and 20 copies by the deadline.

BUDGET FOR LSTA GRANT FUNDS

Complete the **LSTA BUDGET CHART** for requested LSTA grant funds.

BUDGET CATEGORY	DESCRIPTION OF CATEGORY	AMOUNT (whole dollars only)
Library Materials	Books, non-print, software	\$
Supplies, Postage and Printing	Equipment valued under \$500, and supplies	\$
Capital Outlay	Equipment valued \$500 or more <i>Attach a list with brief explanation of purpose</i>	\$
Professional Contracts	Hiring an individual on contract <i>Explain who will be hired and services provided.</i>	\$
Contractual Services	Hiring an agency on contract <i>Explain who will be hired and services provided.</i>	\$
Personnel	Salaries and benefits for additional agency staff <i>Explain who will be hired, services provided and number of hours.</i>	\$
Travel and CE for Staff	Agency staff travel and meeting registrations	\$
CE and Meetings for Others	Travel, registrations and honorariums for others	\$
Public Relations	Advertising done by outside firm	\$
Phones and Telecommunications	Phone charges and rental	\$
Equipment Rental, Repair, and Maintenance	Rental, repair, insurance and maintenance of equipment	\$
TOTAL LSTA AMOUNT REQUESTED (whole dollars only)		\$

LOCAL CONTRIBUTIONS BUDGETED TO SUPPORT THE PROJECT

Complete the **LOCAL CONTRIBUTION BUDGET CHART** to reflect financial support, direct contributions and services contributed by the applicant (and other participating agencies) in support of the project. The Illinois State Library does not pay indirect costs and/or overhead on competitive grants. These funds can be considered a local contribution. Only reflect funds that will be expended during the timeframe of the grant and specifically pledged to support this project.

BUDGET CATEGORY	EXPLANATION	AMOUNT (whole dollars only)
Library Materials	Books, non-print, software	\$
Capital Outlay	Equipment valued \$500 or more	\$
Professional Contracts	Hiring an individual on contract	\$
Contractual Services	Hiring an agency on contract	\$
Personnel	Salaries and benefits for additional agency staff	\$
Travel and CE for Staff	Agency staff travel and meeting registrations	\$
CE and Meetings for Others	Travel, registrations and honorariums for others	\$
Public Relations	Advertising done by outside firm	\$
Supplies, Postage and Printing	Equipment valued under \$500, and supplies	\$
Phones and Telecommunications	Phone charges and rental	\$
Equipment Rental, Repair, and Maintenance	Rental, repair, insurance and maintenance of equipment	\$
TOTAL LOCAL CONTRIBUTION TO SUPPORT THIS PROJECT (whole dollars only)		\$

