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|--|-----------------|----------------|---|---|
| Library<br>Services and<br>Technology<br>Act | For LD Use Only |                |   |   |
|  | Alpha Code      | P              | R | S |
|  | Project #       | 0070 - 11 - 00 |   |   |
|  | Copy #          | C              |   |   |

## 2010-2012 Service Improvement Invitational Grant Program

### GRANT APPLICATION

One of the three copies of each application and related forms must contain original signatures.  
Please check here if this set contains all **ORIGINAL SIGNATURES** ( )

|   |   |
|---|---|
| System/Library Name:  |   |
| Project Title:  |   |
| Project Director's Name:  | Telephone # ( )<br>Email address:             |
| System/Library Director's Name:   | Telephone # ( )<br>Email address:             |
| LSTA Funds Requested: \$  | In-Kind Contribution: \$<br>Matching Funds \$ |
| Number of <b>people</b> you anticipate serving ( <b>not</b> a population figure):   |   |
| Please identify ( 3 ) <b>all</b> of the <b>user groups</b> you expect to serve through this project:<br><input type="checkbox"/> Library/library system staff <input type="checkbox"/> Students <input type="checkbox"/> Faculty <input type="checkbox"/> Business people<br><input type="checkbox"/> Media representatives <input type="checkbox"/> General public <input type="checkbox"/> Others _____ (Specify) |   |
| Congressional District(s) Within Area to be Served by Project:<br>(List by number -- See Congressional Districts List)  |   |

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| <b>GRANT CATEGORIES (See Grant Application Instructions)</b> |  |
| <input type="checkbox"/> Technology                          | <input type="checkbox"/> Service Improvement |
| <input type="checkbox"/> Special Client Services             |  |

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| <p><b>Applicant must check off the following appropriate items:</b><br/> <input type="checkbox"/> <b>CIPA Assurance required &amp; included</b><br/> <input type="checkbox"/> <b>CIPA Assurance not required because</b><br/> <input type="checkbox"/> <b>Assurance already filed for E-Rate</b><br/> <input type="checkbox"/> <b>Not relevant to this application</b></p> |
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Applications must be *received* in Library Development Office by **5:00 PM March 4, 2010**  
Please send an electronic copy to [mtodd@mail.nysed.gov](mailto:mtodd@mail.nysed.gov)  
Send **3 copies** of each application, FS-20 and related forms to:  
LSTA - Division of Library Development, NYS Library, Room 10B41 CEC, Albany, NY 12230  
The University of the State of New York, The State Education Department, New York State Library

**Each response should be numbered in the same order as listed below. Answers should be single-spaced in 12 point font on one side of paper.**

**Attach your answers to the questions between pages 1 and 3 of the application form. Do not use special covers or binders.**

1. **Abstract:** Provide a brief abstract of no more than 200 words. It must include purpose, identified target audience, and intended results.
2. **Need:** Describe the needs assessment process and defined need for this project. Explain how the project relates to the goals, activities, and intended results of the system's Plan of Service. (For regional or statewide projects, show relevance for each project partner)
3. **Purpose:** What is the purpose or goal of the project? Who is the target audience? (Note that the target population must be a subgroup of the total service area of a library system. This requirement is similarly calculated for statewide and regional projects.)
4. **Project Implementation:** Provide a detailed, monthly timeline of the planned activities **for each year of the two-year** project, describing what will be done and by whom, including partners and collaborators and evaluation activities.
5. **Evaluation:** Describe the project's evaluation plan for both **quantitative (outputs)** and **qualitative (outcomes)** evaluation measures. (See page 5 of the Guidelines for more detail on the requirement for **Outcome-Based Evaluation**.) The final report for this project will require both outputs (numbers) and a report on the outcomes for users of the project's activities, as well as anecdotal information.
6. **Budget:** In narrative form, explain the importance of each budget item **for each year** and how it contributes to the project implementation. **(For staff requests include job descriptions; for contractual services of \$5,000 and over, please provide a draft contract.)** The narrative should be arranged by the budget codes as seen on the second page of the FS-20 form, i.e., Code 15, Professional Salaries, and so on. List the dollar amount and source of other funds or in-kind services provided by the applicant and any participating organization to be used to carry out the project, including the required matching funds for equipment and/or software \$5,000 or more. (These figures must agree with the in-kind and matching figures on page 1.)

**The information on this page must accompany all applications.**

The Applicant hereby gives assurance to the New York State Library that:

1. It will comply with the law, regulations, policies, guidelines and administrative requirements as they relate to the application, acceptance and use of Federal funds for this federally-assisted project.
2. It will initiate and complete the work of the project within the applicable time frame after receipt of approval from the New York State Library.
3. It will maintain project records as specified by the New York State Library and will submit to the New York State Library a final report by the deadline established.
4. It will file Project Expenditure Reports (FS-25) on the schedule outlined by the State Education Department's Grants Finance Office. The applicant also agrees to file a final Project Expenditure Report (FS-10-F) by the deadline established by the New York State Library.
5. It will make project records readily available for independent auditing and will submit such audits to the New York State Library when requested. It will provide copies of such financial and program audits of LSTA projects as the State Library may request to meet the requirements of the Federal Single Audit Act as amended in 1996. It will make project records readily available to State Library staff or other staff of the State Education Department.
6. All library services provided as a result of a grant for this project will be available free of charge and without discrimination to all members of the community, district, or region served. (Required by the Federal Civil Rights Act of 1964, Title VI.)
7. It will comply with all applicable federal laws, regulations, and Office of Management and Budget (OMB) circulars in regard to use of LSTA funds to purchase materials to promote the purpose and activities of the project being proposed. The undersigned assures the New York State Library that such promotional materials are educational and informational in nature and have a clearly demonstrable and legitimate purpose that is directly related to the LSTA grant project for which the applicant is seeking funds.
8. All products, regardless of format or method of distribution, including flyers or announcements of library programs and web sites, produced in this project will include the appropriate following acknowledgement:

"This publication (production, workshop, web site) was (is) supported by (or 'in part by') Federal Library Services and Technology Act funds, awarded to the New York State Library by the Federal Institute of Museum and Library Services."

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| Date   | Signature of Chief Administrative Officer (System/Library Director) |
| Name and Title of Chief Administrative Officer (System/Library Director) |   |
| <b>AND for School Library Systems:</b>                                   |   |
|  |   |
| Date   | Signature of BOCES/Big 5 Cities District Superintendent             |
| Name and Title of BOCES/Big 5 Cities District Superintendent             |   |