

ATTACHMENT A
Goal 1A – 1D APPLICATION FOR A
LIBRARY SERVICES AND TECHNOLOGY ACT FEDERAL (LSTA) GRANT
FURTHER CALL COMPETITIVE AWARDS – FEDERAL FISCAL YEAR 2003

Submit one signed and dated original and 15 copies to: **Jym Wroblewski/LSTA Coordinator –O 4**
Library Development and Services
1500 Highway 36 West
Roseville MN 55113-4266
PH: 651-582-8805; FAX: 651-582-8731

Minnesota LSTA FY2003 Round I Goal 1A – Goal 1D Competitive Application

Follow the exact form, contents, and pagination provided by LDS.

A. Administrative Information: [LDS uses items A: 1-9 for federal reporting. Be specific, direct and concise.]
The below-named applicant hereby applies for a LSTA project grant as established as a priority activity under the Minnesota Five Year Plan for the use of LSTA:

1. Applicant institution name and address:

Minnesota Tax I.D. no. _____ Federal Employer I.D. no. _____

2. Name, title, telephone number and e-mail address of grant administrator and grant coordinator if different:

3a. Project Title:

3b. Federal Funds Requested: _____

4. Estimated number of people to be served by Project

5. Identify targeted geographic location to be served; include city, county(s) or statewide:

6. Federal Congressional District(s) within area to be served by project:

List by Congressional number: _____

7. Minnesota's LSTA Plan: The Goal number: _____ The Activity letter: _____

8. Grant checklist: Please check the following statements. (If any are unchecked proposal will be invalid)

Designated public library or multitype regional system will validate individual

Library membership is in good standing ___

Certification of support from designated public library or multitype regional system

Designated public library or multitype regional system involved in grant planning ___

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Applicant: _____

9. Relevance to LSTA Goal & Program Activity: (Maximum Points: 5)

10. Abstract:

Minnesota LSTA FY2003 Round I Goal 1a – 1D Competitive Application

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Applicant:

B. Project Information

- 1. Needs Assessment: (Maximum Points: 10) - Describe the need or problem that generated this project. (Insert an additional page if needed)**

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Applicant:

2. Planning: (Maximum Points: 15) (Insert an additional page if needed)

A. Process:

B. Participation: (Include designated public library or multitype regional system involvement- Include involvement of outside specialists and or organizations within your area designated to serve the designated special population.

C. Documents: (cite local and/or regional strategic and/or technology plans' goals grant proposal enhances)

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Applicant:

**3. Goals, Objectives and Outcome Based Measurements (end-user benefit statement):
(Maximum Points: 20)**

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Applicant:

4. Implementation: (Maximum Points: 10) (Insert an additional page if needed)

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Applicant:

5. Budget: (Maximum Points: 20) (a. Narrative, b. Summary, & c. Project Continuation)

5a. Budget Narrative: (Insert an additional page if needed)

A. Personnel: Include Administrative costs at no more than 4% of total cost of federal portion of project. (In the best of worlds administrative costs are in kind or local match)

B. Library Materials:

C. Online Resources:

D. Equipment:

E. Furniture:

F. Telecommunications:

G. Telecommunications Equipment:

H. Automation Hardware:

I. Automation Software:

J. Staff Development:

K. Supplies:

L. Contractual:

M. Other:

Minnesota LSTA FY2003 Round I Goal 1A – 1D Competitive Application – Payment Schedule.

Applicant: _____

LSTA Project Name _____

Project Invoice # _____

5b. Budget Summary:

	Federal-LSTA	State Funds	Local Funds	Other	Total
Personnel – Project staff*					
Personnel – Administrative 4% max*					
Library Materials*					
Online Resources*					
Equipment* and Furniture					
Telecommunications					
Telecommunications Equipment					
Automation Hardware*					
Automation Software*					
Staff Development					
Supplies					
Contractual*					
Other*					
Totals					

- **Additional documentation required:** Please include additional information in the budget narrative page.

Note: Subgrants. There will be no subgrants. Subgrants are treated as a separate application, requiring fulfillment of all information in parts A, B, C, and because all recipients of subgrants also are required to submit organization-wide audits in compliance with Federal OMB Circular A-128.

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5c. Project Continuation:

- 6. Evaluation (Maximum Points: 20 points):** What are the intended results of this project, and how will the project be evaluated in order to determine that these intended results have been achieved. Describe plan for measuring project results (end user benefits).

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Applicant:

7. Assurances. The applicant assures that it will comply with the following:

- A. Grant funds shall be used only for purposes for which granted as specified in the approved grant application or approved in an amendment to the original application filed under provisions of the grant agreement. Project may be amended once during the contractual timeline. Programmatic approval by the LSTA Coordinator must be obtained for expenses in a category that reflect more than a 10% change from the proposed budget in the approved grant application.
- B. The Institute of Museum and Library Services (IMLS) and Library Development & Services, the MN State Library Agency, requires public acknowledgement of the activities they support with LSTA funds. Your IMLS grant is recognition of excellence that should be shared with your community. As a recipient, you are required to acknowledge IMLS support and take steps to extend the award's impact on the community at large. IMLS has a logo and tag line that should be used in acknowledging IMLS and LDS support. The guidelines for crediting IMLS and LDS are described below.

“The Institute of Museum and Library Services, a Federal agency that fosters innovation, leadership and a lifetime of learning, and Library Development & Services, the Minnesota State Library Agency, supports the (project name) at the (library/agency name) with funding under the provisions of the Library Services and Technology Act (LSTA).”

- C. Interest on Grant funds shall be limited to the amount allowable by federal rules and regulations, which must not exceed \$100.00 annually on all LSTA federal dollars received. This regulation (45 C.F.R. Section 1183.21(i)) applies to IMLS grants to States and State sub-grants to public libraries, public school libraries, and other agencies that are governed by State and/or Local governments. Interest earned on advances/grant awards made by the State Library Administrative Agencies to universities, hospitals, and non-profit organizations fall into a different category. These entities may keep interest amounts up to \$250 per year for administrative expenses (OMB Circular A-110 C.22 Payment (1)).
- D. Grantees will be reimbursed on all project costs on a quarterly basis upon filing the quarterly grant payment schedule with project receipts for reimbursement attached. Twenty percent of the project allotment shall be held until final report and grant receipts are received, reviewed and accepted for audit.
- E. A mid-year narrative report shall be filed at the six month interval of the grant year and a narrative evaluation report indicating project results and a report of grant expenditures shall be submitted to LDS on forms supplied by LDS no later than 30 days after the completion date of the project set forth in the grant agreement.
- F. If participation by a regional library system or a member local governmental unit or member library is discontinued, ownership of the discontinuing system, unit, or member's assets, including cash or the fair market value thereof if such assets cannot be transferred by the grantee, acquired during the last three years of participation from this grant, shall revert to the Minnesota Department of Children, Families & Learning for reassignment for library services elsewhere.
- G. The provisions of Title VI of the Civil Rights Act of 1964, (42 USC Sec. 2000d et seq.), its regulations, and all other applicable federal and state laws, rules and regulations.

- H. The applicant will not advertise for bids, execute any contracts, or purchase any items that will be paid for by grant funds before receiving a fully executed and signed copy of the grant contract.
- I. We, the undersigned, certify that the data given in this application are true and correct to the best of our knowledge and belief.

Date

Board President

Date

Administrator

Submit one signed and dated original and fifteen copies to the Library Development & Services by 4:00 p.m. on Friday, July 11, 2003.

Lsta\application\form2003