

LSTA GRANT APPLICATION INSTRUCTIONS

A Letter of Intent is required. This is the first step in making a formal application for FY10 Library Services and Technology Act (LSTA) grant funds from the Office of Secretary of State/Illinois State Library. The LSTA Letter of Intent is an online submission with options to save the information and edit it later or submit the letter of intent.

The Letter of Intent must be submitted online no later than Tuesday, March 31, 2009 at 11:59 p.m.

TO SUBMIT A LETTER OF INTENT

Go to:

<http://www.finditillinois.org/lstainstructions>

and in the right column, click on "**Login**"

Enter the applying agency's ELI control number, branch number and password.

Click on "**Login to My Account**"

Click on "**Go to my record!**"

In the right column, click on "**2010 LSTA Grant Offering**"

Click on "**Enter a new 2010 Letter of Intent**"

- Edit, enter or select the information that correctly identifies the project director, amount requested and accurately describes the project.
- Type a 100-word description of the project that highlights the main emphasis of the programming, services and/or activities including the project title, name of library(s) and target audience. This will be used in promotions and to announce grant awards, so make it interesting!

There are two options at the bottom of the page:

"Save this information to edit later" - Gives you 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. Saved Letters of Intent are not submitted until the applicant clicks **submit**.

"Submit to the Illinois State Library" - Submit all Letters of Intent prior to 11:59 p.m., Tuesday, March 31, 2009.

You will need to click once more to successfully submit. "Warning! By clicking on this button, you are officially submitting..." **"Submit LSTA Letter of Intent"**

After submitting the Letter of Intent, e-mail will be sent confirming successful submission. **Save the date and time stamped email as receipt of submission.**

Within two working days (Monday through Friday), a **Grant Application Cover Sheet** will be faxed to the attention of the Project Director at the fax number provided on the Letter of Intent. Attach the **Grant Application Cover Sheet** as the first page on the application including all copies.

The person preparing the application AND an authorized agency designee **must** sign the Grant Application Cover Sheet, with original signatures on at least one copy of the application. Blue ink is preferred.

REQUIRED COMPONENTS OF A COMPLETE APPLICATION

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

1. Cover Sheet (with original signatures)
 - a) Narrative
 - b) Applying Agency
 - c) Project Description
 - d) Target Audience and Needs Assessment
 - e) Outcomes and Evaluation
 - f) Timetable
 - g) Personnel
 - h) Project Promotion
 - i) Project Sustainability
 - j) Strategic Plan for Technology & Telecommunications
3. LSTA Budget Chart
4. LSTA Budget Explanation
5. Local Contribution/Match Budget Chart
6. Local Contribution Budget/Match Explanation
7. Required Attachments/Supporting Documentation

Submit one original and 15 copies (total 16) postmarked on or before May 1, 2009. Hand delivered applications must be received at the Illinois State Library by 4:30 p.m. on May 1, 2009.

LSTA GRANT APPLICATION

**APPLICATIONS MUST BE LEGIBLY POSTMARKED ON OR BEFORE OR
HAND-DELIVERED PRIOR TO 4:30 P.M. MAY 1, 2009**

Mail to: LSTA Grant Program
Illinois State Library
300 South Second Street
Springfield, Illinois 62701-1796

OR hand-deliver to: Library Development Group
Room 410 - Fourth Floor
Illinois State Library
300 South Second Street
Springfield, Illinois 62701-1796

- * Include one application with original signatures on the cover sheet, and 15 copies for a total of 16.
- * 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.
- * Staple pages together. Special bindings are not necessary or encouraged.

Proposals must be complete and include all of the following components for consideration. Each proposal must be submitted in the order outlined below. Incomplete proposals will not be considered for funding.

1. GRANT APPLICATION COVER SHEET:

Attach the signed LSTA Grant Application Cover Sheet as the first page on all copies of the grant application. The Grant Application Cover Sheet has "Cont #10-xxxx" near the top of the page and was faxed to the person submitting the letter of intent.

- * At least one copy must have **two original signatures**: the project director and a person authorized by the applicant agency. Please sign using blue ink.

2. NARRATIVE:

Fully develop the grant proposal using the following headings:

a) Applying Agency:

Briefly profile the applying library. Set the stage for the proposal including location, conditions and demographics of the general population served on a daily basis. Explain the agency's internal capacity to manage this project. For example, how will grant funds be managed? Confirm authorization to begin activities after October 1, 2009 and use local funds to subsidize grant activities until an award check arrives in January or February 2010.

If purchasing computers and/or connecting to the Internet, confirm that the applicant will comply with the Children's Internet Protection Act (CIPA). If applying for **In Sync With Technology, Dreamcatcher** or **Digital Imaging**, attach the CIPA certification.

b) Project Description:

Describe the project in detail. Provide an inclusive explanation of programming, services or activities to be implemented for the end user. Include methods to be employed and the overall objectives of the project. Keep the project manageable and focused.

Explain which purpose of LSTA this project addresses:

- ★ Expand 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.
- ★ Target 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 of Management and Budget and revised annually in accordance with 42 USC Sec.9902 (2) applicable to a family of the size involved.

c) Target Audience and Needs Assessment:

Clearly identify the end users that will directly benefit from this project. Convince the grant readers of the target audience's need for this project using appropriate demographics, current statistics, credible reports and compelling stories. Explain why this project is the best solution to address the needs of the target audience.

d) Outcomes And Evaluation:

Set three achievable, measurable outcomes based on changes in knowledge, behavior, skills or attitudes of the target audience. Explain how the project will be evaluated by proposing a reasonable method to measure the effectiveness or success of the activities and determine if the outcomes were met.

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

e) Timetable:

Present a comprehensive, chronological schedule of what will need to happen when in order to guarantee the success of the project. List actions with a date by which they will begin (after October 1, 2009) through the conclusion of the project activities will end (prior to August 15, 2010).

Confirm that grant funds will be obligated between October 1, 2009 and June 30, 2010 with all grant funds expended no later than August 15, 2010.

f) Personnel:

Identify the key library positions or staff to be involved with this project and their responsibilities to ensure the success of this project. For staff, indicate the percentage of time they will be assigned to the project. Confirm that salary and LSTA grant funds will not be earned at the same time.

- ★ Identify who will administer the grant funds and his or her qualifications or job title.
- ★ If contracting with an individual or agency, identify them and their role in the project. Please validate their expertise with an explanation of why they are the most appropriate for their role. A resume is not necessary.
- ★ Include the names of other agencies including libraries or other groups that will be involved as contributors to or partners in the project. Explain their role and contributions to the project. If an outside agency is providing funds or in-kind contributions, attach a memorandum of understanding from the director of that agency to confirm their financial commitment. The memorandum of understanding must quantify the monetary contribution and/or define the in-kind contributions.

g) Project Promotion:

Explain strategies to invite and encourage the target audience to participate. Elaborate on methods that will be used to communicate successful outcomes of the project.

h) Project Sustainability:

Explain how the activities implemented, products produced or items purchased during this project will be supported and maintained after the project ends/August 16, 2010 and beyond. Note that equipment purchased with LSTA funds must be maintained for five years.

i) Strategic Plan for Technology and Telecommunications (SPT&T):

Does this project address the *Strategic Plan for Technology and Telecommunications: Action Plan for FY10*?

1. If no, the application does not address the *Strategic Plan for Technology and Telecommunications: Action Plan for FY10*, please indicate that this application does not address the SPTT.
2. If yes, please indicate which action plan is addressed (see below) and briefly explain how. What percentage of the LSTA funds requested specifically addresses the Action Plan?

The actions for FY10 are:

- * Implement emerging web-based initiatives geared towards more participation by library patrons in library services. Examples include, but are not limited to, blogs for patron book discussions, enabling tagging the library online catalog to make it more attractive to library users, and utilizing instant messaging to connect reference service with younger people.
- * Provide support for implementation of unified access through federated searching, etc., to library catalogs and electronic resources, leveraging library content and patron-contributed content for both on-site and remote access.
- * Provide funding for collaboration utilizing open source software for library system-wide projects. Examples include consulting assistance and staff training.
- * Enhance cooperation and collaboration within and beyond the library community by providing grants to encourage libraries to become library system automation program members.
- * Increase information about serial holdings in Illinois libraries through a concerted effort to update and expand local holding records (LHRs) in OCLC WorldCat for print and non-print serials. Re-evaluate the impact of the initiative before committing to this effort in FY11.
- * Digitize valuable unique collections in Illinois that address local and Illinois history and resources. Digitized collections should be available through the Illinois Digital Archives or, at a minimum, through Digital Illinois. An example is digitization of key historic state government publications.
- * Expand access to and train library staff statewide on effective utilization of new web-based technologies and virtual meeting/web conferencing collaboration software to improve services to library users.
- * Expand training for library patrons on the use of library resources including remote access, critical use of Internet information, user-generated content and newer web-based functionality.
- * Define and address minimally acceptable connectivity standards for Internet services in libraries implementing web-based initiatives that are bandwidth-intensive. Collaborating with other relevant agencies and associations and addressing bandwidth management should be part of the grant projects.
- * Formally assess the impact of newer web-based initiatives including the impact of user-generated content and the financial requirements for virtual library services.
- * Develop a white paper or consulting study on the future of technology for Illinois libraries.

3. LSTA BUDGET CHART:

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

4. LSTA BUDGET EXPLANATION:

Attach a budget explanation describing the items proposed for purchase and succinctly describe their purpose or role in the overall project. Like items may be grouped together. Provide calculations and/or attach non-binding quotes that trace back to the amounts budgeted to document how the costs were determined.

5. LOCAL CONTRIBUTION/MATCH BUDGET CHART:

Complete and attach the Local Contribution/Match Budget Chart showing the financial support the library will contribute to the project. This includes cash and a monetary value of in-kind contributions to demonstrate the library's support for project. Include financial support or in-kind contributions leveraged from the community.

6. LOCAL CONTRIBUTION/MATCH BUDGET EXPLANATION:

Attach an explanation with details of local contributions or matching funds that will support the project. Only reflect funds that will be expended during the timeframe of the grant and specifically pledged to support this project. Financial support and in-kind contributions leveraged from the community should be reflected.

7. REQUIRED ATTACHMENTS AND SUPPORTING DOCUMENTATION:

Digital Imaging

- ★ Attach the Digital Imaging Copyright Ownership Statement.
- ★ Attach the form provided to show sample Dublin Core metadata records for three representative records in the collection to be digitized.
- ★ Attach non-binding quotes for outsourcing and/or equipment prices posted by an online vendor that trace back to the amounts budgeted. A non-binding quote is required for all equipment whether it is budgeted as capital outlay or as a supply.
- ★ Attach the signed CIPA certification to certify compliance with the Children's Internet Protection Act.
- ★ Attach a Memorandum of Understanding (MOU) to your application that defines the roles and responsibilities of the individuals and partner(s) involved in your proposed project. Every agency providing funds or in-kind support must have a MOU to confirm that agency's role, donation and/or the dollar amount of any financial support it pledges to the project. Letters of general endorsement or generic "yes we will partner" letters are not acceptable.

Dreamcatcher

- ★ Attach the signed CIPA certification to certify compliance with the Children's Internet Protection Act.
- ★ Attach specifications and non-binding quotes for capital outlay/equipment costing \$500 or more that trace back to the amounts budgeted.
- ★ Attach a Memorandum of Understanding (MOU) to your application that defines the roles and responsibilities of the individuals and partner(s) involved in your proposed project. Every agency providing funds or in-kind support must have a MOU to confirm that agency's role, donation and/or the dollar amount of any financial support it pledges to the project. Letters of general endorsement or generic "yes we will partner" letters are not acceptable.

In Sync with Technology

- ★ Attach specifications and non-binding quotes for capital outlay/equipment costing \$500 or more that trace back to the amounts budgeted.
- ★ Attach the signed CIPA certification to certify compliance with the Children's Internet Protection Act.
- ★ Attach a Memorandum of Understanding (MOU) to your application that defines the roles and responsibilities of the individuals and partner(s) involved in your proposed project. Every agency providing funds or in-kind support must have a MOU to confirm that agency's role, donation and/or the dollar amount of any financial support it pledges to the project. Letters of general endorsement or generic "yes we will partner" letters are not acceptable.

READ: Reading for Education & Development

- ★ Attach a Memorandum of Understanding (MOU) to your application that defines the roles and responsibilities of the individuals and partner(s) involved in your proposed project. Every agency providing funds or in-kind support must have a MOU to confirm that agency's role, donation and/or the dollar amount of any financial support it pledges to the project. Letters of general endorsement or generic "yes we will partner" letters are not acceptable.
- ★ For the READ grant, because computers and Internet access are not allowable LSTA expenses, Children's Internet Protection Act (CIPA) certification is not required.

LSTA BUDGET CHART

Complete the **LSTA BUDGET CHART** for use of LSTA grant funds, appropriately categorizing expenses.

ATTACH AN LSTA BUDGET EXPLANATION to describe the items or contracts budgeted per budget category. (Ex: Library materials include...) Group like items together, and briefly explain how expenditures are integral to the project activities. Show how the costs were determined. Provide calculations and/or attach non-binding quotes that trace back to the amounts budgeted to document how the costs were determined.

BUDGET CATEGORY	EXPLANATION	AMOUNT <i>(whole dollars only)</i>
Library Materials	Books, non-print, and/or software cataloged and added to the library's collection	\$
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 agency staff working directly on the project	\$
Travel and CE for Staff	Agency staff travel and meeting registrations	\$
CE and Meetings for Others	Meeting or program costs including travel for others	\$
Public Relations	Advertising done by an outside firm	\$
Supplies, Postage and Printing	Equipment valued under \$500, supplies, postage, shipping and printing	\$
Phones and Telecommunications	Telecommunications equipment purchase or rental and/or line charges	\$
Equipment Rental, Repair, and Maintenance	Rental, repair, insurance and maintenance of equipment	\$
TOTAL GRANT FUNDING TO SUPPORT THIS PROJECT		\$

LOCAL CONTRIBUTION/MATCH BUDGET CHART

Complete the **LOCAL CONTRIBUTIONS/MATCH BUDGET CHART** to reflect the library's financial support, direct contributions and in-kind services contributed by the applicant (and other participating agencies) in support of the project.

ATTACH A LOCAL CONTRIBUTION/MATCH BUDGET EXPLANATION to describe the items or contracts budgeted that outside sources/donations will fund. Indicate cash of in-kind contributions and explain what funding source will be used. Group like items together and briefly explain how they will be used during the project.

If an outside agency is providing funds or in-kind contributions, attach a memorandum of understanding to confirm their financial commitment.

BUDGET CATEGORY	EXPLANATION	AMOUNT <i>(whole dollars only)</i>
Library Materials	Books, non-print, and/or software cataloged and added to the library's collection	\$
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 agency staff working directly on the project	\$
Travel and CE for Staff	Agency staff travel and meeting registrations	\$
CE and Meetings for Others	Meeting or program costs including travel for others	\$
Public Relations	Advertising done by an outside firm	\$
Supplies, Postage and Printing	Equipment valued under \$500, supplies, postage, shipping and printing	\$
Phones and Telecommunications	Telecommunications equipment purchase or rental and/or line charges	\$
Equipment Rental, Repair, and Maintenance	Rental, repair, insurance and maintenance of equipment	\$
TOTAL LOCAL CONTRIBUTIONS/MATCH TO SUPPORT THIS PROJECT INCLUDING DONATIONS FROM OUTSIDE AGENCIES		\$

ATTACHMENT
IN SYNC WITH TECHNOLOGY, DIGITAL IMAGING AND DREAMCATCHER GRANT APPLICATIONS

CHILDREN'S INTERNET PROTECTION ACT (CIPA) 20 U.S.C. § 9134(f)

INTERNET SAFETY CERTIFICATION FOR APPLICANTS
APPLYING FOR FY2010 LSTA FUNDS

Name of Applicant Agency: _____

The applicant is a:

- Public Library
- Public Elementary or Secondary School Library
- Consortia With Public Libraries and/or Public School Libraries
- Special Library, Academic Library or a Private Library

As the duly authorized representative of the applicant library, I hereby certify that the library is:
(Please check only one.)

- CIPA Compliant**
The applicant library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.
- The library receives services at discount rates under section 254(h)(6) of the Communications Act of 1934 and **certifies compliance under the E-Rate program.**
- The CIPA requirements do not apply** because no funds made available under the LSTA program are being used to purchase computers to access the Internet, or to pay for direct costs associated with accessing the Internet.
- The applicant is a **Special Library, an Academic Library or a Private Library** and is NOT partnering on this project with a public library, a public school library or consortia with public libraries and/or public school libraries.

Signature of Authorized Representative

Printed Name of Authorized Representative

Title of Authorized Representative

Date

ATTACHMENT
DIGITAL IMAGING GRANT APPLICATIONS ONLY

COPYRIGHT OWNERSHIP STATEMENT

(Check the appropriate certification of copyright ownership.)

- We certify that this agency owns the copyright for the materials to be digitized. Having full legal distribution rights of all files, pictures and images to be digitized, we do hereby expressly represent and guarantee that we are the single copyright holder or owner thereof and/or have full legal power to distribute the files, images and pictures for electronic distribution on the World Wide Web.

Or, the materials to be digitized are in the public domain.

AND/OR

- We certify that any files, pictures and images whose copyright we do not solely own, we further expressly guarantee and represent that we have full and binding permission from the copyright holder(s) and owner(s) of the original photo/image/artwork/file and a model release (if applicable) allowing full distribution of said files, pictures, and images on the World Wide Web.

IN ADDITION

We understand that by allowing the release of any files, pictures, and images on the World Wide Web that we are in no way relinquishing our rights to these files, and that we are taking full legal, moral, and financial responsibility for any disputes, disagreements, or litigation concerning the ownership and/or copyright of the above works or images, including, but not limited to, any damages, court costs, associated travel expenses and legal fees incurred, by or awarded against our institution or the Illinois State Library.

We therefore agree to indemnify and hold harmless all these persons from any and all such costs and/or damages incurred or awarded as a result of any dispute concerning the copyright or ownership of these files, pictures, and images.

Title for this project: _____

Authorized Signature: _____

Name of Library: _____

Date: _____

FOR DIGITAL IMAGING GRANT APPLICATIONS ONLY
DUBLIN CORE METADATA RECORDS – INSTRUCTIONS

Use the following information to submit 3 sample metadata records for your digital imaging project. The fields included are mandatory fields for metadata included in the Illinois Digital Archives. The form follows and you may add more fields, if necessary.

Field Name	Description of data to be included
Title	Title of the object
Creator	Creator of the object (author, photographer, painter, etc.)
Subject – LOC	Library of Congress Subject headings
Subject – IDA*	(Refer to the list below)
Description	Description of the object
Date Original	Date of the original piece, not when digitized
Searchable Date	This field is specifically for CONTENTdm and is especially important when entering “circa” dates for objects.
Identifier	A unique identifier for the object (barcode, item number, etc.)
Coverage – Geographic	Use Library of Congress geographic headings
Coverage – Temporal**	(Refer to the following list)
Type***	(Refer to the following list)
Collection Publisher	Your institution
Rights Management	A rights management statement for the collection. Information regarding restrictions on access to, or use of the digital images in the collection.

***Subject – IDA:** use the following subjects to indicate general subject areas of the materials

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ African Americans ▪ Agriculture ▪ Arts & Architecture ▪ Business/Industry/Manufacturing ▪ Civil War ▪ Coal ▪ Disasters ▪ Domestic/Community/Social Life ▪ Education ▪ Engineering & Construction ▪ Genealogy ▪ Government/Politics/Law ▪ Labor ▪ Local History ▪ Maps | <ul style="list-style-type: none"> ▪ Medicine & Health Care ▪ Military ▪ Monuments & Memorials ▪ Native Americans ▪ Natural Resources ▪ Newspapers ▪ Oral History ▪ Religion ▪ Science & Technology ▪ Transportation & Communication ▪ Veterans ▪ Women ▪ World War I ▪ World War II |
|---|--|

****Coverage – Temporal:** use the following time periods to identify the object

1810s (1810-1819)	1910s (1910-1919)
1820s (1820-1829)	1920s (1920-1929)
1830s (1830-1839)	1930s (1930-1939)
1840s (1840-1849)	1940s (1940-1949)
1850s (1850-1859)	1950s (1950-1959)
1860s (1860-1869)	1960s (1960-1969)
1870s (1870-1879)	1970s (1970-1979)
1880s (1880-1889)	1980s (1980-1989)
1890s (1890-1899)	1990s (1990-1999)
1900s (1900-1909)	2000s (2000-2009)

*****Type:** use the following DCMI type vocabulary

- ★ **Image:** An image is primarily a symbolic virtual representation other than text. For example – images, photographs of physical objects, paintings, prints, drawings, other images and graphics, animations and moving pictures, film, diagrams, maps, musical notation.
- ★ **Moving Image:** A series of visual representations that, when shown in succession, impart an impression of motion. Examples of moving images are: animation, movies, television programs, videos, zoetropes, or visual output from a simulation.
- ★ **Sound:** A sound is a resource whose content is primarily intended to be rendered as audio. For example – a music playback file format, an audio compact disc, and recorded speech or sound.
- ★ **Still Image:** A static visual representation. Examples of still images are: paintings, drawings, graphic designs, plans, and maps.
- ★ **Text:** A text is a resource whose content is primarily words for reading. For example – books, letters, dissertations, poems, newspapers, articles. Note that facsimiles or images of texts are still of the genre text.

ATTACHMENT
DIGITAL IMAGING GRANT APPLICATIONS ONLY
DUBLIN CORE METADATA RECORD

Complete this required form for three sample records from the collection to be digitized and attach the three forms to the Digital Imaging grant application.

Name of Applicant Agency: _____

Project Title: _____

Title	
Creator	
Subject – LOC	
Subject – IDA	
Description	
Date Original	
Searchable Date	
Identifier	
Coverage – Geographic	
Coverage – Temporal	
Type	
Collection Publisher	
Rights Management	