

CALIFORNIA STATE LIBRARY
LSTA EUREKA LEADERSHIP GRANT
FY2008

INSTRUCTION GUIDE

Introduction

Welcome to the FY2008 LSTA Grant process. The following guide will provide you with all of the information you need to complete your grant application.

This Instruction Guide Contains:

- Basic Overview (page 3)
- Application Instructions (pages 4-8)

Please be sure to read over this instruction guide carefully before you begin filling out the application. It is important that all of the instructions are followed. ***Incomplete applications will not be considered.***

Basic Overview

LSTA

The Museum and Library Services Act of 2003 federally mandates the support and development of museums and libraries nationally. Each year the California State Library receives a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services to support the development of California libraries.

The California grant program is based on the purposes of the Museum and Library Services Act, which include:

- 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;
- Developing library services that provide all users access to information through local, State, regional, national, and international electronic networks;
- Providing electronic and other linkages among and between all types of libraries;
- Developing public and private partnerships with other agencies and community-based organizations;
- 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;
- 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.

In accordance to the Museum and Library Services Act, California has a State Plan for LSTA (2008-2012) which outlines our goals, objectives, and evaluation process for the funding. This plan is developed every five years with input from the library community. The priorities of this competitive grant cycle are taken from the State Plan for LSTA. A copy of this plan is provided with this application for your convenience.

Application Instructions

The FY2008 LSTA Eureka! Leadership Grant Application is divided into the following 9 Elements:

1. Basic Information
2. Project Background and Summary
3. Planning and Evaluation
4. Grant Timeline/Activities
5. Budget
6. Attachments
7. Internet Certification for Applicant
8. Assurances
9. Certifications

Please read the instructions for each element carefully. It is important that you are as complete and concise as possible, so that the California State Library will understand your project fully.

Element 1: Basic Information

There are two sections under basic information: Applicant Information and Project Information. The first section (items 1-7) requires all of the basic contact information for the grant. The second section (items 8-15) provides an overview of important project information. The following are some important notes for each item.

Item #	Title	Notes
8	Project Title	A clear and descriptive title is important
9	LSTA Funds Requested	The amount of LSTA funding that is being requested for the project.
10	Local Match	The amount of local and in-kind funding your library system is contributing to the project.
11	Total Project Cost	Item #9 + Item #10 = the total cost of project
12	Federal LSTA Purpose	We have to report how projects relate to the Federal LSTA purposes. Please check the one that best describes your project.
13	California's FY2008 Priorities	We also monitor how we are supporting the priorities from our LSTA State Plan. Please check all of the priorities that apply.
14	Number of persons served	How many people will use or directly benefit from your project? In most cases, this is not your entire population, so please be clear about the real number of people served.
15	Primary Audience	Please be sure to identify the audience(s) for this project. Check at least one and a maximum of three.

Element 2: Project Background and Summary

This element is limited to one page and 12 point font. It is an opportunity for you to provide background on your library jurisdiction, how you identified a need for the project that you are proposing to be funded, how the project relates to your library jurisdictions’s strategic plan, and what will be accomplished if you implement the project. It is very important to be clear and concise in this section because it is the introduction to your project.

Element 3: Planning and Evaluation

This element is limited to two pages and 12 point font. There are five items (A-E) for this element. Planning and evaluating is key to making a project successful. It is imperative that you take the time to provide information that demonstrates that your system has truly thought through all of the five items. The following are some important notes for each item.

Item #	Title	Notes
A	Project Purpose	The purpose statement should answer the following questions: We do what, for whom, for what expected benefit(s). Example: <i>The Springfield County Library’s “It’s Never Too Early” program will provide a series of structured activities (including story hours and developmental reading kits) for children ages birth to five and their parent/caregivers to increase the amount of reading time young children have with adults and enable pre-school children to start kindergarten on time.</i>
B	Project Activities/Methods	What activities or methods will be used to carry out this project? This item should describe the steps needed to reach the desired results. The overall timeline should tie in with this item.
C	Project Outputs	Outputs are measures of service or products provided. Examples: <ul style="list-style-type: none">• <i>15 story hours will be held</i>• <i>50 children and caregivers will have participated</i>• <i>5 kits will be created and given to each branch</i>

D	Project Outcomes	<p>Outcomes are changes in a target audience’s skills, knowledge, behavior, attitude, and status or life condition. Outcomes are:</p> <ul style="list-style-type: none"> • measurable; • stated in terms of who, what, when, and how much; • stated in terms of how they will be measured; • clear on how much change is expected; • stated in numerical terms. <p>Example: <i>By August 31, 2004, 85% of parents/caregivers read to their children 5 or more times a week and 40% of children demonstrate pre-reading skills.</i></p> <p>When creating your outcomes, be sure to determine how you will measure your outcome. In the example above, one might use a pre and post surveys with parents/caregivers to determine if reading has increased.</p>
E	This project will be successful if...	This is an opportunity to think about the end of the project. When the project is successful, how so? What does it look like?

Element 4: Grant Timeline/Activities

This basic table is designed to show the major project activities and when they begin and end. Simply list the activity and put an x in the boxes to indicate the months that the activity will be done. For example:

Activity	2005			
	Apr	May	Jun	Jul
<i>Meet with children’s librarians to create reading kits</i>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Order materials and put together reading kits</i>	<input type="checkbox"/>	X	X	X

In the first example, there is only one meeting. In the second example it is an activity that will begin in May and be completed in July.

The timeline should briefly tie into Element 2 and fully tie into Element 3 item B.

Element 5: Budget

The budget table is designed to provide detailed information about the requested funding. There are five key budget categories. The following describes what kinds of expenses should be put in each category.

Category	Description
Salaries & Benefits	List each staff member directly involved in the project (funding for staff can be included but only for the duration of the project).
Contracted Services	List each service that is provided under a contractual agreement.
Supplies and materials	List supplies needed to complete project
Equipment	List individual items and their cost indicating rental, lease, purchase (only items that are \$5,000 or more need to be itemized)
Other Charges (include travel)	Covers a variety of expenses. Includes travel (who is traveling and how costs are calculated); communication expenses, postage, photocopying, printing, continuing education, etc...

Each budget category requires a brief explanation for the expenses.

The Local Match is the amount of funding and/or in-kind expenses that you will be putting toward this project with local funds.

It is important to put the amount of LSTA funding being requested in Column B, the Local Match for the expense in Column C and the Total in Column D for each expense.

Be sure to add up all of the columns and put the Grand totals after the Other Charges category.

This element also requires you to briefly describe how this project will be financially supported in the future.

Element 6: Attachments

Attachments should provide supporting data for information provided in the narrative. Examples of attachments include:

- letter of support from individuals or groups directly involved in the project;
- a list of former grants received
- a list of contacts made or other projects visited
- citations from reports supporting the needs statement
- staff position descriptions
- sample evaluation tools
- other information that supports your grant narrative, e.g. information about research based models

Element 7: Internet Certification for Applicant

The California State Library is required by 20 U.S.C. Section 9134(b)(7) to provide assurance that we will comply with 20 U.S.C. Section 9134(f), which sets out standards relating to Internet Safety for public libraries and public elementary school and secondary school libraries that do not receive services at discount rates under Section 254(h)(6) of the Communications Act of 1934, and for which IMLS State Program funds are used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

The Library Director or appropriate authority as designated by the local government must sign this assurance.

Element 8: Assurances

This element includes additional assurances that are required at the State and Federal level for consideration and receipt of grant funding.

Element 9: Certifications

Please be sure to have the appropriate person in your organization sign the certifications page. In most cases, it will be your Director or another local official.

Application Submission

Please submit original and 3 copies by 4:30 p.m. on **July 20, 2008** to:

By Mail:

Attn: LSTA Grants – Eureka!
Library Development Services
California State Library
P.O. Box 942837
Sacramento, CA 94237-0001

By Non-postal Delivery:

900 N Street
Suite 500
Sacramento, CA 95814

By Fax*:

Attn: LSTA Grants – Eureka!
916-653-5217

By Email*:

Send to Stacey Aldrich at saldrich@library.ca.gov

*If you fax or email your application, you will need to mail the signed certification pages to the address above. The signature pages will need to be received within 7 days of the faxed or emailed application.