

## RESEARCH & DEVELOPMENT

- \* **An agency may submit only one application.**
- \* **Range of funding is \$100,000 - \$200,000 per application.**
- \* **If funding is available, approximately \$500,000 will be awarded in this grant category.**

### PROGRAM OVERVIEW

This grant offering provides the opportunity to conduct research and development on topics that have the potential to improve and create new library practices, resources, programs, and services for library patrons statewide. Results are expected to have statewide benefit and as such, statewide collaboration is expected. Applications must address at least one purpose of LSTA:

- \* Explore 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.
- \* Develop library services that provide all users access to information through local, state, regional, national and international electronic networks.
- \* Provide electronic and other linkages among and between all types of libraries.
- \* Develop public and private partnerships with other agencies and community-based organizations.
- \* Target 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.
- \* 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.

Applications should propose research projects based on Illinois, national or international library standards and explore best practices for Illinois libraries to serve the residents of Illinois. Research proposals should pose a question and explain how the question will be investigated, how the data will be gathered and analyzed, and how the results will be evaluated and disseminated. The results of the research must be of broad benefit to the Illinois library community. Preference is for applicants to use outcome-based evaluation to quantify findings.

Examples of potential projects include those that:

- \* Define and address minimally acceptable connectivity standards for Internet services in libraries anticipating 2.0 advances. Collaborating with other relevant agencies and associations and addressing bandwidth management should be part of the grant projects.
- \* Evaluate the impact of library services.
- \* Investigate how learning takes place in libraries and how the use of library resources enhances learning. Explore new methods and formats for delivering expanded services for learning and access to information and education resources that have a positive impact for the citizens of Illinois.
- \* Test new strategies for library and information services specifically targeting persons having difficulty using the library, the underserved or those living in poverty. This includes researching and providing creative and new library services to individuals with diverse geographic, cultural and socioeconomic backgrounds, those with disabilities or individuals with limited functional literacy or information skills.
- \* Explore how to improve the quality, effectiveness, or efficiency of library management, programs, or services. Investigate creative and innovative approaches to address the needs of the next generation of library users and a world with unimagined network devices and tools.

## **DESIRED OUTCOMES**

The Illinois State Library seeks to fund projects with the following desired outcomes:

- \* User expectations increase as libraries research and test innovative ideas to demonstrate new models of services.
- \* Illinois citizens will look to libraries as leaders in the state.
- \* Library patrons increase their ability to make informed decisions as libraries research and discover new and innovative ways to meet information and programming needs.

As determined by the proposed purpose of the project, this grant offering supports:

*The Illinois Long Range Plan for the Use of LSTA Funds 2008 – 2012*

- \* Goal 4: Provide tools for the future to facilitate the ability of libraries to lead their communities through planning, research, innovation, partnerships, best practices, and discovery to improve the quality of life for Illinoisans.

*The Strategic Plan for Technology and Telecommunications: Action Plan for FY09*

[http://www.cyberdriveillinois.com/departments/library/whats\\_new/pdfs/fy09\\_actionplan.pdf](http://www.cyberdriveillinois.com/departments/library/whats_new/pdfs/fy09_actionplan.pdf)

Goal: Continue to improve services to patrons through expanded information discovery, access and delivery.

Goal: Stimulate Research and Development - Employ Strategic Use of Operational Standards.

Priority Areas in FY09:

- \* Define and address minimally acceptable connectivity standards for Internet services in libraries anticipating 2.0 advances. Collaborating with other relevant agencies and associations and addressing bandwidth management should be part of the grant projects.

Goal: Augmenting training opportunities and outcomes.

Priority Area in FY09:

- \* Expand access to and train library staff statewide on effective utilization of virtual meeting and web conferencing/collaboration software such as Horizon WIMBA, WebEx, LiveMeeting, InterWise, OPAL, and ConferenceNow.

## **ELIGIBLE APPLICANTS**

**Academic, school, public and special LIBRARY AGENCIES, REGIONAL LIBRARY SYSTEMS and LIBRARY ORGANIZATIONS are eligible to apply.**

- \* An agency may submit only one application.

**Library Agency:** To be eligible for LSTA grants under this plan, a library must meet the criteria as defined by *Illinois Compiled Statutes* and the *Administrative Code Rules*. The agency must be recognized as a "Full Member Library" meeting the criteria for library system membership as defined by the library system board, subject to approval by the State Librarian and sustain full member status. (23 IL ADC 3030.10) The library must agree to honor the current interlibrary loan code and all current resource-sharing agreements. The library must share its collection without charge with other libraries in Illinois based on those agreements. Local funds for the library may not be decreased as a result of being awarded grant funds. If a public library, the agency must honor all current laws regarding non-resident use.

**Regional Library System:** To be eligible for LSTA grants under this plan, a regional library system must be recognized by the Illinois State Library as meeting the criteria defined by *Illinois Compiled Statutes* and the *Administrative Code Rules* (75 ILCS 10/2). A multi-type library system serves a minimum of 150,000 inhabitants or an area of not less than 4,000 square miles and serving a minimum 10 or more public libraries, elementary and secondary school libraries, institutions of higher education libraries and special libraries. A public library system consists of a single public library serving a city with a population of over 500,000 people.

Library Organization: The Illinois State Library recognizes certain legitimate Illinois library professional organizations (ex: ILA, ISLMA, CARLI) as eligible for LSTA grants. They must draw membership from Illinois librarians or Illinois libraries as defined by *Illinois Compiled Statutes* and the *Administrative Code*. (23 IL ADC 3030.10) Their headquarters must be within the State of Illinois. Their mission must have the charge for the promotion, development and improvement of libraries and library services in Illinois.

### **GUIDELINES**

- \* Grant funds **must** be obligated October 1, 2008 – June 30, 2009. Activities may continue until August 15, 2009.
- \* Applicants are limited to one application per agency.
- \* Applicants must demonstrate that the proposed research supports at least one purpose of LSTA.
- \* Any digital files created as a result of any grant project, and the associated metadata records, must be submitted to the Illinois Digital Archives (IDA). Applicants must adhere to the IDA digital imaging guidelines. <http://www.idaillinois.org/cdm4/guidelines/>
- \* Any MARC records created, as a result of any grant project, must be added to OCLC WorldCat.

### **BUDGET & FUNDING**

- \* Applications will be funded in the range of \$100,000 - \$200,000.
- \* The Illinois State Library anticipates approximately three to five applications will be funded in this grant category.
- \* Preference will be given to intriguing and stimulating applications demonstrating statewide support, statewide interest and the potential for statewide impact.
- \* Statewide collaboration is expected.
- \* Costs incurred prior to the official contract start date are not eligible for reimbursement. All costs associated with preparation and submission of the application are the responsibility of the applicant.

### **TO APPLY**

***Letter of Intent Deadline: April 2, 2008***

***An online Letter of Intent is required. Click on the "Application" for instructions.***

***Application Deadline: May 12, 2008***

***Applications must be legibly postmarked OR hand-delivered prior to 4:30 p.m.***

Mail one original and 20 copies (total 21) to:

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

OR

Hand-deliver one original and 20 copies (total 21) to:

Room 410 (Library Development Group, 4<sup>th</sup> floor)  
Gwendolyn Brooks Building  
Illinois State Library  
300 South Second Street  
Springfield, Illinois 62701-1796

- \* No applications will be accepted after the deadline.
- \* No facsimile applications or electronic applications will be accepted.
- \* Incomplete applications will not be considered for funding.

**GENERAL APPLICATION CRITERIA**

**FISCAL INFORMATION:**

- \* Budget requests require clear justification and explanation.
- \* All items included in the budget must be essential to the proposed programmatic plan and justified by the proposed activities or services.
- \* All purchases, personnel or contracts paid with grant funds must be integral to the approved project.
- \* LSTA grant funds may not draw interest.
- \* Awarding of LSTA funding does not obligate the Illinois State Library to provide any additional or future funding for extensions or continuation of the project.
- \* No funds will be released until the signed and dated contract has been executed.
- \* For grants awarded at \$25,001 or more, grant funds are reimbursed upon submission of the required financial reports showing proof of expenditure or encumbrance.
- \* Grants are awarded using Library Services and Technology Act (LSTA) funds provided to the Illinois State Library by the Institute of Museum and Library Services.

**WHEN PREPARING THE BUDGET:**

- \* Research and use actual costs. Round up to the nearest dollar. Show formulas for calculating costs or convey the source.
- \* Request appropriate items and write clear explanations showing why they are necessary to the proposal.
- \* Specifications for equipment to be purchased must be included with supporting documentation. Reviewers must be able to evaluate if the proposed equipment, is appropriate, inappropriate or inadequate for the project.
- \* For grants over \$5,000, budget for travel to the Illinois State Library in Springfield. One person (project director) is required to attend a Grant Management and Reporting Requirements Meeting. LSTA budgets may include travel reimbursement not to exceed the state rate: mileage at \$0.485, 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.

**THE ILLINOIS STATE LIBRARY WILL NOT APPROVE THE FOLLOWING USE OF LSTA GRANT FUNDS:**

- \* Accelerated Reader tests or Reading Counts tests.
- \* Bookmobiles or vehicles.
- \* Computer labs (stationary or wireless), circulation systems or bibliographic platforms.
- \* Construction, wiring, and capital 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.
- \* Continuations or to sustain existing programs.
- \* Databases or subscription electronic resources through the Web (E-Resources).
- \* Duplication or cross over with other FY2008 grants offerings.
- \* Food and refreshments, but these costs can be considered a local contribution.
- \* Furniture.
- \* General local responsibilities. The library must open the doors, pay utilities, hire staff and use local funds for basic library services.

- \* Indirect costs and/or overhead, but these costs can be considered a local contribution.
- \* Magazines, periodicals, or serials.
- \* Out of state travel. Regardless of the purpose, library staff may not use LSTA funds to travel out of state. An out of state trainer or speaker may be brought to Illinois.
- \* Stand-alone circulation systems. Illinois has a long-standing history of resource sharing. Circulation systems that are stand-alone do not support statewide resource sharing.
- \* Subscriptions, maintenance contracts or licensing fees that fall outside the timeframe of the grant project.
- \* Travel to, registrations for, and attendance at conferences.
- \* General marketing or promotional materials to publicize the library.
- \* Costs of meetings, or other events related to non-LSTA grant activities of the organization.
- \* Costs of general library promotional items and memorabilia, including models, gifts, and souvenirs.
- \* Costs of advertising and public relations designed solely to promote the library in general.

*Products that educate the public about the grant project are allowable. The determining factor may be whether the items are more educational and informational in nature than promotional. If an item is in question, call the Illinois State Library for clarification or partner with a business and other organizations to cover the costs of promotional materials.*

#### **HIRING STAFF, INDIVIDUALS, OR AGENCIES ON CONTRACT:**

Personnel and Professional Contracts may be paid with either LSTA grant funds or as a local contribution with agency funds.

- \* If individuals or contracts are paid with LSTA funds, it must be for time actually spent working on the project.
- \* Personnel: **Salary and LSTA grant funds may not be earned at the same time.** In other words, no double dipping or overlap of payment is allowed. An individual, including full time staff, may be paid with LSTA grant funds for actual time spent working on grant activities, as long as they are not earning salary concurrently. An agency may pay project staff and recover staff salaries (and benefits) for the actual time that individual works on the grant project.
- \* A part time employee of the library may have hours added for work on the grant project, and those hours spent working on the project can be paid with LSTA funds.
- \* LSTA funds may **not** be used for purposes other than the approved, funded grant activities. Personnel or contractual arrangements to assume non-grant related duties of or to substitute for a staff person working on the grant activities are not allowed as grant expenses.

As an example: a school librarian (project director) working on a grant project may **not** hire a sub, with LSTA funds, to work in the library while the project director is out of the building working on grant activities. (Because the sub is not working on the grant project.) But, the school district can hire a sub with local funds and pay the school librarian (project director) with LSTA funds for time spent working on the grant project.

#### **ATTACHMENTS TO THE GRANT APPLICATION:**

- \* The director of every agency listed as a partner in this project must have a letter of commitment attached as supporting documentation to confirm their roles and financial obligations to the project. Attach a letter from any agency providing funds or in-kind contributions to confirm their financial commitment.
- \* Attach any additional documentation that communicates the library's commitment to the success of the project.
- \* Do not attach resumes of staff.
- \* Letter of support from legislators are neither necessary nor encouraged.
- \* Applications submitted by public libraries, public schools, and consortia that include public libraries and public schools must attach the signed CIPA certification to certify compliance with the Children's Internet Protection Act. See page 10 of the application.

## **REVIEW PROCESS**

- \* This is a competitive review process. Each application must stand on its own merit and is evaluated based on the information provided in the application.
- \* The staff of the Illinois State Library and teams of reviewers will evaluate all applications. Final recommendations for funding are made by the Illinois State Library with the grant awards subject to approval by the Secretary of State and State Librarian.
- \* Only the awarded grant applications shall be considered public information. Working papers, individual reviewer's comments, notes, and scores are not public information. A summary of the review comments will be shared with the applicant.

## **FINAL SELECTION PROCESS:**

Applications will be funded that best meet the purpose of the grant offering and address one or more of the goals in the *Illinois State Library's Long Range Plan for the Use of LSTA Funds FY2008 – 2012*.

Selection factors that will be taken into account include:

- \* A minimum of 40% of the total funding available for competitive Library Services & Technology Act grants will be allocated for projects that address the *Strategic Plan for Technology and Telecommunications: Action Plan for FY09* and lead to models that can be replicated in other locales.
- \* Availability of LSTA funds.
- \* Submission of a complete application meeting the deadline.
- \* Extent to which the proposed grant activities represent an appropriate use of the funds.
- \* Reviewers' working papers.
- \* Geographic distribution of the proposed grant awards.
- \* Applicant's past grant performance.
- \* Possible duplication with other state funded initiatives.
- \* Earliest date and time of receipt of the complete application.
- \* Pre-contract negotiations between the Illinois State Library and the grant applicant will clarify any issues raised during the review process. Not all applicants contacted during the pre-contract negotiations will receive an award. ISL reserves the right to partially award an application's request.

## **GRANT TIME FRAME**

All grant activities and expenditures must take place during the grant time frame of October 1, 2008 through August 15, 2009. All grant funds must be obligated by June 30, 2009 and expended by August 15, 2009.

February 2008	Application information available for grants.
April 2, 2008	LETTER OF INTENT deadline.
May 12, 2008	COMPLETE APPLICATION deadline.
September, 2008	Grant awards announced.
October 1, 2008	Grant activities begin.
October 2008	Required grant management workshop for Project Directors.
June 30, 2009	All funds encumbered.
August 15, 2009	All encumbered funds expended. All grant activities end.
September 1, 2009	Deadline for Final Report submitted by e-mail.

**ACCOUNTABILITY**

- \* Grant recipients are expected to adhere to the activities in the approved application.
- \* Grant recipients **must** file reports in a timely manner as outlined in the reporting manual provided by the Illinois State Library.

Failure to comply may result in:

- \* The library agency will be required to return the grant monies.
- \* The library agency will be ineligible for competitive grants for one year.

***Questions? Contact the Illinois State Library at 1-800-665-5576 press 1, then select extension 1 or send e-mail questions to kegan@ilsos.net or FAX questions to 217-782-1877***