



**Library Services & Technology Act (LSTA) Direct Grant Program  
FY2018 General Application Form**

**Due to MBLC by Friday, April 7, 2017**

<b>Project Title</b>	
<b>Institute/Library</b>	
Address	
City, Zip	
Telephone	
<b>Library Director (name)</b>	
Signature	
<b>Institution Governing Authority &amp; Title</b>	
Signature	

<b>Project Director &amp; Title</b>	
Telephone	
Email	
Address, if different than above	
<b>LSTA Amount Requested</b>	



# Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

<b>Please check grant category and length of project proposed.</b> <input type="checkbox"/> 1 Year Project <input type="checkbox"/> 2 Year Project		
<input type="checkbox"/> Citizenship Corners & Expanded English Language Services for New Americans	<input type="checkbox"/> Full STEAM Ahead	<input type="checkbox"/> Preservation Assessment
<input type="checkbox"/> Conserving & Digitizing Historical Resources	<input type="checkbox"/> Innovative “Open” Project	<input type="checkbox"/> Preservation/Conservation of Library & Archival Materials
<input type="checkbox"/> Customer Experience	<input type="checkbox"/> Jobs/Career Information for Your Library	<input type="checkbox"/> Science is Everywhere
<input type="checkbox"/> Financial Literacy for All Ages	<input type="checkbox"/> Manuscripts Arrangement & Description	<input type="checkbox"/> Serving People with Disabilities
<input type="checkbox"/> Framework for Health Literacy	<input type="checkbox"/> Mind in the Making	<input type="checkbox"/> Serving Tweens & Teens

## Massachusetts Long Range LSTA Goals -Check one with an X to indicate purpose of your project:

- ☐ Support learners of all ages with their individual educational and learning goals.
- ☐ Improve access to library services and resources for all residents of the Commonwealth.
- ☐ Enhance the quality of library services offered to residents of the Commonwealth.

Please submit an original plus six (6) copies to the MBLC,

**Postmarked by Friday, April 7, 2017**

An electronic copy must be emailed to Amy.Clayton@state.ma.us



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## Section 1. PROJECT OVERVIEW

### ABSTRACT

**Describe the project in 150 words or less, covering what the identified need is, how you are proposing to address the need, and who will benefit. *Tip: Write this after you have written and reread your complete grant application.***

### Library/School/ Community/Institution Background

Population of Municipality/ Community	
U.S. Congressional District	
Current Total Library Budget	
Number of FTE Library Staff	

**Provide a brief description of the library and the community/institution/campus it serves. Include a short description of services the library provides to residents, student body, faculty, etc.**



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## Section 2. NEEDS STATEMENT

**Please describe the need or problem that generated this project and explain how you determined this need.**

**Cite the specific section from the library's current long range plan that references *how* this project will address that need.**



## Section 3. SOLUTION, OBJECTIVES & ACTIVITIES

**Briefly describe this project and why you chose this solution.**

**Describe the overall objectives of your project.**

**Describe all project activities in detail.**

**Describe specific partners you propose working with to carry out this project (if applicable).**

**Identify key project staff and detail their roles within the project. (Please fill out the personnel chart in the appendix for any staff paid with LSTA funds.)**



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## Section 4. COMMUNICATION PLAN

**Grantees are expected to publicize the project through available and appropriate media outlets. Explain how you will promote this project to your target audience, to members of the community, and to other stakeholders.**



## Section 5. EVALUATION PLAN

Use of outcome based planning and evaluation is the preferred evaluation method for your grant project. Refer to [Outcome Based Evaluation](#) (MS Word) for more information about Outcome Based Planning and Evaluation. This material will be covered in MBLC workshops and a webinar posted on our website.

Identify the following elements of your project:

**INPUTS** (Describe the resources you are dedicating to this project.)

**OUTPUTS** (Specific products and how many created. e.g. number of science kits, digitized images, book lists, etc. Please describe any and how you will measure them.)

**OUTCOMES** (Specific, measureable targets that demonstrate changes in attitude, knowledge, skills or behavior. *These outcomes should be designed to show direct impact on the target group.* Please include at least two outcomes for your project and how you will measure them.)



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## Section 6. SUSTAINABILITY

**Explain the long term impacts you hope to achieve by this project? How will you sustain this project after the LSTA funds have been expended?**





## 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.

Activity	Who	When (month and year or ongoing)
PROJECT IMPLEMENTATION		
Atomic Training Purchase	Project Director	October 2017
Basic Cust. Skills Workshop	Project Director	January 2018
COMMUNICATION		
Website Consultant hired	Project Director	Oct.-November 2017
Post flyers for Tech. Petting Zoo	Library Staff	Dec. 2017
EVALUATION		
Cust. Satisfaction Survey	Project Director	Oct.-Nov 2017
2 <sup>nd</sup> Cust. Satisfac. Survey	Project Director	July- Augustt 2018
REPORTING		
Progress (Interim) Report	Project Director	April 15, 2018
Final Project Report	Project Director	October 15, 2018
Project Audit (as needed)	Proj. Director + Town Adm	FY2019
Two year projects second year interim and final reports	Project Director	April 15, 2019 October 15, 2019



## SECTION 8. PROJECT BUDGET WORKSHEET

Grant Year Covered: \_\_\_\_\_

Please fill out the worksheet below to explain how you plan to use the LSTA funds. The Project Budget Worksheet explains the budget category and funding source. 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. As appropriate, itemize any specific item or sub-category costs in the Line Items column. All LSTA funds must be accounted for.

**Note: If your application is for a 2 year project please fill out a separate budget for each year.**

Expenditure Type	Line Items	LSTA	Cost Share <sup>1</sup>	Totals
<b>1. Salaries/wages/benefits for staff directly contributing to project activities</b>				
Salaries				
Fringe Benefits				
Total salaries/wages/benefits				
<b>Narrative:</b>				

<sup>1</sup> *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.



Expenditure Type	Line Items	LSTA	Cost Share 1	Totals
2. Expenses related to acquiring the services of a consultant for the project. Costs may include fees, travel, accommodation, meals, etc.				
Consultant fees				
Presenters/Speakers/Performers				
Total consultant/presenter expenses				
Narrative:				
3. Expenses for travel related to the project (not including Consultant Travel)				
Total travel expenses				
Narrative:				



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Expenditure Type	Line Items	LSTA	Cost Share <sup>1</sup>	Totals
<b>4. Expenses for consumable items necessary to carry out the project</b>				
Books/Periodicals (print)				
Digital Media				
DVDs/CDs/Videogames				
Software				
Supplies				
Furniture				
Hardware				
Postage				
Printing				
Other				
Total expenses for consumable items				
<b>Narrative:</b>				
<b>5. Expenses for the purchase of equipment/furniture costing \$5000 or more per piece that are required to carry out the project (otherwise show these expenses in Section 4)</b>				
Total major equipment expenses				
<b>Narrative:</b>				



Expenditure Type	Line Items	LSTA	Cost Share <sup>1</sup>	Totals
<b>6. Expenses related to the use of third-party contractors to carry out the project (not Consultant contracts, see #2)</b>				
Licensing of Databases				
Licensing of e-books				
Equipment Maintenance				
Other				
Total third-party contractor expenses				
<b>Narrative:</b>				



7. Other operating costs				
Indirect Costs 2				
Audit 3				
Total other operating costs				
<b>Narrative:</b>				
<b>Grand Totals</b>				

<sup>2</sup> Please refer to sheet at the end of the application on allowable indirect costs.

<sup>3</sup> Please note an audit is required for most projects but is the responsibility of the library/institution or town.



## Section 9: Appendices

All applicants should attach additional information on key project personnel, suggested survey instruments to be used for evaluation, letters of support or formal commitment letters, and other appendices as needed.

### Appendix A- Project Personnel

Fill out information on the project director and for all staff/personnel to be paid with LSTA funds.

Name	
Current Position Title and Duties	
Description of Project-Related Work	
Educational/Professional Experience Applicable to this Project	
If this person is currently employed by the library, number of hours s/he works per week	
1.) Number of hours per week that person will spend on the project	
2.) Total number of weeks that person will spend on the project (52 weeks minus vacations, etc.)	
3.) Total Number of Project-Related Work Hours (1x2=3)	
Paid with LSTA Funds? Yes <input type="checkbox"/> No <input type="checkbox"/>	



## Appendix B- Indirect Costs

The Federal Office of Management and Budget (OMB) issued new guidelines for Administrative Costs (2 CFR 200). One of the new guidelines is to allow grantees to allocate a portion of their grant award toward indirect costs. An indirect cost is an organization's incurred cost that cannot be readily isolated or identified with just one project or activity. These costs are often referred to as overhead: some examples would be telephone, postage, office supplies, office space expenses, and/or administrative or financial operations for the organization.

### ***The library chooses the following option for Indirect Costs:***

- ☐ Current indirect costs rate has been negotiated with a federal agency. (Please include a copy of this negotiated rate agreement.)

Name of Federal Agency: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

- ☐ Indirect cost proposal has been submitted to a federal agency but not yet negotiated. (Please include a copy of the proposal.)

Name of Federal Agency: \_\_\_\_\_

Date of Proposal: \_\_\_\_\_

- ☐ Library chooses a rate not to exceed 10% of modified total direct costs and declares it is eligible for the 10% rate.

- ☐ Library chooses not to include indirect costs.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





**February 24, 2017** - Due date for draft grant proposals to be emailed to MBLC Program Specialist. Required to be eligible for grant.

**March, 2017** - MBLC Program Specialist reviews draft grant proposals

**March 24, 2017** - Draft grant proposals are returned with comments

**April 7, 2017** - Final LSTA Grant Proposals due to MBLC

**May 18, 2017** - SACL and MBLC staff meet to conduct final review and determine funding recommendations to the Board of Library Commissioners

**July 13, 2017** - Board of Library Commissioners reviews and acts on State Advisory Council on Libraries (SACL) recommendations and budget

**July 14, 2017** - Applicants are notified of their grant status

**October 1, 2017** – Grant Projects officially begin



## LSTA Consultants:

Gregor Trinkaus-Randall, Preservation Specialist

1-800-952-7403 ext. 236 or [gregor.trinkaus-randall@state.ma.us](mailto:gregor.trinkaus-randall@state.ma.us)

Shelley Quezada, Underserved Populations Specialist

1-800-952-7403 ext. 235 or [shelley.quezada@state.ma.us](mailto:shelley.quezada@state.ma.us)

Erin Williams Hart, Trustee/Friends Information Specialist

1-800-952-7403 ext. 232 or [erin.williamshart@state.ma.us](mailto:erin.williamshart@state.ma.us)

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Amy Clayton, Administrative Coordinator

1-800-952-7403 ext. 228 or [Amy.Clayton@state.ma.us](mailto:Amy.Clayton@state.ma.us)