

# Library Services and Technology Act



## Grant Application Instructions

### INFORMATION AND FILING REQUIREMENTS FOR 2010-2012 Service Improvement Invitational Grant Program

#### GENERAL INFORMATION

- o **Three** copies of the completed applications, budget (FS-20) and related forms must be received in Library Development by **March 4, 2010**. Copies of each form are available as Word and/or .pdf files which can be downloaded. The filing requirements for each form are noted on the pages that follow.
- o For ease of processing, please keep all original signature copies together as one complete set. **Indicate which set has original signatures by checking box at top of first page.**
- o The operational project dates will be 4/1/2010 - 3/31/2011 & 4/1/11 – 3/31/12.

The Service Improvement Invitational Grant Program operates under the new LSTA Five-Year Plan, 2007-2012, which is also available on this website. **Note that these will be two year grant projects and funds will be awarded over two years: half the funds awarded for the period April 1, 2010 through March 31, 2011 and the second funding cycle will be for April 1, 2011 through March 31, 2012. As these are federal funds, there is no guarantee that the second year of the grant program will exactly match first year funding.**

**Funds CANNOT be carried over from one funding cycle to the next. LSTA funds have a shelf life and must be used within their designated funding cycle.**

**The Library System Allocation table provides the funding amount that may be requested by each system.**

## APPLICATION FORM

**Use pages 1 and 3 of the form provided .**

Page 1	<p>Fill in system name, project title, name, telephone number and email address of the project director and system director.</p> <p>The LSTA Funds Requested should be the same amount that appears as the GRAND TOTAL on page 8 of the Budget Form (FS-20).</p> <p><b>In-kind contributions</b> are non-LSTA funds used for the project. They may include staff and collaborators' time, other system resources as well as other grant funds.</p> <p><b>Matching funds</b> are those required for equipment and software of \$5,000 or more. <b>Both of these are required.</b></p> <p>Indicate the number of <b>users</b> you anticipate serving (<i>not</i> a population figure) and all of the <b>user groups</b> you expect to serve. The <b>users (or target population)</b> will be only a subgroup of the chartered service population.</p> <p>List the Congressional districts to be served. A list of Congressional districts can be found on this website.</p> <p>Check the Category for which you are applying. Use the Service Improvement category for a project focusing on general or overall service improvement. Use the Technology or Special Client Services categories if the project is focused more specifically on technology or a defined client population.</p> <p>Check off the appropriate boxes relating to CIPA Certification. Note that a CIPA Certification form is not required for LSTA if the Certification has already been filed for E-Rate purposes.</p>
Page 2	<p>All of the questions and your answers should be inserted between pages 1 and 3. <b>Please note that because the State Library is now using the short Budget Form (FS-20), question 5 requires a budget narrative arranged by the budget codes, e.g., Code 40—Purchased Services. Specific information, such as the full cost of equipment for which a match is required, must be supplied in answering question 5.</b></p>
Page 3	<p>Supply information as requested. One copy must have an original signature. <b>Please note that each applicant assures Library Development that it will acknowledge the use of LSTA funds on all publications or productions supported by those funds.</b></p>

## OTHER APPLICATION FORMS

**Three copies of each form must be filed for each grant application following the requirements noted below. At least one copy of each must carry an original signature.**

Form	Filing Requirements
Authentication Form	Include project title and other information as requested. This form may be filed after March 4 if your board meeting schedule does not permit signing before the application deadline. However, <b>the authentication form must be on file before an award can be made.</b>
Certification Regarding Debarment-Suspension	<b>This page must be signed and filed with each application.</b> One copy must have an original signature. Include library or system name, date and director's name and signature.

**BUDGET FORM FS-20**

**Please use only the new short budget form (FS-20) for LSTA.**

- o Please note that there is a new short budget form (FS-20) that has only two pages. **The detail about the budget formerly supplied on pages 2-7 of the old budget form are now required in narrative form under question 5 of the Application.**
- o **LSTA project applicants will not use budget codes: 90 Calculation of Indirect Cost and 30 Minor Remodeling.**
- o Enter only **whole dollar amounts**.
- o **All software**, regardless of unit price, should be budgeted in Supplies and Materials (45). **Equipment items** with a **unit cost of less than \$5,000** should be budgeted in Supplies and Materials (45). **Note: ALL equipment, hardware and software items with a unit cost of \$5,000 or more requires a 35 percent match. When answering question 5 of the application, indicate in the narrative the full cost of the equipment and the amount requested from LSTA.**
- o All proposed travel expenses must be described under question 5.

Page 1	Fill in project title, contact person, and applicant information as requested.
Page 8	<p>Fill in the Agency Code and Agency Name on the right-hand side of the page. If you do not know your Agency Code, see the list posted on this website.</p> <p>Sign and date in Chief Administrator's Certification box on bottom, left-hand side of page.</p> <p>Please note that page 8 should <b>face out</b> as the last page.</p>

We ask your cooperation in completing these forms correctly so that we may avoid unnecessary delays in approving projects. If you have questions about any of the above, please contact Lorraine Deitz at (518) 474-1565 or by email at [ldnitz@mail.nysed.gov](mailto:ldnitz@mail.nysed.gov) .