



Library Services and Technology Act

LSTA

Information and Guidelines for Wisconsin
2017

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Division for Libraries and Technology

Library Services and Technology Act

LSTA 2017 Information and Guidelines Federal Grant Subawards

Developed by
Division for Libraries and Technology

Wisconsin Department of Public Instruction



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Table of Contents

Chapter 1	Introduction.....	1
Chapter 2	Purposes of LSTA	3
Chapter 3	2017 Subaward Calendar	5
Chapter 4	Subaward Consultation.....	7
Chapter 5	Need to Know	9
	Acknowledge (Credit) IMLS.....	9
	Allowable and Unallowable Costs	9
	Budget and Activity Changes.....	10
	Computer / Tablet Purchase	10
	DUNS Number: Data Universal Numbering System	11
	Evaluations: Six-Month and Final Evaluation Examples.....	11
	Federal Congressional District(s) Served by Project.....	11
	Grant Payment.....	11
	Indirect Cost Rate.....	12
	Partnerships/Collaboration	13
Chapter 6	Category Requirements	15
Chapter 7	Category Descriptions - Technology	17
	Content Creation	17
	Digital Public Library of America (DPLA).....	18
	Digitization of Library Historical Material	18
	Library System Technology	19
	Outcome Measurement Support.....	20
	Serving Special Populations	21
	Accessibility	21
	Literacy.....	22
	Library Improvement.....	23
	Delivery Services	23
	Public Library System Redesign Year 2	23
Chapter 8	Application Instructions.....	25
Chapter 9	2017 LSTA Grant Application Example.....	27
Chapter 10	Policy on Conflict of Interest	35
Chapter 11	Application Review and Notification Process.....	37
Chapter 12	LSTA Comment / Complaint Procedure	39
Chapter 13	Six Month Evaluation 2016 (Example)	41

Chapter 14 **2017 Final Grant Evaluation (Example)**..... **43**

Introduction

1

The Division for Libraries and Technology (DLT) in the Wisconsin Department of Public Instruction provides the 2017 Information and Guidelines to describe the federal grant subaward program in Wisconsin. Included in this document are the funding categories and priorities for 2017, the requirements and criteria by which grant applications will be rated, the grant review and award process, and forms related to the administration of the program. A supplemental document will describe the DLT Guided and Managed LSTA Projects.

The Library Services and Technology Act (LSTA) was signed into law on September 30, 1996. Fiscal year 1997 was a year of transition, marking the end of the Library Services and Construction Act (LSCA) program and the beginning of the new LSTA program. Known originally as the Library Services Act, the LSTA program had been in existence in various forms and with various priorities since 1956. LSTA was most recently reauthorized in 2010.

The LSTA program is administered at the federal level by the [Institute of Museum and Library Services \(IMLS\)](#). IMLS is the primary source of federal support for the nation's 123,000 libraries and 17,500 museums. The Institute's mission is to create strong libraries and museums that connect people to information and ideas. The Catalog of Federal Domestic Assistance (CFDA) number for LSTA is 45.310. IMLS administers its program according the Office of Management and Budget's (OMB) based formula [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) (effective for awards made after December 26, 2014). For the remainder of this document, the following acronyms will be used: CIPA, DLT, DPI, DPLA, IMLS, LSTA, OMB, and PLDT.

CIPA	Children's Internet Protection Act
DLT	Division for Libraries and Technology
DPI	Department of Public Instruction
DPLA	Digital Public Library of America
IMLS	Institute of Museums and Library Services
LSTA	Library Services and Technology Act
OMB	Office of Management and Budget
PLDT	Public Library Development Team
WiLS	WiLS (formerly Wisconsin Library Services)

This [2017 Information and Guidelines Federal Grant Subaward](#) document has been streamlined to create a concise reference for grant applicants. The retained portions of the Guidelines are the most relevant to the application process and implementation of a grant award. Lengthy information relevant to all applicants has been replaced by links to [Frequently Asked Questions \(FAQs\)](#).

Public Library Development web pages have a list of links on the left navigation bar. One of the links on that list is the [Library Services and Technology Act \(LSTA\)](#). If you follow that link, a menu item on the subsequent list is the [FAQ about LSTA Grant Applications and Awards](#). All of the FAQs contain important information; greater attention has been given to explanation of budget and project changes (located alphabetically in the column and titled [Changes – Budget & Project](#)). There has frequently been confusion about how grantees obtain funds once an award has been made. Payment of funds (claim for reimbursement) is explained by a link to [Funds – Grant Payment](#). There is a new link to [Partnerships](#) requesting that applicants that choose to partner obtain a written agreement from collaborators for services, staff, space, training, funds, etc. The [Memorandum of Understanding](#) is an example of a partnership agreement. A link to [previous grants](#) enabling applicants to view abstracts summarizing past projects is useful to inspire ideas. The method for obtaining past grant applications and evaluations is explained in that FAQ as well.

Additionally, the main [Frequently Asked Questions](#) page provides links to an expanded list of FAQs more thorough information about application topics:

- [Activities](#)
- [Award Certifications](#)
- [Budget & Budget Narrative](#)
- [Digitization of Library Materials](#) (category requirements)
- [Photos & Guidelines](#)

The table of contents provides a link to grant requirements and descriptions to all grant categories arranged in major topic areas: Technology, Serving Special Populations, and Library Improvement categories. As noted in the list of FAQs, there is a separate FAQ for [Digitization](#) requirements because of the uniqueness of this category. There are [application instructions](#) contained within a grant application example, and a link to a [Word template](#) that can be used for creating grant application text. There is also a [link to a budget spreadsheet](#) that can be saved to your computer and used to compute your application figures and copied to an application.

Purposes of LSTA

2

Through the IMLS Grants to States program, Wisconsin established its purposes based on the federal LSTA priorities and they are described in the [LSTA Five Year Plan for Wisconsin, 2013-2017](#). Below are the state's primary purposes.

- **Utilization of technology to improve library services:** To ensure that libraries and regional library systems utilize technology to improve services and facilitate access to materials and information resources in Wisconsin libraries and from other sources to benefit all Wisconsin residents.
- **Convenient access and quality library services for all residents:** To ensure convenient and efficient access to a wide range of quality library and information services for all Wisconsin residents, including those who have difficulty using a library because of limited literacy and language skills, educational or socioeconomic barriers, or disabilities.
- **Support the equalization of access to information and lifelong learning resources:** To ensure that enhanced continuing education, training, and development opportunities are available to the current library workforce and library users.

These purposes are accomplished through the activities described within the [LSTA Five Year Plan for Wisconsin, 2013-2017](#) and implemented by the DLT through statewide initiatives, managed projects and resources, or through a grant application process.

LSTA Advisory Committee

The LSTA Advisory Committee is comprised of representatives of libraries in Wisconsin appointed by the State Superintendent of Public Instruction to serve staggered three-year terms. The primary responsibilities of the committee are to advise the State Superintendent and the DLT on the development of the long-range plan for LSTA; establishment of the annual grant criteria, priorities, and categories; grant applications and grant awards; and evaluation of the LSTA grant program. Current committee members and contact information are located on the [LSTA Advisory Committee](#) web page.

2017 Subaward Calendar

3

June 2, 2016	LSTA Advisory Committee recommends grant Categories / budget for 2017
Early August, 2016	Information available online for 2017 LSTA federal grant subaward applicants
Early August 2016	Application available online for 2017 LSTA federal grant subawards
September 2016	Grant application reviewer pool selected
October 12, 2016	Reviewers trained and application links distributed for review
October 14, 2016	Grant applications due online by 4:30 p.m.; signature pages emailed or postmarked by October 14, 2016.
November 14, 2016	Reviewer recommendations due
December 1, 2016	LSTA Advisory Committee meeting to consider subaward recommendations
Late Feb-Mar 2017	Grant award announcements (pending federal appropriations); Application appeals filed (within 30 days of announcements)
April 1, 2017	2017 Projects begin (pending federal appropriations)
Mid October 2017	Six-month LSTA evaluations due (online)
Late February 2018	Final Budget Revision forms due to PLDT
March 31, 2018	2017 Grant Cycle ends
Mid May 2018	Final evaluations due (online). Request for 2017 Grant Funds ends

Subaward Consultation

4

Consultation on grant ideas and the application process for federal grant subaward categories is available from the DLT staff upon request. If help is desired in a particular category, contact one of the staff members listed below. If you have any general questions, would like to view a grant from a previous year, or are unsure of the person to call, contact Terrie Howe, LSTA program coordinator.

Grant Category	Contact Person	Phone / Email
General questions		(608)266-2413
Delivery Services	Terrie Howe	teresa.howe@dpi.wi.gov
Public Library System Redesign		
Content Creation		(608)266-9534
Digitization of Materials	Ryan Claringbole	
DPLA Participation Support		ryan.claringbole@dpi.wi.gov
Library System Tech Grants		
Outcome Measurement Support		
Accessibility		(608)267-5077
Literacy	Tessa M Schmidt	tessa.schmidt@dpi.wi.gov

Need to Know

5

Acknowledge (Credit) IMLS for Project Funding

Federal grant award recipients (library systems and member libraries) are required to acknowledge (give credit to) the IMLS as the funding agency. All products, (including informational materials), regardless of format or method of distribution that are supported by an LSTA grant, including Internet websites and databases created totally or in part, must include a logo and an acknowledgement. See the [LSTA FAQ page for more information](#).

Allowable and Unallowable Costs

Allowable costs are of very important in the planning and implementation of projects. Disregard of allowable costs might affect project status and/or out-of-pocket costs for a grantee. Grant funds must be obligated for the goals and objectives identified in the approved LSTA Five-Year State Plan. Generally, for an LSTA grant award cost to be allowable, the cost must be directly related and necessary to carry out one or more of the approved [LSTA purposes](#). In addition, it must be **(1) reasonable, (2) allocable, and (3) not specifically disallowed by the State or local laws or regulations**.

[Allowable cost](#) examples for LSTA awards include, but are not limited to:

- Salaries, wages, fringe benefits
- Travel costs
- Materials and Supplies
- Consultant fees
- Supplies (Specific attention should be given to purchases of computer/tablet or Internet-accessible devices see below)
- Food (ONLY if obtained in conjunction with training to achieve one of the LSTA purposes. In most cases it is best to use local funds for food expenses)
- Performance costs (ONLY if the performance is primarily for educational purposes)
- LSTA project marketing cost

LSTA funds used to purchase Internet-accessible devices (including but not limited to computers, tablets, or smartphones) or to pay for costs

associated with accessing the Internet by library patrons and/or staff, must comply with the [Children's Internet Protection Act \(CIPA\)](#), passed in December 2000. The Act mandates the use of Internet filters in libraries. This includes the purchase of computers for job resource centers or other off-site outreach endeavors.

Unallowable Costs

- Purchase of Internet filtering software
- Marketing and public relations of general library services
- Meetings, conventions for non-LSTA grant activities
- Memorabilia or any kind of promotional items
- Gifts, souvenirs, T-shirts, temporary tattoos, toys, stickers, candy
- Parties, Games, Coloring books
- Incentives and motivators (i.e. rewards, prizes)
- Lobbying or advocacy activities (i.e. attempt to influence government decision-making).

It is recommended that libraries partner with businesses and organizations to cover the cost of promotional material. For more information about allowable and unallowable costs, view the [FAQ page](#).

Budget and Activity Changes

Grant recipients are informed at the time of the grant award if the submitted budget within the application requires a change. If there are no special conditions detailed in the award, the budget is approved as stated in the original application. During the project year, changes to an approved grant budget must be approved by the LSTA Program Coordinator, and occasionally by IMLS with a Budget Revision form (form will download to your computer). For more information, view the [LSTA FAQ about Budgets](#) page

Computer / Tablet: Internet-accessible Devices

LSTA funds used to purchase Internet-accessible devices (including but not limited to computers, tablets, or smartphones) or to pay for costs associated with accessing the Internet by library patrons and/or staff, must comply with the [Children's Internet Protection Act \(CIPA\)](#), passed in December 2000. The Act mandates the use of Internet filters in libraries. This includes the purchase of computers for job resource centers or other off-site outreach endeavors. The

purchase of Internet filtering software is not a permissible use of LSTA funds under the IMLS guidelines.

For your consideration, LSTA funding may be used for projects that include use and/or purchase of Internet-accessible devices that are non-CIPA compliant if matching local funds are used for the purchase of the devices. In these situations

LSTA funds can be used for equipment, training, transportation, or other LSTA allowable costs related to the use of the Internet-accessible devices that are non-CIPA compliant. For example, in a project involving use of iPads that are non-CIPA compliant, the iPads may not be purchased with LSTA funds although security cases, cables, storage cart, or training may be funded through an LSTA grant award. In this example, the grant application would reflect the source of funding for all items purchased as part of the project.

DUNS Number: Data Universal Numbering System (DUNS)

All LSTA grant applicants must have an applicant-specific (associated with the library) nine-digit DUNS number. City, municipality or friend's group DUNS numbers cannot be used. As past recipients of LSTA grants, public library systems already have a DUNS number. If you have not received LSTA money or other federal funding directly in the past few years, it is possible that your public library does not have a DUNS number. Obtaining a DUNS number is a free one-time process that takes 5-10 minutes at the [Dun & Bradstreet website](#). After supplying information, you will receive a DUNS number by email, usually by the next business day.

Evaluations: Six-month and Final Grant Evaluations

Each recipient of subaward funds must complete a six-month and final evaluation online as shown on the 2017 Subaward calendar. [Examples](#) of both forms are available at the end of this document.

Federal Congressional District(s) Served by Project

If you are unsure what federal legislative district(s) your library or libraries serve, check the following website: <http://legis.wisconsin.gov/gis>.

Grant Payment

Disbursement of grant funds is done on a reimbursement basis and is directly deposited to a banking account established by the grantee. New award recipients

that have not yet registered banking information with the DPI should do so before submitting the form for payment. The awarded agency purchases an item with local funds; the grantee can then complete an Excel [Program Fiscal Report Form](#) that downloads to your computer; complete and FAX this form to DPI accountant (608-267-9207). The grantee maintains all receipts for purchases.

*The DPI accounting system requires new funding recipients to register library financial information to obtain payment. Contact [Terrie Howe](#), program coordinator, for registration of a library's banking account. See [LSTA FAQ](#) about payments for further information.

Indirect Cost Rate

An indirect cost is an organization's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples of indirect costs are general telephone service, postage, office supplies, office space expenses, and administrative or financial operations for an entire organization.

You can choose to:

- Use a current indirect cost rate already negotiated with a federal agency;
- Use an indirect cost rate proposed to a federal agency but not yet approved;
- Use a rate not to exceed 10% of modified total direct costs if you have never had a federally negotiated indirect cost rate and you are not subject to other requirements (e.g., for States and Local Governments, and Indian Tribes); or
- Not include any indirect costs (allowing more of granted funds to be used toward actual project costs).

What is a federally negotiated indirect cost rate, and how do I use one?

Federally negotiated indirect cost rates are negotiated agreements between federal agencies and nonprofit organizations. If your organization already has an existing negotiated indirect cost rate in effect with another federal agency, you may use this rate to calculate total project costs, as long as you apply the rate in accordance with the terms of the negotiated agreement. (A copy of the negotiation agreement will be required as a condition of a grant award). The DPI will only accept federally negotiated indirect cost rates that are current at the time awards are announced.

How do I use the 10% indirect cost rate?

You may choose to charge a de minimis rate of 10% of modified total direct costs (MTDC) if you have never had a federally negotiated indirect cost rate. MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward or subcontract. MTDC excludes equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward and subcontract in excess of \$25,000. If you choose to use this rate, you must be careful to exclude from the budget all indirect-cost-type items, such as general telephone service, postage, office supplies and office space expenses, and administrative or financial operations for the applicant's entire organization. As long as you are an eligible entity and have never had a federally negotiated indirect cost rate, you may use this rate with no additional documentation required.

Partnerships/Collaboration

IMLS considers [partnerships](#) official only when there is a written agreement between the grant applicant and another institution. An agreement may also come in the form of signed letter stating the intent of member librarians to attend training, offer a program to library users, financial support, or in-kind contribution of staff to teach a workshop/presentation. In either case, there is a clear understanding of the responsibilities expected from each institution.

Grants are offered to a single fiscal agent; any project that includes distribution of funds *and/or* shared activities with additional entities must have a formal partnership agreement. This is an example of a written [memorandum of understanding \(MOU\)](#) (word format) and can be modified to formalize a collaborative project.

For fiscal relationships, allocating funds to member libraries requires greater documentation in the LSTA application and final evaluation. The federal government requires accountability in the distribution of funds. For example, library system staff, as grant administrators, need to provide information to member libraries about their responsibility in agreeing to accept funds. IMLS requires that each recipient of funds describe the impact of the federal funds on its community. Each library or organization that receives and spends LSTA money must report the use of the LSTA funds and the outcomes of the project to the original recipient of the grant award.

Category Requirements

6

Applications received from one applicant for similar projects in multiple categories and/or there is a discrepancy in the application category will be subject to internal review by DLT staff. Contact category consultants with questions before applying.

Applicants in the competitive grant categories of content creation, digitization, accessibility, and literacy may apply for distinct projects across categories or between levels within a category but may not apply for projects that suggest double-dipping across categories or between levels within a category.

LSTA grants and grant categories are not guaranteed for more than a one-year time period. New applications must be submitted and approved each year.

Public libraries and public library systems can submit collaborative grants with other public libraries and/or public library systems. One library or system must serve as primary grant administrator.

All grant projects must:

- Include a strategic marketing plan (inside and outside the library community) that includes people who do not use print, read well, or speak English. (Only for projects that serve the public)
- Appropriately [acknowledge the Institute of Museum and Library Services \(IMLS\)](#) as the funding source on websites, publications and activities supported with the use of LSTA grant money
- Comply with factors outlined in LSTA Information & Guidelines: “[Need to Know](#)”
- Include participation by grant administrator in online group forum with other grant administrators, led by DLT consultants
- Submit media files (such as digital images, videos, URLs) as part of final evaluation to show project outcomes
- Showcase project outcomes to Wisconsin public library community via statewide conference session, webinar, blog post, or published online resource.
- The grant categories and dollar amounts may be revised on the basis of the total dollars available, applications submitted, and other factors before final awards are made. Applications are reviewed by category not by category level.

Category Descriptions: Technology

7

Content Creation

Category is related to the Digital Creation Spaces grants in the last few years.

Estimated Total \$100,000

*Competitive, Eligible Applicants
Public Libraries and Public Library Systems*

Level 1	Grant Range	\$1,000- \$5,000	Total Funds Available: \$20,000
Level 2	Grant Range	\$5,000- \$35,000	Total Funds Available: \$80,000

The estimated total expenditure for this category is \$100,000. The estimated total of Level 1 grants is \$20,000; the estimated total of Level 2 grants is \$80,000.

Public libraries and public library systems can submit collaborative grants with other public libraries and/or public library systems. One library or system must serve as primary grant administrator.

Note: Applicants in the competitive grant categories of content creation, digitization, accessibility, and literacy may apply for distinct projects across categories or between levels within a category but may not apply for projects that suggest double-dipping across categories or between levels within a category.

Purpose

This category is meant to develop and improve the library's resources and services, as well as to foster and facilitate a dynamic learning experience where people come for the unique production of local information in a collaborative learning environment; e.g., Makerspaces. Projects in this category will look to offer opportunities for participants to create content through the use of tools and services.

Digital Public Library of America (DPLA) Participation Support

Estimated Total \$50,000

*Non-Competitive, Eligible Applicant
Outagamie Waupaca Library System*

Purpose

Funds will be used to support 50% of the 1.25 FTE staff positions necessary to meet the minimum requirements of participation in the DPLA. These positions, employed by WiLS, will be responsible for providing consulting and training to new content contributors, conducting outreach and building community engagement, coordinating metadata compliance, facilitating communication among partners, managing policy and procedures documents and acting as liaison to DPLA staff.

Digitization of Library Historical Material

Estimated Total \$20,000

*Competitive, Eligible Applicants
Public Libraries and Public Library Systems*

Level 1	Grant range	\$1,000 - \$5,000	Total Funds Available \$5,000
Level 2	Grant range	\$5,000 - \$10,000	Total Funds Available \$15,000

The estimated total expenditure for this category is \$20,000. The estimated total of Level 1 grants is \$5,000; the estimated total of Level 2 grants is \$15,000.

Purpose

This category will widen the scope of online access to historical materials found in Wisconsin libraries while maintaining high standards for project quality, accessibility, interoperability, and sustainability. This category will allow public libraries to digitize materials that are unique or of local interest. Libraries may manage their own digital repositories, or develop partnerships with organizations that can provide hosting and technical expertise. Materials must be related to the history, culture, environment, government, or economy of the state of Wisconsin.

General Requirements

Due to the fact that the Digitization of Library Historical Material projects must meet certain standards, extensive information on requirements are available on the [Digitization FAQ](#).

Library System Technology

Estimated Total \$350,000

Non-Competitive, Eligible Applicants
Public library systems

Purpose

To support and improve access to equipment and services to library system technology projects.

This grant will fund approved projects through the grant year 2017 (**April 3, 2017-March 30, 2018**). Funds will be distributed to public library systems using a formula with a base allocation of \$2,500 per system and the remaining funds allocated on the basis of system area (33.3%) and system population (66.7%). The funding allocation to public library systems for this category is as follows:

Arrowhead	\$9,620	Nicolet	\$28,650
Bridges	\$22,520	Northern Waters	\$23,820
Eastern Shores & Mid-Wisconsin	\$21,470	Outagamie Waupaca	\$13,920
Indianhead	\$34,310	South Central	\$43,350
Kenosha	\$ 9,040	Southwest	\$14,170
Lakeshores	\$14,470	Winding Rivers	\$22,790
Manitowoc	\$8,470	Winnefox	\$19,230
Milwaukee	\$37,080	Wisconsin Valley	\$27,090

Requirements

- Application content must be original and reflect this year’s plans
- Projects must be consistent with your system technology strategic plan

- Systems must address how and to what extent they involved their member libraries in developing the system’s application
- Projected funding must be specific and include, if applicable, the distribution of noncompetitive grant funds, competitive grant funds, and local funds.

Outcome Measurement Support

Estimated Total \$75,000

Non-Competitive, Eligible Applicants
Public library systems

Level 1	Project Grant Range	\$500 - \$5,000	Total Funds Available: \$35,000
Level 2	Project Grant Range	\$1,000 - \$5,000	Total Funds Available: \$40,000

Purpose

Outcome measurements are a necessity in today’s data-driven world. While libraries and systems are familiar with many tools and reporting mechanisms, there are richer ways to take ownership of both data collection and analysis. In response to library feedback, there is demand for more data to help collect and use data. This category is meant to empower libraries to plan, understand, and utilize data on a local level rather than just provide information for the annual report. Strategic use of data and analysis is a communication tool to showcase library value. Data collected on a local level has statewide impact and will also contribute to the picture of library use on a national scale. DLT and systems will provide more context when combined with other library data.

This category is designed to allow systems to help their libraries with basic and enhanced data collection and analysis. As a basic priority, this category is intended to encourage all libraries to step away from the manual, and time-consuming, count of services. Secondly, funds in this category are intended to spur increased professional learning regarding setting outcomes, collecting data, and analyzing data. Funds in this category can be used for the purchase of equipment and training.

Description: Grant funds may be used for equipment purchases such as: door counters, infrared sensors, analytic software. Grant funds may be used for training procurement such as: training on how to effectively use outcome

measurements in libraries or how to best utilize existing data collection equipment. Maximum of \$5,000 per regional library system. Grant funds may not be used for computers or construction.

Levels

Level 1: Grant projects at this level assist library systems to reach 90% or higher its member libraries and branches capturing visits by actual count (e.g., door counter). A system must reach Level 1 in order to apply for Level 2 projects.

Level 2: Grant projects at this level assist library systems and member libraries to increase outcome-based assessment skills and opportunities (e.g., training, equipment purchases, etc.). Grants will only be awarded to systems where 90% or higher of its member libraries and branches have door counters. Applicants must show evidence of having met Level 1 when applying for Level 2 in the “[Evidence of Need](#)” section.

Serving Special Populations

Accessibility

Estimated Total \$60,000

*Competitive, Eligible Applicants
Public Library Systems & Public Libraries*

Level 0	Planning Grant Range	\$500-\$5000	Total Funds Available: \$20,000
Level 1	Project Grant Range	\$5,000 -\$10,000	Total Funds Available: \$20,000
Level 2	Project Grant Range	\$10,000 - \$20,000	Total Funds Available: \$50,000

The estimated total for this category is \$60,000. The estimated total expenditure of Level 0 grants is \$20,000; the estimated total expenditure of Level 1 grants is \$20,000; the estimated total expenditure of Level 2 grants is \$20,000. Applicants can apply for a planning grant OR a project grant in the accessibility category.

Purpose

Accessibility grants support the quality of and access to library and information services to people for whom using the library is difficult, limited, or minimized. Grants should be consistent with the [Chapter 43 Statute](#) provision of library services to groups with special needs, as recommended through the Wisconsin Public Library Standards. Library and information services can be considered in terms of library spaces, communications, programming, outreach, and resources. Quality of and access to can be considered in terms of accommodations, assistive technology or techniques, design, inclusive practices, and planning. Defining and identifying special populations depends on each library community. Grants should reference the [Serving Special Populations](#) online resource that provides specific considerations and best practices.

Level 0 planning grants support efforts to define and identify a community's special population(s) and their (potential) accessibility issues. Planning funds may be used for site visits, consulting fees, professional development, input gathering, and similar focused efforts. Level 1 and 2 project grant funds may be used to improve library and information services to special populations through library spaces, communications, programming and resources. Project funds may be used to fund translation services, materials in alternate formats, outreach transportation, equipment, or technologies that improve quality of and access to library and information services to special populations.

Literacy

Estimated Total \$60,000

Competitive, Eligible Applicants Public Library Systems & Public Libraries

Level 0	Planning Grant Range	\$500-\$5,000	Total Funds Available: \$20,000
Level 1	Project Grant Range	\$5,000 - \$10,000	Total Funds Available: \$20,000
Level 2	Project Grant Range	\$10,000 - \$20,000	Total Funds Available: \$20,000

The estimated total expenditure of Level 0 grants is \$20,000; the estimated total expenditure of Level 1 grants is \$20,000; the estimated total expenditure of Level 2 grants is \$20,000. Applicants can apply for a planning grant OR a project grant in the literacy category.

Purpose

Literacy grants support the quality of and access to literacy services for people for whom using a library is difficult, limited, or minimized. Grants should be

consistent with the [Chapter 43 Statute](#) provision of library services to groups with special needs, as recommended through the [Wisconsin Public Library Standards](#). Literacy services can be considered in terms of library collections, programs, drop-in activities, and literacy offerings which specifically encourage individuals to read or build literacy skills in a focused way. Quality of and access to literacy skills can be considered in terms of accommodations, design, format, inclusive practices, planning, and technology. Defining and identifying special populations depends on each library community. Grants should reference the [Serving Special Populations](#) online resource that provides specific considerations and best practices.

Level 0 planning grant grants support efforts to define and identify a community’s special population(s) and their (potential) literacy needs. Planning funds may be used for site visits, consulting fees, professional development, input gathering, and similar focused efforts. Level 1 and 2 project grant funds may be used to implement or improve literacy services to special populations through library spaces, communications, programming, outreach, and resources. Project funds may be used to fund translation services, materials in alternate formats, outreach transportation, equipment, or technologies that support literacy services to special populations.

Library Improvement

Delivery Services

Estimated Total \$90,000

Non-Competitive, Eligible Applicants
South Central Library System (SCLS); Northern Waters Library Service (NWLS)

Purpose

Funds will be used to provide a subsidy to Northern Waters Library Service for the costs of in-system delivery and inter-system delivery. Funds also will be used to provide a subsidy for public library system services for the statewide delivery backbone network operated by the South Central Library System.

Public Library System Redesign Year 2

Estimated Total

\$150,000

*Non-Competitive, Eligible Applicants
Indianhead Federated Library System*

Purpose

To improve library services for all residents of Wisconsin through improving the interaction and coordination of public library systems. This will be accomplished through more integrated technology, particularly supporting resource sharing; statewide coordinated continuing education to extend to library staff and their capacity to support technology services to the public; making library systems more accountable for required services, including revising services if feasible and desirable; and streamlining the governance and administration of systems.

Application Instructions

8

Grant application forms and the LSTA Information and Guidelines for Wisconsin 2017 will be found on the PLDT website listed under [LSTA](#). Applicants must use the LSTA online application form. The form is hosted by software that has particular data entry procedures. Before entering application information, consider the following:

- A [Word template worksheet](#) is available to help you craft your application text.
- Create your application text in a word processing document from which you can cut and paste. DO NOT use any formatting--plain text is the only data accepted in the form. Bullet points, tables, italics, etc. are not accepted.
- Once you begin your application, you will get a customized URL that will allow you to save and return to your application; i.e. you do not have to do it all at once.
- The final deadline for application submission is Friday, October 14, 2016 at 4:30 pm. The form will not collect data after this point.

All grants will be evaluated based on the requirements described below, within each category, and dependent upon the quality of the application.

Eligible Applicants

Regional public library systems and public libraries are the primary and intended recipients of subgrant award funds. The grant categories above identify eligible applicants.

Public library systems and public libraries must be in compliance with [Public Library Services Funding Framework](#). LSTA funds will not be awarded if these requirements are not met. For a complete review of statutory requirements, review [CH. 43](#).

Review the [Grant Category Requirements](#) before proceeding with the application.

2017 LSTA GRANT APPLICATION EXAMPLE

9

There are 11 application sections, each with their own field requirements.

Use the [Word document template](#) (*click on this link and a word document will download to your computer*) to craft your plain text to cut and paste into the online application form. Descriptions of each application element follow, with specific instructions.

1. GRANT APPLICANT INFORMATION (0 Reviewer Points Possible competitive grants only)

*Data entry tip: This section includes field that are text boxes and drop-down menus. A minimum of 450 characters and a maximum of 800 characters. **All fields are required unless noted otherwise.***

- LSTA Applicant
- Applicant System and Agency
- Honorific for formal communication: e.g., Dr., Mr., Ms., Rev., etc.
- Project Administrator First Name
- Project Administrator Last Name
- E-Mail
- Project Title
- Phone Area/No.
- Extension Optional
- Applicant County One or more
- County Served by Project (*One or more*)
- DUNS Number Nine digits
- Districts 1 2 3 4 5 6 7 8

2. GRANT CATEGORY (0 Reviewer Points Possible--competitive grants only)

Data entry tip: This section includes fields that are drop-down menus. All fields are required unless noted otherwise.

Non-competitive - Technology

- Delivery Services
 - DPLA Participation Support
 - Library System Technology
 - Outcome Measurement Support Level 1
-

- Outcome Measurement Support Level 2
- Public Library System Redesign Year 2

Competitive - Technology

- Content Creation Level 1
- Content Creation Level 2
- Digitization of Library Historical Material Level 1
- Digitization of Library Historical Material Level 2

Competitive - Serving Special Populations

- Accessibility Planning Level 0
- Accessibility Projects Level 1
- Accessibility Projects Level 2
- Literacy Planning Level 0
- Literacy Project Level 1
- Literacy Project Level 2

3. PROJECT INTENT (0 Reviewer Points Possible--competitive grants only)

Data entry tip: This section includes fields that are radio buttons. Select ONE button that best represents the federal purpose of your project. One button selection is required.

Civic engagement-Improve users' ability to participate in:

- Their community
- Community conversations around topics of concern

Economic & employment development-Improve users' ability to:

- Use resources and apply information for employment support.
- Use and apply business resources.

Human services-Improve users' ability to apply information that furthers their:

- Personal, family or household finances.
- Personal or family health & wellness.
- Parenting and family skills.

Information access-Improve users' ability to:

- Discover information.
- Obtain information resources.

Institutional capacity-Improve library's:

- Workforce.
- Operations.

- Physical and technology infrastructure.

Lifelong learning-Improve users’:

- Formal education.
- General knowledge and skills.

4. PRIMARY PURPOSE (0 Reviewer Points Possible--competitive grants only)

Data entry tip: This section includes fields that are radio buttons. Select ONE button that best represents the state (Wisconsin) purpose of your project. One button selection is required.

1. Utilization of technology to improve library services. To ensure that libraries and regional library systems utilize technology to improve services and facilitate access to materials and information resources in Wisconsin libraries and from other sources to benefit all Wisconsin residents.
2. Convenient access and quality library services for all residents. To ensure convenient and efficient access to a wide range of quality library and information services for all Wisconsin residents, including those who have difficulty using a library because of limited literacy and language skills, educational or socioeconomic barriers, or disabilities.
3. Support the equalization of access to information and lifelong learning resources. To ensure that enhanced continuing education, training, and development opportunities are available to the current library workforce and library users.

5. PROJECT ABSTRACT (10 Reviewer Points Possible--competitive grants only)

Data entry tip: This field is a text box with a minimum of 450 characters and a maximum of 1000 characters. This field is required.

Provide a succinct paragraph of the project, including its purpose and intended outcome based on targeted population(s) and identifiable need. It is basically a summary of the project. Write for a general audience by avoiding jargon, acronyms, and abbreviations. Also avoid highly technical activity details, numerical lists and bullets.

The abstract will be used throughout the grant process, such as reference point on the 6 month and final evaluation. In addition, abstracts are posted on the IMLS and DPI websites for publicity purposes and idea generation by future grant applicants. See Abstracts in the FAQ for an example of an abstract and links to other models.

6. EVIDENCE OF NEED (20 Reviewer Points Possible--competitive grants only)

Data entry tip: This field is a text box with a minimum of 450 characters and a maximum of 1000 characters. This field is required.

The application must demonstrate an understanding of the target audience, including its demographics and barriers to library use. Describe how the project is relevant to a library/system planning or state planning document(s).

Describe how the need for this project was determined and the extent of the current problem(s) for the users. Provide justification of the needs of the targeted audience(s) who would use the library for the grant project. Do not rely on assumptions or perceived needs of a targeted population(s); provide evidence from within the population you plan to serve.

Specific groups of current or future library users or non-users (audiences) that may be targeted through this project may include one or more of the following:

- Public library users, students, staff for the library
- Individuals of diverse geographic, cultural, and socioeconomic backgrounds
- Individuals with limited functional literacy or information skills
- Individuals with disabilities
- Persons having difficulty using a library
- Underserved urban and rural communities
- Children from families with incomes below the poverty line.
- Projects should differentiate between primary and secondary targeted population(s) if member **library staff** AND the **public** are to be served by the project.

7. OUTCOMES (20 Reviewer Points Possible--competitive grants only)

Data entry tip: This field is a text box with a minimum of 450 characters and a maximum of 1000 characters. This field is required.

Describe the intentional and measurable outcome(s) of this project. Clearly identify how change and impact will be measured at the beginning and the end of the project.

- Whether knowledge has been gained and shared with others
- Whether people are using or reusing the new services provided through your project
- Whether your users value what you are providing them
- For an [outcome example](#)

Note: the evaluation strategies identified in the Activities section should support your outcomes.

8. ACTIVITIES AND EVALUATION (30 Reviewer Points Possible--competitive grants only)

*Data entry tip: This section has 5 fields per item; 3 drop down menus for the type of activity, mode, and format and 1 text box each for activity description and corresponding evaluation. Each text box requires a minimum of **450 characters and a maximum of 1000 characters**. Completion of at least one activity field set (3 drop down menus and 2 text boxes) is required; 1 activity field set is displayed by default. A maximum of 10 activities can be entered.*

Review the “[Activities and Evaluation](#)” FAQ for a complete description of terms and definitions used in this application element.

Activities and evaluation strategies must represent at least 10% of your project budget. Include information about where an activity will take place, and who is the targeted audience. Refer to the [Grant Category Requirements](#) for specifics that might be included in your activities and evaluation strategies. Refer to [Partnerships/Collaboration](#) for specifics on how to identify partner activities.

9. BUDGET AND BUDGET NARRATIVE (20 Reviewer Points Possible--competitive grants only)

Data entry tip: Budget numbers will be entered into a table with specific funds fields. Do not include \$ dollar signs or commas. The budget table totals on its own. If a budget amount is entered, the corresponding narrative text box must be completed on the next page (1000 character limit maximum). The budget is a required application section, however it is not required that you have a dollar amount for each funds field. By following this link to a [budget example spreadsheet](#) a sample budget sheet will download to your computer that you can use for totaling figures.

Review the “[Budget](#)” FAQ for a complete description of terms and definitions used in this application element.

Budgets must:

Conform to the LSTA [Allowable and Unallowable Costs \(Need to Know\)](#)

Provide brief description of each budgeted section (e.g. salaries, consultant fees, travel, supplies, equipment, services)

Indirect Costs - Optional

The choice is to use an indirect cost rate already negotiated with a federal agency, use a rate not to exceed 10% of modified total direct costs, or not include any indirect costs. To request indirect cost rates requires documentation. See more in the [Need to Know](#).

10. DISTRIBUTION OF FUNDS (0 Reviewer Points Possible-- competitive grants only)

Data entry tip: This section is required only if your project includes distribution of funds. There is no character limit for this text box field.

Library and library system projects do not necessarily include distribution of funds. If your agency, as the applicant and fiscal agent for the project, intends to distribute funds to be expended by other libraries, library systems, or agencies, document the following for each library/system/agency that will receive funds: The library/system/agency name and collaborating partner(s) and the amount of money distributed.

11. CERTIFICATIONS & SIGNATURE PAGE

Data entry tip: Follow the instructions for printing, signing, and sending the Certifications.

This application consists of four pages of dense text that is essentially the applicant's contract agreement with DPI. It contains the terms for operation and administration of a federally awarded grant. By signing and returning this page to DPI, the applicant is agreeing to comply with the terms of this agreement that are applicable with the Office of Management and Budget Circulars. An applicant is expected to know the contents of this [Certifications agreement](#).

In bright green text on the online application form, the instructions say, "Provide a copy of the Signed Certification sheet by the same date that the Online Application is due." This printed document may be submitted by postal mail or as an email attachment to teresa.howe@dpi.wi.gov.

SIGNATURE

Data entry tip: Follow the instructions for printing, signing, and sending the Signature page of the application.

I, THE UNDERSIGNED, CERTIFY that the 2017 project(s) will be the basis for the operation and administration for which LSTA funds are requested. We will provide expenditure and other reports and will comply with such fiscal provisions as the DLT requires. We will comply with the statutes and regulations cited above as required by the Institute of Museum and Library Services (IMLS).

Applicant Library or System			
Project Title			
Project Administrator			
Federal Funds Requested			
Name of Principal Officer of Applicant Agency	Title of Principal Officer	Signature of Principal Officer	Date Signed <i>Mo./Day/Yr.</i>

Mailing Instructions

Print this page, sign, SCAN and attach no later than October 14, 2016 by email to: (Teresa.Howe@dpi.wi.gov) OR

Print this page, sign, and return by mail postmarked by October 14, 2016. Send signed page to:

Terrie Howe, LSTA Program Coordinator
Wisconsin Department of Public Instruction DPI
Division for Libraries and Technology
PO Box 7841
Madison, WI 53707-7841

Policy on Conflict of Interest

10

The following policy on conflict of interest is established in dealing with LSTA grant applications which are reviewed by the members of the Wisconsin LSTA Advisory Committee, grant reviewers and grant applicants.

The members of the LSTA Advisory Committee, grant reviewers, and subaward recipients represent interests and leadership in library development throughout the state. It is inevitable that from time to time proposals to be recommended for funding or policy decisions regarding the direction of library development in the state will involve a member of the advisory committee or a grant reviewer, either as the person who submits the grant or as one whose institution will benefit from a decision made by the committee. In order to respond to these circumstances, the following provisions are made.

A member of the LSTA Advisory Committee may not participate in the discussion of, make motions regarding, or vote on:

- Any grant application proposed by the individual's employer or by a board or other governing body of which the individual is a member
- The establishment of a noncompetitive grant category designating as the sole eligible recipient the individual's employer or a board or other governing body of which the individual is a member
- Any action in which the individual is or might be a direct financial beneficiary

An individual may not serve as a reviewer of:

- Any grant application proposed by the individual's employer or by a board or other governing body of which the individual is a member
- Any grant application if the individual would be a direct financial beneficiary

The determination whether or not a conflict of interest exists shall be made by the LSTA Advisory Committee or the administrator of the PDLT, as appropriate, or by duly adopted motion of the Committee

APPLICATION REVIEW AND NOTIFICATION PROCESS

11

Following the online grant application deadline, projects will be reviewed. Non-competitive categories are restricted to a specific agency or agencies, with funds to be distributed among the eligible projects. These projects are reviewed by PLDT staff and the [LSTA Advisory Committee](#). Competitive federal grant subawards are reviewed by a panel of four (4) trained, independent individuals using an online rating form. Not all eligible projects may receive funding. Applications are reviewed by category, not by category level.

Division staff review the comments and ratings of the independent reviewers. They make their recommendations to the LSTA Advisory Committee at their winter meeting. The LSTA Advisory Committee reviews and discusses reviewer ratings, and makes recommendations to the State Superintendent of Public Instruction.

The State Superintendent reviews recommendations from the Advisory Committee and DLT staff, and makes a final determination regarding all grant applications, both noncompetitive and competitive (December). Notification is sent to all applicants, regardless if the project is funded or not, and the LSTA Advisory Committee members in February or March, depending upon the appropriation of funds by the U.S. Congress.

If projects are selected for funding, grantees will be required to attend a virtual information session offered shortly after the grant notifications are issued.

LSTA Comment / Complaint Procedure

12

Comments and complaints or questions about the LSTA program received by the DLT will be forwarded to the LSTA program coordinator. The LSTA program coordinator will respond as is appropriate to the situation, either through a phone call, an email message, or a formal letter.

“Received” means comments made in person at workshops or conferences, phone calls or email messages to the LSTA Coordinator. The DLT will accept complaints or questions from any Wisconsin resident or member of the Wisconsin library community.

If the person asking the question or making the comment or complaint is not satisfied with the information provided by the LSTA program coordinator, the question or complaint will be sent to the Administrator of the DLT. The Administrator of the DLT will respond as is appropriate to the situation, either through a phone call, an email message or a formal letter.

The Administrator of the DLT is the person of last resort for questions or complaints about the state LSTA program

Six-month Evaluation 2016 (Example)

PII-2442 (Rev. 07-16)

Due Date: October 14, 2016, 4:30 p.m.

13

INSTRUCTIONS

Complete this online six-month evaluation form by the date listed above.

A. Next Page button

Scroll down the page to click the Next Page button. This will take you to the second page of the six-month evaluation.

B. IMPORTANT: Copy

A.pdf copy of the submitted six month evaluation form will be emailed to you within two weeks of the submission date.

C. Media Files:

Briefly describe your progress on this project to date. Include activities and outputs.

What funds have been spent (obligated)?

Have there been staff changes in the project?

Include any problems that have arisen.

2017 LSTA FINAL GRANT EVALUATION (Example)

14

Unless otherwise noted, all information is required.

Project Title

LSTA Grant Number

Name of Library, System, or Other

Organization Administering Project

Project Category

Person Designated as Administrator of Project

Phone

Email Address

Person Completing the Form

Phone Area/No.

E-mail Address

ABSTRACT

Write for a general audience by avoiding jargon, acronyms, and abbreviations. Avoid highly technical activity details, numerical lists and bullets. Describe in a paragraph or two what you did during the funding period (implemented, created, accomplished), for whom (i.e. target audience), and what was the result or benefit.

Project Intent

Data entry tip: This section includes fields that are check boxes. Select ONE check box that best represents the federal purpose of your project. One checkbox selection is required.

Civic engagement

- * Improve users' ability to participate in their community
- * Improve users' ability to participate in community conversations around topics of concern

Economic & employment development

- * Improve users' ability to use resources and apply information for employment support.
- * Improve users' ability to use and apply business resources.

Human services

- * Improve users' ability to apply information that furthers their personal, family or household finances.
- * Improve users' ability to apply information that furthers their personal or family health & wellness.
- * Improve users' ability to apply information that furthers their parenting and family skills.

Information access

- * Improve users' ability to discover information.
- * Improve users' ability to obtain information resources.

Institutional capacity

- * Improve library's workforce.
- * Improve library's operations.
- * Improve library's physical and technology infrastructure.

Lifelong learning

- * Improve users' formal education.
- * Improve users' general knowledge and skills.

Project Outcomes

Based on outputs, outcomes and/or other results, explain any significant lessons learned from these findings. List any important outputs or outcomes from your project.

Briefly describe the importance of the outputs or outcomes.

Which of the following evaluation methods did you use?

Do you anticipate continuing this project after the funding period ends?

Example:

The program was aimed at the general public and advertising reflected this focus. Given that the majority of participants were families with young children, the program will be specifically focused for these participants next year.

Example:

We'll be hiring a full time staff person to carry out the project next year due to its popularity. We found that assigning this on top of regular duties was too much for existing staff.

How did you measure or determine the outcomes? Select all that apply

- Survey
- Review of administrative data
- Interview / Focus group
- Observation
- Other

Budget Category

Write for a public audience; avoid using specific prices or names of people. Project Expenditures Local Match is not a required field. However, if there was a match please state an approximate amount AND a description.

- LSTA
- Local / Match
- Description

1. Salaries/Wages/Benefits

List the position title and # of FTEs (full time equivalent) for any salaries, wages, and benefits paid with grant or matching funds to staff directly contributing to the project.

2. Consultant Fees

Expenditures related to acquiring the services of a consultant including fees, travel, etc. paid or hired directly by the consultant should be included

here; provide name of consulting firm and area of expertise.

3. Travel

This section only applies to travel incurred by library staff working on the project. Describe the number of travelers and types of expenditures such as mileage, lodging, conference registration, meals, etc.

4. Supplies/Materials

List the consumable items and quantities purchased of supplies/materials necessary to carry out the project such as print books, ebooks, audiobooks, DVDs and/or technology such as computers, laptops, tablets, printers, etc. with a per item cost under \$5,000.

5. Equipment

Only nonexpendable, tangible property with a per item acquisition cost over \$5,000 should be listed here; list each item purchased and quantity per item.

6. Services List activities provided by a third-party contractor or vendor; provide the name of the service or the vendor.

Project Activities

Activities are actions through which the intent or objective of a project is accomplished.

Activity:

Type

Mode

Format

List a maximum of 10 project activities (including mode and format, if applicable) as well as a short, descriptive name for each activity. Initially, fields for one activity are displayed. To display more or fewer activities, click the radio buttons below. (Hover over buttons to see how many activities will be displayed.) When fields are displayed, they are required. If information is entered in fields that are later hidden, that information will be disregarded.

Activity 1:

Provide the titles and a brief description for each Activity, Mode, and Format. Include the names of any partners (if any) and describe their contributions.

Briefly describe the Activity, Mode, and Format. Include the names of any partners and describe their contributions.

Briefly describe the Procurement activity. Include the names of any partners and describe their contributions.

Program Interactive Instruction Programs

Number of times program offered

Number of sessions in program

Average session length (minutes)

Average number in attendance, total all programs

Presentation / Performance

Number of presentations/performances administered

Average presentation/ performance length Minutes

Average number in attendance per session

Consultation / Reference

Total number of consultation/reference transactions

Average number of consultation/reference transactions per month

Content Acquisition

Number of hardware acquired

Number of software acquired

Number of licensed databases acquired

Number of print materials (books and government documents) acquired

Number of electronic materials acquired

Number of audio/visual units (audio discs, talking books, other recordings) acquired

Content Creation

Number of items digitized

Number of items digitized and available to the public

Number of physical items

Number of open-source applications/software/systems

Number of proprietary applications/software/systems

Number of learning resources; e.g., toolkits, guides

Number of plans/frameworks

Content Preservation

Number of items conserved, relocated to protective storage, rehoused, or for which other preservation-appropriate physical action was taken

Number of items reformatted, migrated, or for which other digital preservation-appropriate actions was taken

Number of preservation plans/frameworks produced/updated; e.g., preservation readiness plans, data management plans

Content Description

Number of items made discoverable to the public

Number of collections made discoverable to the public

Number of metadata plans/frameworks produced/updated

Content Lending

Total number of items circulated

Average number of items circulated per month

Total number of ILL transactions

Average number of ILL transactions per month

Planning and Evaluation

Number of evaluations and/or plans funded

Number of funded evaluations and/or plans completed

Procurement

- Number of equipment acquired
- Number of acquired equipment used
- Number of hardware items acquired
- Number of acquired hardware items used
- Number of software items acquired
- Number of acquired software items used
- Number of materials/supplies acquired
- Number of acquired materials/supplies used

Beneficiaries: Select all that apply

- All ages
- 0-5 years
- 6-12 years
- 13-17 years
- 18-25 years
- 26-49 years
- 50-59 years
- 60-69 years
- 70+ years

- American Indian or Alaska Native
- Asian
- Black or African American
- Caucasian
- Hispanic or Latino
- Native Hawaiian or other Pacific Islander

Urban

Suburban

Rural

Intergenerational groups (excluding families)

Families

Immigrants/refugees

Low income

Unemployed

People with disabilities

Library staff, volunteers, and/or trustees

People with limited functional literacy or informational skills13-17 years

Is the project directed at the library workforce?

Yes

No

To whom is the project targeted?

Specific group(s)

General Population

Area(s) in which your partner(s) operate: Select all that apply

Not Applicable

Libraries

Historical Societies or Organizations

Museums

Archives

Cultural Heritage Organization Multi-type

Preschools

Schools (K-12, Higher Education)

Adult Education (ESL, GED)

Human Services Organizations

Other

Legal type of your partner(s) Select all that apply

* Not Applicable

Federal Government

State Government

Local Government (excluding school districts)

School District

Non-profit

Private Sector

Tribal Government or Association

List the name and address of each library/organization that provided the presentation/performance.

List the name and address of each library/organization that provided the program.

List the name and address of each library/organization that provided reference services or received consultation services.

List the name and address of each library/organization that delivered or made use of the content.

List the name and address of each library/organization that created or made use of the content

List the name and address of each library/organization that preserved or conserved content.

List the name and address of each library/organization that made content discoverable.

List the name and address of each library/organization that delivered or provided content.

List the name and address of each library/organization that carried out planning activit(ies).

List the name and address of each library/organization that carried out evaluation activit(ies).

List the name and address of each library/organization that received and made use of the procured items.

Number of libraries/organizations where the Program took place

Number of libraries/organizations where the Presentation/Performance took place

Number of libraries/organizations that provided reference services or received consultation services

Number of libraries/organizations that delivered or made use of the content

Number of libraries/organizations that created or made use of the content

Number of libraries/organizations that preserved or conserved content

Number of libraries that made content discoverable

Number of libraries/organizations that delivered or provided content

Number of libraries/organizations that carried out planning activit(ies)

Number of libraries/organizations that carried out evaluation(s)

Number of libraries/organizations that received and made use of the procured items

Public

Academic

Special

School

Other

State Library Administrative Agency