**Library Services & Technology Act (LSTA) Direct Grant Program**

**FY2023 General Application Form**

**Due to MBLC by Tuesday, April 5, 2022**

Email final grant application to [amy.clayton@mass.gov](mailto:amy.clayton@mass.gov)

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| **Project Title** |  |
| **Institute/Library** |  |
| Address |  |
| City, Zip |  |
| Telephone |  |
| **Library Director** |  |
| Email |  |
| Signature |  |
| **Project Director & Title** |  |
| Telephone |  |
| Email |  |
| Address, if different than above |  |
| **Grant Category** |  |
| **Project Length** | 1 Year Project  2 Year Project |
| **LSTA Amount Requested** | $ |

**ADDRESSING EQUITY, DIVERSITY, AND INCLUSION**

**The MBLC is committed to promoting and supporting equity, diversity, and inclusion (EDI) in libraries. Throughout the application, libraries should consider how the proposed project will address EDI and be able articulate how it applies in each section.**

**FORMATTING NOTES**

* **In sections 1-6, you may submit a maximum of 8 pages total**
  + **Font size should be no smaller than 11 point**
  + **Margins should be no smaller than 1”**
* **There are no page limits for sections 7-9**
* **The application and supporting materials should be sent as one document (for example, scanned and converted into a pdf)**

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| **SECTION 1. PROJECT SUMMARY** |

**Describe the project in 150 words or less. Be sure to identify the need, how you propose to address this need, and who will benefit.**

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| **SECTION 2. NEEDS STATEMENT** |

**Reference the specific section in the library’s current strategic plan that applies to this project. Then describe the need or problem that this project addresses and explain how this was determined.**

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| **SECTION 3. SOLUTION & ACTIVITIES** |

**Briefly describe the project and how your solution addresses the identified need or problem. List all project activities in detail, specific outside partners, and key project staff and their roles.**

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| **SECTION 4. COMMUNICATION PLAN** |

**Explain how you will promote this project to your target audience, to members of the community, and to other stakeholders.**

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| **SECTION 5. EVALUATION** |

**Projects are required to include at least two specific measurable changes that demonstrate a direct impact on the target group. The change must be experienced by users and in one of the following areas: knowledge, skills, attitude, behavior, status, or condition. For each measurable change, identify the group, state how and when you will measure them, and list the estimated change (number or percent).**

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| **SECTION 6. SUSTAINABILITY** |

**Explain the long-term impacts of this project. Describe how you will sustain this project after the LSTA funds have been expended.**

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| **SECTION 7. PROJECT TIMETABLE** |

**Complete a timetable of activities that describes what will be done, by whom, and when this will take place. Use as much space as needed.**

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| **Activity** | **Who** | **When (month and year or ongoing)** |

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| **PROJECT IMPLEMENTATION** | | |
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| **COMMUNICATION** | | |
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| **EVALUATION** | | |
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| **SECTION 8. PROJECT BUDGET WORKSHEET** Grant Year Covered: |

**Fill out the worksheet below to explain how you plan to use the LSTA funds[[1]](#footnote-1). For each budget category, explain in the narrative box your project budget items and funding sources and briefly identify how they contribute to your proposed project. All LSTA funds must be accounted for.**

**Note: If your application is for a two-year project, please fill out a separate budget for each year.**

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| **Expenditure Type** | **Line Items** | **LSTA** | **Cost Share[[2]](#footnote-2)** | **Totals** |
| **1. Salaries/wages/benefits for staff directly contributing to project activities** | | | | |
| Salaries |  |  |  |  |
| Benefits |  |  |  |  |
| Total Salaries/Wages/Benefits |  |  |  |  |
| ***Narrative:*** | | | | |
| **Expenditure Type** | **Line Items** | **LSTA** | **Cost Share** | **Totals** |
| **2. Consultant/ Program Fees** | | | | |
| Consultant Fees |  |  |  |  |
| Presenters/Speakers/Performers |  |  |  |  |
| Other |  |  |  |  |
| Total Consultant/Presenter Expenses |  |  |  |  |
| ***Narrative*** | | | | |
| **Expenditure Type** | **Line Items** | **LSTA** | **Cost Share** | **Totals** |
| **3. Travel Costs** | | | | |
| Total Travel Expenses |  |  |  |  |
| ***Narrative:*** | | | | |
| **Expenditure Type** | **Line Items** | **LSTA** | **Cost Share** | **Totals** |
| **4. Expenses for Consumable Items** | | | | |
| Materials |  |  |  |  |
| Supplies |  |  |  |  |
| Hardware/ Software |  |  |  |  |
| Furniture |  |  |  |  |
| Printing |  |  |  |  |
| Other |  |  |  |  |
| Total Expenses for Consumable Items |  |  |  |  |
| ***Narrative:*** | | | | |
| **Expenditure Type** | **Line Items** | **LSTA** | **Cost Share** | **Totals** |
| **5. Third-Party Contractor Expenses** |  |  |  |  |
| Licensing of Databases |  |  |  |  |
| Other |  |  |  |  |
| Total Third-Party Contractor Expenses |  |  |  |  |
| ***Narrative:*** | | | | |
| **Expenditure Type** | **Line Items** | **LSTA** | **Cost Share** | **Totals** |
| **6. Other Operational Costs** |  |  |  |  |
| Indirect Costs |  |  |  |  |
| Other |  |  |  |  |
| Total Other Operational Costs |  |  |  |  |
| ***Narrative:*** | | | | |
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| **Grand Totals** |  |  |  |  |

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| SECTION 9: APPENDICES |

**All applicants should attach letters of support or formal commitment letters, suggested survey instruments to be used for evaluation, and other appendices as needed. Letters can be addressed to: Members of the State Advisory Council on Libraries**

1. Grant funds may be expended for allowable costs that are consistent with the award, 20 U.S.C. Chapter 72, Subchapter II (Library Services and Technology, see 20 U.S.C. sections 9121-9141), the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (“Uniform Guidance” (2 CFR Part 200)) and IMLS implementation of the Uniform Guidance at 2 CFR Part 3187), and MBLC’s approved LSTA Five-Year State Plan. [↑](#footnote-ref-1)
2. *Cost share*indicates all non-LSTA sources of revenues, whether they are donated services or cash contributions. This should include all costs absorbed through the library’s budget, Friends contributions, organizations providing in-kind support, and any other sources of funds. [↑](#footnote-ref-2)