LSTA GRANTS AND GRANT WRITING TIPS

Presented by
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Objectives

- LSTA grant opportunities for academic, public, school and special libraries
- Grant writing tips
- The LSTA application
LSTA Grant Opportunities
We recently had our LSTA FY2013-2017 five year plan approved by the Institute of Museum and Library Services. In that plan we have three main themes/goals. The first is Building and Sustaining Information Resources. We currently have four competitive grant opportunities in this area.
Digitization Grants: priority given to grants involving one of the following broad themes:
1. The Civil War in Missouri
2. The Westward Movement: to Missouri and Beyond
3. Women in Missouri History
4. Immigrants to Missouri: from Early Days to the Present
5. Journeys in Missouri: Rivers, Railroads and Route 66

Other topics may also be approved if funding is available and importance of the collection has been demonstrated.

Must be willing and able to participate in the Missouri Digital Heritage Initiative (MDH) by having a link to the project on the MDH “Collections” page and by contributing metadata and archival-quality digital images to the MDH CONTENTdm database.

**A LETTER OF INTENT IS REQUIRED. Letters of Support** are required if you will have partners. Contact Carl Wingo for further details on what all is involved with digital imaging projects.

Minimum that may be requested is $5,000; the maximum amount is $75,000.

A 25% minimum local match is required for equipment and operating software. Individual pieces of equipment $10,000 or more require a 50% match.
Technology Mini Grant

- To replace, upgrade, or add new equipment or software
- Can be completed quickly, including evaluation measures
- Minimum computer equipment specifications

- Minimum award is $2,500
- Maximum award is $15,000
- Local match is required

Open to public libraries only

NOT ELIGIBLE
- RFID tags
- Security gates
- eCommerce devices
- Surveillance equipment
- Automation software and servers,
- Ongoing maintenance, subscription fees, or annual software license renewals
- Office application software
- Supplies such as paper, toner, or ink cartridges

Examples of recently funded projects
- Desktop and laptop computers
- Printers, including printer/copiers, that are networked for use by the public
- Self-checkout stations
- Microfilm reader/printers
- Time and print management software
- Assistive technology
- Early literacy stations

Other Allowable costs include but are not limited to:
- Software necessary to enable users with disabilities to access online resources
- Furniture for handicapped-accessible workstations
- Storage carts for mobile computer labs
- One-time services such as wiring, training and installation charges.

Remember: The TOTAL LSTA funds requested must be between $2,500 and $15,000. So, at minimum the total PROJECT cost should be at least $3,350.
This grant program has a one year grant period

Everything that was allowable in the Technology Mini Grant is allowable in Technology Ladder. The projects are more expensive and/or complex.
Priority given to libraries establishing websites for the first time, and for libraries which need to meet requirements of the ‘Basics’ list provided in the application. The award maximum is $10,000. A 25% local match is required.

Links to the statewide online resources are required.

Good opportunity to add:
Mobile app
Interactive elements
Our second theme in the new five year plan is Targeting Library and Information Services. There are two competitive grant opportunities in this area.
Maximum award is $10,000 per branch
Minimum award is $2,500

Examples of recently funded projects
- Tutoring program for students
- GED preparation and study group
- Book discussion groups
- Reading Adventure Nights
- Community Read programs
- Job skills development
- Computer skills development
- English language skills development
This grant is not meant to replace local funding for your summer library program. It is meant for you to try new ways to reach new audiences or to test out new programs to further augment your current program for current audiences. It is meant to help you “dream a little bigger.”

Award based on population of the library service area for public libraries and the school district population for school districts:

Minimum award is $2,500; Maximum is $15,000

One way it has been used is to keep the school library open during Summer School if that has not happened in the past. This would enable those libraries to show the benefit of having the library open to the summer school students and possibly other youth in the community. Local funding may eventually need to sustain this effort.

**HOW TO EXPAND FROM A FOUR OR FIVE WEEK SUMMER SESSION TO AN EIGHT WEEK PROGRAM??**

- Keep up the reading challenge and have kids report to you via postcard, email, blog, wiki or at the beginning of the school year, allowing extended checkout
- Take the program offsite to community hubs
- Try a mail-based program
The third theme/goal in the five year plan is Strengthening the Library Workforce
Grants that provide financial assistance for library staff and trustees to participate in continuing education and training opportunities when local funds cannot finance the entire cost. Continuing education events can be for individuals or groups, but must be pertinent to the operational or service needs of the applicant's library. **ADVOACY, FUNDRAISING, BUILDING DESIGN AND REMODELING** training topics ARE NOT ALLOWABLE.

For CE events for individuals, the maximum amount that may be requested is $2,500; the minimum amount is $500. For CE events for groups, the maximum amount that may be requested is $5,000; the minimum amount is $1,000. Open to all academic, public, school and special libraries.

**Trainings previously funded:** MLA, MASL, American Assoc. of School Librarians National Conference, ALA, Midwest Education Technology Conference, Rare Book School, American Theological Library Association, Internet Librarian, Computers in Libraries, PLA, Modern Archives Institute, Improving Customer Service, Reader Advisory trainings

**Allowable costs include**
- Registration and/or speaker fees
- Transportation by air, bus, train and/or car to the training
- Lodging
- Meals
- Supplemental materials required for CE activity, such as books
- Other program-related costs, including substitute staff or disability accommodation
Application Forms

Applications are available in Word format on the Missouri State Library Grants site:

http://www.sos.mo.gov/library\development/grants.asp
The Grant Writing Tips
It’s all about the people you serve and the difference you can make…not the money.

These people are happy, the library is meeting their needs.

But, there are other people who are hurting and have barriers to using the library or the library doesn’t offer what they need. We can’t be all things to all people. It takes discernment and planning to figure out the why, what, how and when to do something….

**Alan Lakein**
Planning is bringing the future into the present so that you can do something about it now.
Center the application around fulfilling the need. A good place to start developing your project is with the assistance of a logic model. A sample of the logic model is available in the Missouri State Library folder.

Project Title: MEANINGFUL
Grant Period: Your timeframe
Project Description: Focus on the need/problem and what will be done to address it

Resources: What you need to implement the project, including time/staff, money, partners, equipment, facilities, supplies, knowledge base

Activities/Methods: What you will do, including trainings, publications, publicity, purchase procedures, evaluation

Being able to articulate the projects benefit is essential. Your application must include a strong evaluation methodology.

**Outcome-based evaluation tools:**
Outputs: What you will count that will show evidence of service delivery; by themselves they are just numbers that require interpretation.
Outcomes: What CHANGE took place? (Knowledge, skills, behavior, attitude, status, life condition)
Impact: What was the benefit? Because this change took place…
  • Individual, community, staff
  • Short term – what you see immediately
  • Medium term – changes in practice, policy or procedures
  • Long term- changes in situation (social, economic, political)
Evaluation

- Pre-tests and post-tests
- Questionnaires or surveys
- Interviews
- Observation
- Focus groups
- Case studies

You can’t just say, “The project was successful.” You need to be able to say WHY it was successful. “We thought this would happen….and it did (or didn’t or partially did). Be evaluate in nature with an eye to being “results based management” in nature. What would you change, based on the impacts?

So as you develop the project, consider:
How can you see the change?
How can you hear the change?
How can you read about the change?

Questionnaires (Pre and Post-Tests) or Surveys – often subjective in nature; can help you get to the impact your project has had, especially changes in skill and knowledge

Interviews – a good way to obtain anecdotal information (stories) that in addition to other areas, can get to changes in status or life condition

Observation – what do you SEE has changed. This can help assess many of the areas, including changes in behavior

Staff documentation and observation usually produce some very helpful insights.
• If you record computer issues in a log or through observation, did you notice a difference in computer dependability? Less down time? That will show a more reliable network.
• Was wait time reduced or eliminated during traditionally high peak times? That can show the new computers helped to meet patron demand.
• Did you experience fewer patron complaints about the network?
• All of these can help show improved customer service satisfaction.

Focus Groups or Case Studies – can be especially helpful if you have a specific target audience in mind.
Fill in all the blanks. If you aren’t sure if something applies to you, don’t be afraid to ask.

**Basic Library and Contact Information**: Library name, address, director, project director, fiscal information, population served by the project.

**Project Name**: Have it be something meaningful. Not just Technology Mini Grant 2013, but Updating Technology Targeting Teens

**Project Description**: [next frame]
The project description is a foundational part of your grant application. It is one of the first pieces a reviewer sees and sets the tone for how the application will be read. It should provide the reader with a framework that will help him/her visualize the project. The remainder of the proposal then serves to deepen and amplify the "vision".

The project description should contain the following elements:

- **In one or two sentences state the problem**
- **In one or two sentences identify the goal of your project**
  - What you hope to achieve
  - Explain the direct benefit to the individual and/or community
- **In one or two sentences identify your solution**
  - What will be done to solve the problem

**Example:** Studies show that children who participate in summer reading programs have better academic performance when they return to school in the fall. The Show-Me Public School District and Friendly Public Library are partnering to bring summer reading programs to children and youth attending summer school at the Show-Me Elementary School and Show-Me Middle School. School libraries will be kept open during summer school. Extended checkout will be allowed to keep the children reading when summer school ends. Additionally, school and public library staff will offer a mini-bookmobile service and provide programs at area parks, the local swimming pool and the YMCA to reach children where they gather when school is not in session.
Program Narrative

- Service benefit and project summary
- Partnerships
- Project promotion
- Project evaluation
- Sustainability

a) **Library Service Benefit and Project Summary**: Describe how library service will be improved, especially the direct customer service benefit – how your targeted audience will benefit.

**Project Summary**: Give project implementation steps with a target timetable for completion of each step. Include estimates for when funds will be encumbered and disbursed.

b) **Partnerships**: Who will offer tangible support for the project? Letters of partnership needed

c) **Project Promotion**: How will you inform the community of the improved services implemented at your library? How will you let them know it was funded through LSTA?

d) **Evaluation**: How will you measure the impact of your project through quantitative (what you can count) and qualitative ways?

e) **Sustainability**: If project is of an ongoing nature (offered annually), how will it be sustained after the grant period? [3 year guidance]
Budget Details

- Budget worksheet – this is a line item list of all items or services to be purchased for the project, including both LSTA and local funds
  - Items and services should be listed under the appropriate categories, provide brief descriptions, quantity to be purchased, cost per unit, a breakout between LSTA and local costs involved and total cost
  - Subtotal each category
  - Watch local match requirements
    - Local match required for collection development purchases, Show Me Steps and Technology grants
    - The institution’s budget can provide the local match
    - Friends, corporate or private funds can provide the local match
Budget narrative – describes items in greater detail and justifies all project costs listed on the budget worksheet. Do you really need everything on your budget worksheet and is it at a fair price?

Cost analysis for an item, set of items or services totaling $3,000 or more must be submitted with the application

- To determine if you are obtaining an item or service at a fair market value
- Can be collected through phone calls, websites, catalogs, email, etc.
- Try for at least 3 cost comparisons for the item, set of the same items, or services
- Say which cost estimate was used on the budget worksheet and why
- At this point, you must NOT be bound to the vendor.
QUALITY ASSURANCE

Assurances
The Assurances – Non-Construction Programs addresses equal access and responsible use of funds.

Equal Access: You cannot deny service or benefit on the basis of race, color, national origin, age, sex, or disability. Note there is a difference between targeting and exclusion.

Responsible Use of Funds: Ensures proper planning, management and completion of the project including filing complete interim and final reports with the State Library.

Certifications
Debarment and Suspension: The certification ensures that those persons working on federally funded projects have not been debarred, suspended, or declared ineligible from receiving federal funds, convicted of or had a civil judgment rendered against them for fraud, embezzlement, theft, false statements, within the preceding three-year period, or had one or more public transactions terminated for cause or default.

Drug-Free Workplace: Grantees must have a written policy that informs employees that the unlawful possession, distribution, or manufacture of a controlled substance in the workplace is not allowed. The policy must specify what the penalties are for violations. Grantees must have a drug-free awareness program.

Lobbying: You cannot use these funds to influence federal agency officials or congress, State, or local election, referendum, initiative, or similar procedure.

NEW Nondiscrimination: Similar to what was signed in the Assurances – Non-Construction Programs, but different codes are referenced. Certifies your library will not discriminate on the basis of race, color, national origin, disability or age

NEW Federal debt status: Certifies the library is not delinquent in the repayment of any Federal debt

Internet Safety: Needed for grants involving the purchase of computers used to access the Internet, or to pay for direct costs associated with accessing the Internet

Business Entity Certification / Work Authorization Program: E-Verify to confirm your institution does not knowingly employ any person who is an unauthorized alien. (E-Verify / Work Authorization Program registration is probably done at the school district level.)

Application: Shows us you have the financial and staff commitment to carry out the project from your authorizing official and director. Be sure the proper person signs each document. Know who can sign if that person is not available.
For more details you can refer to the following parts of the U.S. Code and Statutes for the Museum and Library Services Act of 2003, applicable pieces from the Code of Federation Regulations and Missouri statutes.

These statutes and regulations are referenced in the Certifications and Assurances forms that must be signed and accompany the application.

Links to these statutes and regulations are available in the online Grant Manual.
Where Can You Go for More Help?
Guidelines

Generic application guidelines for all grants are available at

Sign up at http://www.sos.mo.gov/library/showme_express/

We announce grant calls and application overview sessions in *Show Me Express* and on WebJunction-Missouri.
On the WebJunction-Missouri, Missouri LSTA Program page you will find an overview of the program. The discussion tabs have project summaries. News keeps you posted on grant calls and application overview sessions. See Also gives links to other good resources.
On the Library Services and Technology Act (LSTA) Grant Programs pages you will find copies of our five year federal plan and individual year state plans, grant schedule, grant applications, award lists, etc.
LSTA can’t fund what you wanted?

Other funding resources are located in the appendix of our grant manual available online on the Missouri State Library website:

Don’t hesitate to call or send an email if you have any questions about a grant application.

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