

Library Services and Technology Act

Grant Application Instructions

For 2008 Statewide Summer Reading Program Mini Grants

Information and Filing Requirements for FY 2008

Form	Filing Requirements
Application Narrative Form	<p>Three signed copies are due to Mary Linda Todd by 5pm on February 4, New York State Library, Library Development, Room 10B41, CEC, Albany, 12230. Please note that this is a multi-page application because of inclusion of all Assurances that LSTA grant recipients must sign. In particular, applicants need to be aware of the following in regard to the new (# 5) Assurance:</p> <p><u>Applicants must limit the use of funds for supplies and materials to items that are directly related to the purpose of the SRMG (e.g., bookmarks, reading records, and certificates). If LSTA funds are used to purchase supplies which might be considered of a promotional nature, the application must justify such purchases on the grounds of educational or informational benefit.</u></p> <p>Federal Office of Management & Budget Circulars A-21, A-87, and A-122 do not allow costs of promotional items as allowable costs for LSTA grants. That is why it is necessary to justify the supplies on educational or informational benefit grounds. Applicants should avoid the general term “incentives,” which OMB classifies as promotional. “Prizes” are also not allowable.</p> <p>All grant guidelines that apply to New York State Library LSTA grant programs apply to the LSTA Summer Reading Min-Grant program. Questions concerning allowable expenses should be directed to Mary Linda Todd, New York State Library LSTA Coordinator at 518-486-4858 or by email at: mtodd@mail.nysed.gov</p>
Budget Form FS-20	<p>Three copies, with original signatures, due to Mary Linda Todd by February 4.</p> <ul style="list-style-type: none">◦ LSTA project applicants should not use budget codes: 90 Calculation of Indirect Cost and 30 Minor Remodeling◦ Enter whole dollar amounts only in category totals and the grand total.◦ Budget figures should show only the Federal grant funds requested, not other funds being used for the project.◦ 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 require a 35 percent match.◦ If you list a contracted service (40) of \$5,000 or over, you must provide a draft copy of the contract and then supply a copy of the contract or written agreement when it is signed. This must not be signed before you are notified in writing that the project is approved.

	<ul style="list-style-type: none"> ◦ Travel expenses for the project year listed in code 46 should be estimated as closely as possible. Be sure to complete the "Calculation of Cost" column by giving the factors involved in computing the cost of the travel, such costs as mileage, meal allowances, length of trip, and distance of travel. Although this estimate is done far in advance we ask that you be as accurate as possible. Out-of-state travel should be listed as part of the overall estimate with as much specificity as possible. ◦ Sign and date in Chief Administrator's Certification box on bottom, left-hand side of page. ◦ Please note that budget summary page should face out as the last page.
Authentication Form	Include project title and other information as requested. This form may be filed after February 4, 2008 if your board meeting schedule does not permit signing before the application deadline. However, the authentication form must be on file before an award can be made. If not included, indicate in a cover letter when the authentication form will be submitted.
Certification Regarding Debarment-Suspension	This page must be signed and filed with each application. One copy must have an original signature. Include library or system name, date and director's name and signature.
CIPA Certification	A signed certification is required for each application regardless of the type of proposed expenditures.
Final Narrative Report	A final narrative report must be submitted to Mary Linda Todd no later than October 30, 2008. Report will be posted by August 1, 2008.
FS-10-F	Three copies of the FS-10-F Final Expenditure Report, with original signatures, must be submitted to Mary Linda Todd no later than October 30, 2008.

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 (518) 474-1565 or by email at ldnitz@mail.nysed.gov