LSTA TECHNOLOGY LADDER & LIBRARY SERVICE IMPROVEMENT GRANTS APPLICATION OVERVIEW WINTER 2015

MISSOURI STATE LIBRARY LSTA GRANT PROGRAMS

Presented by Shay Younger
Session Objectives

1. Library Service Improvement and Technology Ladder Grants: A Brief Introduction
2. Grant Application Basics
3. Best Practices
Technology Ladder Grant
Technology Ladder Grant

- Replace, upgrade or add new equipment or software
- More expensive or complex projects
- Website Makeover projects
- Minimum computer equipment specifications must be met

- Minimum award is $5,000
- Maximum award is $35,000
- Local match required

- Open to public libraries only
Technology Ladder Grant

- To replace hardware due to imminent failure
- To replace software preceding Windows 7
- To update computer training labs
- To install systems to manage public access
- To improve access for patrons with disabilities
- To provide computers for patrons for workforce skill development
Minimum computer equipment specifications are located at

http://www.sos.mo.gov/library/development/grants/computer_specs.asp

- Desktop PC maximum is $1,400
- Laptop PC maximum is $1,700
Library Service Improvement Grant
Library Service Improvement Grant

- Public Libraries eligible to receive state aid
- Academic, school and special libraries as defined in the Missouri Five-Year State Plan
- Projects to address local library service needs
- Projects that are out of scope with current LSTA grant programs
- Minimum grant award is $5,000.
Library Service Improvement Grant

- Address one LSTA Priority and one MOSL Goal
- Meet LSTA eligibility requirements
- Establish a higher level of service
- Reach unserved or underserved in your community
Library Service Improvement Grant

- Examples include but are not limited to:
  - Makerspace projects
  - Series of staff training sessions
  - Series of cultural programs
  - Distributed services projects
Be People Focused
Organize your project
- Need
- Resources
- Activities
- Outputs
- Outcomes
- Impacts
Changes in the Grant Program

- Dollar for dollar match required on collection development purchases
Grant Application Basics
Grant Application Basics

1. Identify regulations and statutes
2. Complete the application and send it in ON TIME
3. Application undergoes review
4. Grant is awarded (or denied)
LSTA Grants Statutes and Regulations


- General Regulations for Administering the Grants: 2 CFR 200

- Work Authorization Program: RSMo 285.530

Links to these statutes and regulations are available online at http://www.sos.mo.gov/library/development/grants/GrantsManual.pdf
Grant Application Basics

- **Project Description**
  - State the problem
  - Identify the goal(s) of your project
  - Identify the strategies to reach your goal
# Grant Application Basics

## Library Service Improvement Grant

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>Project detail and timeline</td>
</tr>
<tr>
<td>b)</td>
<td>Cooperative element(s)</td>
</tr>
<tr>
<td>c)</td>
<td>Project promotion</td>
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<tr>
<td>d)</td>
<td>Project evaluation</td>
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</tbody>
</table>

## Technology Ladder Grant

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>a)</td>
<td>Background information and library service benefit</td>
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<tr>
<td>b)</td>
<td>Project plan</td>
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<tr>
<td>c)</td>
<td>Project Promotion</td>
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<tr>
<td>d)</td>
<td>Project Evaluation</td>
</tr>
</tbody>
</table>
Evaluation

- **Shaping Outcomes**: [http://www.shapingoutcomes.org](http://www.shapingoutcomes.org)

- **Perspectives on Outcome Based Evaluation for Libraries and Museums**: [http://www.imls.gov/assets/1/AssetManager/PerspectivesOBE.pdf](http://www.imls.gov/assets/1/AssetManager/PerspectivesOBE.pdf)
Outcome Based Evaluation

- Outputs - What you can count – Statistics
- Outcomes – Changes that take place
  - Surveys, interviews, observation, research
- Evaluation – Assesses project success
# Grant Application Basics

<table>
<thead>
<tr>
<th>Category</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Cost Per Unit</th>
<th>LSTA Funds Requested</th>
<th>Local Funds (Varies – see Matching Funds section)</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractual Services</td>
<td>Technical support for equipment installation and configuration</td>
<td>32 hours</td>
<td>$80</td>
<td>$2,560</td>
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<td></td>
<td><strong>Subtotal</strong></td>
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<td>$2,560</td>
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<tr>
<td>Equipment and Operating Software</td>
<td>Desktop computers with 3 year warranties</td>
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<td>$689</td>
<td>$4,410</td>
<td>$1,102</td>
<td>$5,512</td>
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<td></td>
<td>Laptop computers with 1 year warranties</td>
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<td>$986</td>
<td>$4,437</td>
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<td>Furniture (Accessible Workstations Only)</td>
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<tr>
<td>Personnel</td>
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<tr>
<td>Public Relations</td>
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<tr>
<td>Supplies</td>
<td>Laptop storage cart with charging abilities for 10 laptops</td>
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<td>$1,040</td>
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<td>Other (Please specify)</td>
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<td>PROJECT TOTAL</td>
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<td></td>
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<td><strong>$15,028</strong></td>
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Grant Application Basics

- **Budget Narrative**
  - Justification
  - Cost / market analysis:
    - $3,000 threshold
    - Item or set of same items
    - Services
Grant Application Requirements

4. Certifications and Assurances
   - Standard Terms and Conditions
   - Certifications Regarding: Nondiscrimination; Debarment and Suspension; Drug-Free Workplace; Federal Debt Status; Lobbying; and Trafficking in Persons
   - Assurances-Non-Construction Programs
   - Business Entity Certification
   - Application
Grant Application Basics

• The application is available in Word format on the Missouri State Library Grants website at: http://www.sos.mo.gov/library/development/grants.asp

Frequently Asked Questions

5. **Timeline**

- Application are due January 30, 2015
- Grant management session is on April 23, 2015
- Beginning date of grant period is May 1, 2015
- Interim report due August 31, 2015
- Ending of grant period is April 30, 2016
- Final report due May 31, 2016
Grant Application Best Practices
Grant Applications Best Practices

☐ Plan well

☐ Track performance measures - outputs
  ✔ Do you have a baseline?
  ✔ Do you have desired benchmarks to achieve?

☐ Know the potential impact of your project - outcomes
  ✔ What is the benefit to the patron and how can you capture it?
  ✔ Can help in obtaining local, state, or federal support for other projects
Grant Applications Best Practices

- Have a realistic, justified budget
  - LSTA and local funds

- Check your math

- Be sure all attachments are included
  - Computer specification documentation
  - Survey drafts
  - Market analysis
Grant Application Best Practices

- Know what your legal responsibilities are
- Know your institution’s policy on grant applications
- Know who has to sign your application and what his/her schedule is
Questions
Don’t hesitate to give us a call or send us an email if you have any questions about the grant application.

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