

# **LIBRARY SERVICES & TECHNOLOGY ACT GRANTS**

## **GUIDELINES & APPLICATION**

*Application Deadline*  
*March 15, 2009xx*

**Florida Department of State  
Division of Library & Information Services  
R. A. Gray Building, Tallahassee, Florida 32399-0250**

# APPLICATION CHECKLIST

Use the following checklist to ensure that the application is complete.

**For first year projects the application *must* include:**

- Complete Application
  - Application Cover Page
  - Introduction
  - LSTA Outcomes Plan
  - Need
  - Inputs
  - Action Plan
  - Budget - financial summary page and narrative
  - Partnership agreements from all partners, if applicable

*The application will not be considered for funding if any of the items listed above are missing.*

The application should also include:

- Signature of library/organization director or other authorized official
- Certification of Credentials. Only one original of this form is needed if the library does not receive State Aid to Libraries or Library Cooperative Grant funding.
- Certificate of Status for Nonprofit Organizations. Only one copy of this form is needed if the applicant is a nonprofit organization. Multitype library cooperatives do not need to submit this form.

**For second year or continuing projects the application *must* include:**

- Complete Application
  - Application Cover Page
  - LSTA Outcomes Plan
  - Action Plan
  - Budget - financial summary page and narrative
  - Partnership agreements from additional or new partners, if applicable

*The application will not be considered for funding if any of the items listed above are missing.*

The application should also include:

- Signature of library/organization director or other authorized official
- Certificate of Status for Nonprofit Organizations. Only one copy of this form is needed if the applicant is a nonprofit organization. Multitype library cooperatives do not need to submit this form.

The application should be typed on a single side of the page using 8½" by 11" paper; stapled in the upper left corner.

Submit **23** sets of the application (one original plus 22 copies).

Submit or postmark application by **March 15, 2009xx**. Send to:

Grants Office  
Division of Library and Information Services  
R. A. Gray Building  
500 S. Bronough Street  
Tallahassee, Florida 32399-0250

These Guidelines and Application are also available electronically at <http://dlis.dos.state.fl.us/bld/grants/Lsta/LSTA.html> and can be made available in alternative formats.

For additional assistance or information not addressed here, contact ~~the~~ Dolly Frank, Library Program Specialist, at 850.245.6631 or ~~SUNCOM 205.6634~~, voice; 850.922.4085, TDD; 850.245.6643, fax; or e-mail [dafrank@dos.state.fl.us](mailto:dafrank@dos.state.fl.us).

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## FORMS

LSTA Application (Form # DLIS/LSTA01, effective <del>11/20/2001</del> <u>xx/xx/xxxx</u> )
Mid-Year Report (Form # DLIS/LSTA02, effective <del>11/20/2001</del> <u>xx/xx/xxxx</u> )
Annual Report (Form # DLIS/LSTA03, effective <del>11/20/2001</del> <u>xx/xx/xxxx</u> )

## LAW AND RULE

Chapter 257, Florida Statutes
Rule 1B-2.011, Florida Administrative Code, Library Grant Programs

# LIBRARY SERVICES & TECHNOLOGY ACT GRANTS GUIDELINES

## I. LSTA OVERVIEW

The Library Services and Technology Act (LSTA), the major federal grant program for libraries, was passed September 25, 2003. Administered by the Institute of Museum and Library Services, it:

- is a state-based program.
- has purposes which focus on information access through technology and information empowerment through special services.
- emphasizes public libraries, but encourages interlibrary cooperation and partnerships among all types of libraries.
- increases emphasis on accountability and evaluation.
- is authorized under Public Law 104-208, as amended. The general administrative requirements may be found in 45 CFR Part 1183, incorporated herein by reference.

Florida's grant program is based on the purposes of LSTA and developed from the following goals and outcomes provided in *Lead...Develop...Innovate...Florida's Library Services and Technology Act Plan, 2008-2012*, incorporated herein by reference:

- Floridians receive information and innovative and responsive library services that meet their diverse geographic, cultural and socioeconomic needs. (Goal 1).
- Floridians need viable libraries and archives with services and facilities that adapt to meet user needs and that reflect collaboration and innovation. (Goal 2).

## II. WHO CAN APPLY

Florida libraries and nonprofit organizations primarily related to the provision or support of library services are eligible to apply for LSTA funds. Nonprofit organizations must be qualified or registered pursuant to Chapter 617, *Florida Statutes*, and be in good standing.

To receive a grant:

- A. The library's services program must be headed and administered by a librarian who has completed a library education program accredited by the American Library Association; and
- B. The library must agree to make their resources available to the public either on site or by participation in the Florida Library Information Network (FLIN). Circulation of the library's collection to the public is not a requirement of making collections available to the public; however, the public must be allowed to enter the library to use its resources. Participation in FLIN means that the library must have a letter of agreement on file with the Division of Library and Information Services to make the library's resources available via interlibrary loan to other libraries.

For purposes of Florida's grant program, a library is defined as an organized collection of information resources with paid staff which is legally established and is supported in whole or in part with public funds or makes its collections accessible to the public either directly or through the Florida Library Information Network (FLIN).

The following entities are eligible to apply for LSTA funds:

**Public libraries.** Public libraries are all libraries eligible to receive State Aid to Libraries grants, and city, county or nonprofit association-funded libraries that provide free library services to their legal service area. This category also includes state-supported institutions and Native American tribal libraries.

Unless otherwise provided for, the administrative unit of a consolidated or cooperative public library coordinates and applies for grants on behalf of member or branch libraries. Grant agreements will be made with the governing body of the public library cooperative for projects implemented by member libraries. Grants may be applied for to benefit a single or some members of a public library cooperative.

Correctional institution libraries that are not a part of the Florida Department of Corrections or privately operated correctional facilities must meet the basic eligibility requirements under section II.A and B to receive a grant. Applications from correctional institution libraries administered by the Florida Department of Corrections must be coordinated through and administered by the central office of the Department of Corrections. Department of Children and Families libraries must also meet the basic eligibility requirements under section II.A and B to receive a grant.

**Public elementary, secondary or charter school libraries.** Unless otherwise provided for, the county school board coordinates and applies for grants on behalf of public elementary, secondary, and charter school libraries. Grant agreements will be made with the county school board for projects implemented by libraries in a school district. Grants may be applied for to benefit a single or some members of a school district. To be eligible to receive a grant, the district media coordinator or contact must meet the requirements provided in II.A. When the district media coordinator or contact does not meet the eligibility requirements, grant applications may be submitted in partnership with another school district or another type of library that meets all of the eligibility requirements.

**Academic libraries.** Academic libraries include public (10 state universities and 28 community colleges) and private post-secondary education libraries. The College Center for Library Automation and the Florida Center for Library Automation are also included in this category.

**Library consortium.** Eligible library consortia in Florida are the six multitype library cooperatives: Central Florida Library Cooperative, Northeast Florida Library Information Network, Panhandle Library Access Network, Southeast Florida Library Information Network, Southwest Florida Library Network, and Tampa Bay Library Consortium.

**Special libraries.** Special libraries include information resource centers located at publicly supported government agencies, museums, hospitals, associations and other organizations with specialized information needs. At least 50 percent % of the agency's operating funds must come from public governmental sources.

Partnerships or cooperative efforts on projects may occur among all types of libraries. The library that administers the project should submit the application. For example, if the partnership includes an academic library and a public library, the application should be submitted by the public library, if the public library is to administer the project. If the academic library is to administer the project, the application should be submitted by the academic library.

### III. TIMELINE

<i>December 2008<del>xx</del></i>	Announcement of application availability in <i>Florida Administrative Weekly</i> and e-mail list
<i>January – March 2009<del>xx</del></i>	Division staff assistance and consultation available to applicants
<i>March 15, 2009<del>xx</del></i>	Applications due. Applications must be postmarked to the Division by this date
<i>March 2009<del>xx</del></i>	Grants Office Review
<i>April 1, 2009<del>xx</del></i>	Mid-year reports due for FFY 2007 <del>xx</del> -2008 <del>xx</del> projects
<i>April 2009<del>xx</del></i>	Division Staff Review
<i>June 2009<del>xx</del></i>	Advisory Council Meeting Senior Manager Funding Decision Meeting
<i>July 2009<del>xx</del></i>	Applicants notified whether or not they will receive a grant
<i>October 1, 2009<del>xx</del></i>	Projects begin on October 1 and end one year later on September 30, 2010 <del>xx</del>
<i>April 1, 2009<del>xx</del></i>	Mid-year reports due for FFY 2008 <del>xx</del> -2009 <del>xx</del> projects
<i>November 1, 2009<del>xx</del></i>	Annual reports due for FFY 2008 <del>xx</del> -2009 <del>xx</del> projects

### IV. ADDITIONAL INFORMATION

**Number of Applications.** There is no limit on the number of applications a library may submit. However, libraries must prioritize all applications submitted. Capability to implement a project and the track record of previously implemented projects will be considered as factors in awarding grants. Each library should assess its ability to implement multiple grants before submitting applications.

**Number of Years of Project Funding.** There is no limit on the number of years that a project may be funded. Applications are evaluated and grants awarded on a single year basis.

Based upon the year of the project's funding, different application requirements are used. Applications for the first year of a project must be submitted utilizing the first year project application instructions (page 176). Applications submitted for subsequent years of funding must apply based upon the continuing project application instructions (page 264). A library's track record - including effectiveness of evaluation - will be taken into account for multiyear projects.

**Grant Award Amounts.** There is no minimum or maximum amount of grant funds that may be awarded. The amount of grant awards will be determined each year based on the availability of funds, and the evaluation of applications according to established program priorities and criteria for evaluation of applications.

No specific dollar amounts have been set aside to fund grants in certain categories. Available grant funds will be awarded to projects that are the most competitive and most appropriately help the state meet the goals and outcomes outlined in *Lead...Develop...Innovate...Florida's Library Services and Technology Act Plan, 2008-2012*.

## V. MATCHING FUNDS

If a project requests less than \$10,000 (\$0-\$9,999) in grant funds, no matching funds are required. All other projects must provide local matching funds that equal a minimum of 1/3 of the amount of federal funds requested or awarded. A library in a county or community with rural status may request a waiver of the match requirements at the time of the grant application in compliance with Section 288.06561, Florida Statutes.

Local matching funds may be in-kind or cash contributions. Expenditure of funds by partners on project-related activities may be used as match. The expenditures must be documented and reported.

Local matching funds may not be used on more than one project.

Matching funds must be related specifically to the project being proposed.

The following may not be used as match for grants:

- Other federal grants.
- Indirect/overhead or administrative costs. When libraries commit cash or in-kind contributions as match, there is a greater likelihood that they will be able to support the grant-funded program once grant funds end.
- Volunteer time. Volunteer time may only be used to show support for the project as a part of the Inputs section of the application. It may be shown as number of full time equivalents or hours spent in support of a project.



## VI. APPLICATION EVALUATION

Project applications will be evaluated based on clarity, completeness, appropriateness and reasonableness of information provided in each section. They will also be evaluated on how well and the extent to which they address the criteria in the Introduction, LSTA Outcomes Plan, Need, Inputs, Action Plan, and Budget sections. Specific criteria and point values are integrated with and reflected in the Application Instructions. The application instructions are based upon the year of the project;—i.e., if the project is a new (first year) or a continuing project.

~~An application can receive a maximum of 100 points. The maximum point totals for each section are:~~ An application can receive evaluation points as outlined below:

	First Year Project <u>Points</u>	Continuing Project <u>Points</u>
Introduction	5	n/a
LSTA Outcomes Plan	15	15
Inputs	5	n/a
Need	30	n/a
Action Plan	25	45
Budget Page and Narrative	20	40
<b>Total</b>	<b>100</b>	<b>100</b>
<u>Internet Safety Education (Public Libraries only)</u>	<u>10</u>	<u>10</u>

## VII. APPLICATION FUNDING DECISION PROCESS

The application funding decision process is accomplished in five phases:

***Grants Office Review.*** Upon receipt by the Division, Grants Office staff review applications for eligibility and completeness.

***Division Staff Review.*** After completion of the initial review, applications are assigned to a team of three Division staff for review and evaluation using evaluation criteria specified in these guidelines.

***LSTA Advisory Council Review.*** The staff evaluations along with a copy of each application are sent to Advisory Council members. The Council reviews and makes recommendations on applications in terms of high, medium, low or no priority for funding. The Council considers three issues when judging an application: (1) the need for the project; (2) the benefits for the target audience; and (3) the quality of planning for the project as demonstrated by the application. The following questions are addressed as council members assess the applications:

- Does the project address the goals and objectives of *Lead... Develop... Innovate... Florida's Library Services and Technology Act Plan, 2008-2012*?
- Has the need for the project been clearly and persuasively established (for first year projects)?
- Does the application reflect thoughtful planning to help assure a successful project?
- Are the outcomes or accomplishments of the project clear and achievable? Will they result in an improvement or change in library service or in the lives of people targeted by the project that can be evaluated?
- Does the project reflect support from partnerships?
- Is the plan of action or work plan clearly stated, appropriate, and reasonable?
- Is the budget and staffing appropriate, given the scope and anticipated outcomes of the project?

The LSTA Advisory Council advises the Division on policy matters related to the State plan and participates in the LSTA application review process. Appointed by the Secretary of State, the Council is composed of library supporters and librarians from around Florida who are interested in libraries from a variety of vantage points.

**Senior Manager Review.** Using Council recommendations and staff evaluations, senior managers of the Division make funding recommendations for projects.

**Secretary of State Review.** The Secretary of State has the final authority to approve or deny all grant applications and to award grants. Such approval or denial is the final agency action for purposes of requesting a hearing under the Administrative Procedures Act, Chapter 120, *Florida Statutes*.

Upon completion of the application review process, applicants are notified whether or not their application was approved for funding. Results of the evaluation of grant applications are available upon request.

## VIII. GRANT ADMINISTRATION

**Notification of Grant Award.** If a project is funded, the applicant must submit a project revision that meets any conditions or requirements listed in the Notification of Grant Award prior to signing a grant agreement with the Department of State, Division of Library and Information Services.

**Project Revision.** Prior to the start of the project, or at any time during the project, if changes are needed in the project's outcomes, scope of activities, equipment to be purchased, key personnel or expenditures (over 10 ~~percent~~% cumulative), prior approval must be obtained from the Division before the changes are implemented. Approval will be granted for changes projects that are consistent with the intent of the approved project.

**Evaluation.** All funded applicants will be required to complete a detailed evaluation plan for the project prior to signing of the grant agreement. The evaluation plan should complement the LSTA Outcomes Plan, specifically the outcomes, indicators, outputs and data sources. The narrative should include descriptive, specific information about the project evaluation including:

- A description of how data will be gathered and analyzed using the data sources listed in the LSTA Outcomes Plan.
- A description of any questionnaires or test instruments to be used.
- A description of any reports to be produced.
- The person(s) responsible for the evaluation.

Projects funded under this grant cycle will be evaluated using an outcome-based approach. Grant recipients will be requested to provide evaluative information after the end of the grant year when it is necessary for the Division to gather such information for federal or state purposes.

**Project Period.** Projects begin on October 1 and end one year later on September 30. Project activities and expenditures may begin only after an agreement has been signed by both the grant recipient's governing body and the Department of State, Division of Library and Information Services. A library may not obligate grant or matching funds before this time. All project funds must be paid out by the project ending date, September 30.

**Grant Agreement.** A grant agreement must be signed by both the grant recipient's governing body and the Department of State, Division of Library and Information Services, before any project funds can be obligated or expended. The agreement, incorporated herein by reference, will be sent to the library along with the grant award notification packet.

**Certifications.** A Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, Lower Tier Covered Transactions, an Internet Safety Certification form and, if applicable, a Disclosure of Lobbying Activities form must be signed by the grant recipient's governing body before the grant agreement is signed by the Department. The forms, incorporated herein by reference, will be sent to the library along with the grant award notification packet.

**Mid-Year Report.** A mid-year report (Form DLIS/LSTA02, effective xx/xx/xxxx) on the status of project accomplishments, expenditures and use of evaluative data is due April 1. The report should reflect any mid-course corrections that may be needed. ~~The Mid-Year Report form (DLIS/LSTA02, effective 11/20/2001) is incorporated herein by reference and is available free of charge from Director, Division of Library and Information Services, R.A. Gray Building, Tallahassee, FL 32399-0250.~~

**Annual Report.** An annual report (Form DLIS/LSTA03, effective xx/xx/xxxx) for the project is due November 1. This report provides accomplishments, an evaluation of the impact of the project and a financial accounting of expenditures. ~~The Annual Report form (DLIS/LSTA03, effective 11/20/2001) is incorporated herein by reference and is available free of charge from~~

~~Director, Division of Library and Information Services, R.A. Gray Building, Tallahassee, FL 32399-0250.~~

**Audit.** An audit that is in compliance with requirements of federal Circular A-133, incorporated herein by reference, and Section 215.97, *Florida Statutes*, must be submitted following the end of the grant period.

**Use of Grant Funds.** Grant funds are designed principally for direct support of services and programs to the target audience.

Grant funds may be used for evaluation related costs.

Grant funds may be used to assist in making technology and information resources available for persons with disabilities. Libraries are encouraged to make their services and programs accessible in compliance with the Americans with Disabilities Act of 1990.

Grant funds may not be used for:

1. Indirect/overhead costs. This is an effort to ensure that grant funds are used to support services and not to pay for rental of space, utilities, and other administrative costs. In this way, grant-funded projects achieve a greater direct benefit for the people served.
2. Construction. Funds may not be used to build, remodel or expand library facilities. However, they may be used to retrofit a building to accommodate technologies (e.g., wiring).
3. Audits. If the grant recipient's governing entity has received less than \$500,000 in federal funds, LSTA funds may not be used to cover audit costs.
4. Food. Although food may be served at a program being provided with grant funds, the food may not be purchased with grant funds.

## **IX. ASSISTANCE FROM THE DIVISION**

~~Regional grant writing~~ workshops will be offered in December 2008~~xx~~ – January 2009~~xx~~ to provide assistance with developing an LSTA application. Additionally, ~~Bureau of Library Development liaison consulting and Grants Office~~ Division staff are available to assist with development of grant applications; discuss grant ideas; assist with evaluation design; review draft applications; and offer other advice throughout the proposal writing period.

## **X. GRANT CATEGORIES**

All types of libraries may apply competitively for grants in the following categories:

- Access for Persons Having Difficulty Using Libraries
- Library Technology Connectivity and Services

The Division may initiate statewide projects and special grant categories other than the ones listed above when special needs and opportunities arise. When applicable, eligible grant recipients will be notified of application availability, program information and guidelines, and program timelines.

<p><b><u>Grant Category</u></b></p> <p><b>Access for Persons Having Difficulty Using Libraries</b></p>
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**REQUIRED  
OUTCOME:**

- *Persons having difficulty using library services use services or information that were not previously available*

**PROGRAM  
DESCRIPTION:**

- Projects in this grant category target library and information services to persons who have difficulty using a library and who are underserved in urban and rural communities. Examples of persons who have difficulty using a library are persons with disabilities, adults and families with literacy needs, persons who are economically disadvantaged, children, young adults, older adults, homeless and persons from other cultures.
- In designing projects, applicants are encouraged to explore innovative and creative ways to deliver services to their identified population; and when applicable, to establish and nurture partnerships and use technology in meeting the needs of users.

Types of projects might include:

- After school programs for children at risk.
- Provision of accessible services and technology.
- Services to persons who cannot get to the library.

**DATA  
COLLECTION:**

<b><u>Required Outcome:</u></b>	<b><u>Sample Outputs:</u></b>	<b><u>Sample Indicator:</u></b>	<b><u>Sample Sources/Methods:</u></b>
Persons having difficulty using library services use services or information that were not previously available	# people served # programs # program participants # resources available	#, or, # and % of targeted users demonstrating increased ability to access and use services	Program records Surveys Observation

Grant Category  
**Library Technology Connectivity and Services**

**REQUIRED  
OUTCOMES:**

- *Public uses technology to get information*
- *Public learns to use technology (Use this outcome if training is a project component.)*

**PROGRAM  
DESCRIPTION:**

Purposes of this category include:

- Establishing or enhancing electronic linkages among or between libraries.
- Linking libraries electronically with education, social or informational services
- Assisting libraries in accessing information through electronic networks.
- Encouraging all types of libraries to participate in consortia and share resources.
- Helping libraries acquire and share computer systems and telecommunications technologies.

Libraries are encouraged to use technology to help meet the information needs of Floridians. This furthers the concept of value-added information services by enabling local libraries to increasingly integrate print, nonprint, and networked information services. It addresses the issue of equity among libraries by making access to networked information services available to all on equal terms. It provides the means to maximize access to local, state, and national information resources and library materials. Interoperability in applications and protocols is the standard for all communication and computing options to ensure integration of local libraries into a statewide electronic network.

Grants are provided to assist libraries in any of the following areas:

- Technical infrastructure – hardware, software, equipment, communication lines, and technical aspects of the network
- Information content and services – information resources available on the network as well as the activities in which customers can engage to meet their information need
- Training support – assistance and support services to help customers

use networked information services

- Telecommunications infrastructure – installation and maintenance within and among libraries including routers, hubs, switches, network application servers, wireless local area networks and/or wide area networks, satellite communications, and network application software
- Bibliographic enhancement – continued development of a statewide union database and statewide union list of serials, through addition and maintenance of bibliographic records in MARC format
- Collaborative development of library intranets, imaging projects, and creation and sharing of web-based information
- Collaborative development among groups of libraries of Z39.50 catalog and web interfaces that support virtual union catalogs, interlibrary loan management, and reciprocal borrowing. Z39.50 is an international standard developed by the American National Standards Institute for communication between computer systems, primarily library and information related systems.
- Library automation systems that incorporate web-based technologies, linking standards such as Z39.50, and the creation of MARC based bibliographic databases to be used in conjunction with a library automation system. MARC format is a machine-readable standard for cataloging material established by the Library of Congress. Bibliographic records created by such a project must be contributed to the statewide database on OCLC (Online Computer Library Center, Inc.). OCLC is a national utility providing for the automated handling of bibliographic records and other functions for member libraries.

Grant recipients will be expected to provide free public access to the Internet and to develop local partnerships to help promote and develop electronic access for their communities.



**DATA  
COLLECTION:**

<p><b><u>Required Outcome:</u></b> Public uses technology to get information</p>	<p><b><u>Sample Outputs:</u></b> # people served # of units of service provided</p>	<p><b><u>Sample Indicators:</u></b> #, or, # and % of targeted users demonstrating increased ability to find needed information #, or, # and % of participants who access information previously unavailable to them</p>	<p><b><u>Sample Sources/Methods:</u></b> Observation, anecdotes, or post-test Sign-in sheets, logins, or electronic/manual counts Program records</p>
<p><b><u>Required Outcome:</u></b> <i>(Use this outcome if training is a project component)</i> Public learns to use technology</p>	<p><b><u>Sample Outputs:</u></b> # people trained # classes taught</p>	<p><b><u>Sample Indicator:</u></b> #, or, # and % of targeted users demonstrate an ability to use technology</p>	<p><b><u>Sample Sources/Methods:</u></b> Evaluation form or pre- and post-test Program records</p>

# LSTA APPLICATION INSTRUCTIONS

This section contains instructions for completing the LSTA Application form.

Applications will be reviewed and evaluated based on the information provided in each section. Reviewers will consider clarity, completeness, appropriateness and reasonableness of information provided. The maximum point totals are provided for each section. ~~An application can receive a maximum of 100 points.~~

There are different application requirements for new and continuing projects. The application should be completed based upon the instructions for either first year or continuing projects. Applicants are encouraged to provide concise information in the application and eliminate unnecessary information wherever possible.

## Application Components

The application **must** include and be organized as noted below.

### For first year projects:

- A. Application cover page.
- B. Introduction.
- C. LSTA Outcomes Plan.
- D. Need.
- E. Inputs.
- F. Action Plan.
- G. Budget Page and Narrative.
- H. Signed partnership agreements from each partner, if applicable.
- I. Certification of Credentials. Only one original of this form is needed if the library does **not** receive State Aid to Libraries or Library Cooperative grant funding.
- J. Certificate of Status for Nonprofit Organizations. Only one copy of this form is needed if the applicant is a nonprofit organization. Multitype library cooperatives do **not** need to submit this form.

Applications received without **each** of the required components A-H above will not receive consideration for funding.

### For continuing projects:

- A. Application cover page.
- B. LSTA Outcomes Plan.
- C. Action Plan.
- D. Budget Page and Narrative.
- E. Signed partnership agreements from any additional or new partners, if applicable.
- F. Certificate of Status for Nonprofit Organizations. Submit only one copy of this form if the library/organization does **not** receive State Aid to Libraries or Library Cooperative grant funding.

Applications received without **each** of the required components A-E above will not receive consideration for funding.

## **ORGANIZATION OF APPLICATION**

- Label each section of the narrative.
- The library and project name should be on each page of the narrative.
- Number narrative pages.
- Please place budget page last.
- Type on a single side of the page using 8½" by 11" paper.
- Staple in the upper left corner.
- Do not use binders, folders, or notebooks.

# FIRST YEAR PROJECTS

Applications should be submitted using the instructions listed below if a project is a new or first year project. If a project is a continuing project, use the instructions listed on page 254.

## A. APPLICATION COVER PAGE (Form DLIS/LSTA01)

- 1. Library/Organization Name:** The applicant library/organization's official name.
- 2. Mailing Address:** The library/organization's complete address.
- 3. Phone # & Fax #:** The library/organization's telephone and fax numbers at which contact can be made regarding the application or project. ~~Add the SUNCOM number, if available.~~
- 4. Contact Person:** The name of the person who may be contacted regarding all project-related information or activities.
- 5. E-mail Address:** The e-mail address of the contact person.
- 6. FEID # or ~~SAMAS & EO FLAIRS~~ #:** All organizations must provide either their Federal Employer Identification (FEID) Number or SAMAS FLAIRS (the State Accounting System used by state agencies) number. All non-state agencies must provide their FEID number. State agencies must provide their 29 digit SAMAS FLAIRS number ~~and Expansion Option (EO) number~~ for project payments.
- 7. Contracting Agency Name:** The official name of the organization with which a project agreement will be signed (e.g., i.e., "X" County Board of County Commissioners or "Y" Library Governing Board).
- 8. Type:** The type of library/organization that you represent.
- 9. Internet Safety Education Program:** Indicate whether the public library has implemented an age-appropriate Internet safety education program that has been endorsed by a government-sanctioned law enforcement agency or other reputable public safety advocacy organization.
- 10. ~~9.~~ Category:** The grant category under which you are applying.
- 11. ~~10.~~ Project Name:** A brief project title.
- 12. ~~11.~~ New/Continuing Project:** If the project is a new or first year project check "New." If the project has been funded for at least one year check "Continuing." For continuing projects, indicate the year of the project.
- 13. ~~12.~~ LSTA Funds Requested:** The amount of LSTA funds being requested for this project.
- 14. ~~13.~~ Priority:** Prioritize all applications from an organization if submitting more than one. If submitting only one application, indicate that it is priority "1 of 1." All applications must be prioritized.
- 15. ~~14.~~ Library Service Area Population:** The total population of the library's service area.

**16. 15. Number of Persons to be Served by Project:** Estimate the actual number of persons to be served by the proposed project. Count each person only once, even though they may receive services more than one time during the project.

**17. 16. Targeted User Group:** The primary target audience. “Other” generally refers to services to a special interest group.

**18. 17. Signature and Date:** The library director or other authorized official’s typed and signed name along with the date signed.

## **B. INTRODUCTION**

**(0-5 points)**

The Introduction establishes who is applying for funds. To give a clear picture or description of the organization, provide concise responses to each of the following:

1. Where is the organization located geographically? i.e., county and region of state, etc.
2. How many staff does the organization have? Full time, part time, volunteer?
3. How many service outlets does the organization have?
4. How many registered borrowers does the organization have?
5. What is the governance of the organization?
6. What is the overall total budget of the organization?
7. If there is any additional information to provide context for the project or influences affecting the organization or community, concisely provide this information. For example: a large seasonal population influx, special collections, community or economic influences.

## **C. LSTA OUTCOMES PLAN**

**(0-15 points)**

The LSTA Outcomes Plan is a snapshot or overview of a project. It describes the project and the results it achieves in a concise way using simple, jargon-free statements that can be understood by all.

Each grant category contains required common statewide outcomes, indicators and sources/methods for purposes of evaluation. These **must** be included in the LSTA Outcomes Plan for your project. Depending on the type of project that you propose, you are encouraged to include other outcomes, indicators and sources/methods that relate more specifically to what you plan to do.

**Project Summary/Program Purpose.** Provides a concise summary of the project in a few sentences. Indicate what you plan to do, and who will benefit from the project.

**Inputs** (*What resources do you need to accomplish the outcomes?*)

Inputs are the resources used by a project, such as money, staff, facilities, volunteers or partners. Inputs may include referrals from other organizations (e.g., i.e., if a school identifies children for a reading program).

Criteria:

- *Identifies each resource used by the project*
- *Is quantified, if possible*
- *Reflects Inputs section of Narrative*
- *Each item identifies a single input*
- *Lists all project partners*

**Activities** (*How do you get there?*)

Activities are what a project does using its inputs to achieve its purpose or mission. Activities are the “verbs” of a project.

Criteria:

- *Shows what the project does*
- *Each item identifies a single activity*
- *Identifies major project activities*
- *Reflects Action Plan section of Narrative*

**Outputs** (*What do you count?*)

Outputs are the direct products of the project activities. Outputs measure “how many” for the activities: “how many” classes, “how many” participants, “how many” hours of service, “how many” programs. Often, but not always, an output is an activity that has been quantified. Include outputs that will be counted during the project.

Criteria

- *Identifies results of project activities*
- *Each item measures a single activity*
- *Does not measure a change for the customer (that would be an outcome)*
- *Is quantified*
- *Counts items appropriate for the project*

**Outcomes** (*Where are you going?*)

Outcomes are customer-based. They measure the changes in knowledge, skills, behavior or condition of the customer as a result of the project. Although outcomes provide an important and powerful way to measure the impact of your project, they are not the only information you will collect. Outcomes will complement, not replace, other important management information that includes data on outputs, customer demographics, and internal project operations. Each project category includes required outcome(s). Those that apply must be used for the project. However, others may be added if they are needed for local purposes.

Criteria:

- *Includes required outcome(s)*
- *Describes a customer-change that can be tied to the project (is not beyond the scope of the project)*

- *Is customer-focused*
- *Is specific*
- *The change is meaningful – it answers “why is this project important?”*
- *Is objective*
- *Measures a change in knowledge, skills, behavior, or conditions for the customer*
- *Identifies “who” achieves the outcome*
- *Describes a single customer result – if the word “and” is included, you may be addressing two different outcomes*
- *Represents the ultimate purpose of the project, measuring results as far in the future as the project can expect to have an impact*

**Indicators** (*How will you know that the outcome has been achieved?*)

Indicators show you how well the project is doing on an outcome. An indicator answers the question “how do we know that an outcome is achieved?” It is the statistics or data gathered to prove your results. Each outcome must have at least one indicator. Indicators usually begin with the phrase “number, or, number and percent.” For example, the outcome “children learn to read” may be measured using the indicator “number and percent of children who improve their reading one grade level.”

Criteria

- *Is objective*
- *Is measurable*
- *Shows that the outcome has been achieved (proves that the customer did or did not achieve the outcome)*
- *Measures at the individual customer level (not group)*
- *Is stated as both number and percent*
- *Is observable*
- *Is specific*
- *Measures one item (for example, increased reading skill; not increased reading and math skills)*
- *Measures information that no other indicator measures*
- *Provides at least one indicator for each outcome*

**Sources/Methods** (*How will you measure?*)

You must determine “who” will provide the information you need to measure your outcomes, and “how” it will be collected.

The Source for each outcome will provide the data answering the “who” question. Possible sources include the customer, family members, project staff, volunteer observers, other organizations, existing project records, etc.

The Method of data collection answers the “how” question. Possible methods include review of project records, questionnaire or survey, interview, rating by trained observer, etc.

Criteria - Sources

- Identifies “who” provides the data
- Provides at least one source for each indicator
- The combination of methods for an indicator is likely to provide reliable information
- Is unbiased (i.e., the person providing the service does not measure it)
- Is specific

Criteria - Methods

- Identifies “how” the outcome will be measured (e.g., i.e., survey, focus group or interview)
- The combination of methods for an indicator is likely to provide the specific data needed to determine whether the outcome has been met
- The method is tested and verifiable
- Provides at least one method for each indicator

**D. NEEDeed (Why the project is needed) (0-30 points)**

The Needs section defines the problem and tells why there is a need for the project. To give a clear picture or description of the need, provide concise responses to each of the following:

1. Who is the targeted population? The target population is the people that the project is intended to reach. Include information on the size of the population, characteristics, statistics or other demographics of the group to be served.
2. What are the unmet needs of the target population? This could include information on education levels, access to resources, the community situation, influencers such as a seasonal population increase, education, etc.
3. Describe how the library or other community services do not meet the needs of the target population. This could include information on the library’s inability to meet community demands or needs such as collection, staffing, resources, accessibility, etc.
4. How does the project relate to the library’s mission, or to relevant long range plan goals?

**E. INPUTSputs (The resources you need) (0-5 points)**

Inputs are the resources used or local support provided in a project. They could be money, staff, facilities, volunteers or partners. To describe inputs, provide the following:

Give short explanations for each input listed in the LSTA Outcomes Plan, if needed. If the input listed is self-explanatory, no further description is required.

**Staff.** List all staff who will be involved with the project, whether paid from grant or local funds. Include their project duties and any special qualifications if required. If the staff title listed is self-explanatory, no further description is required.



For example, if “Staff” is listed on the Outcomes Plan, give the title of each staff member involved and their project duties in this section. If the individual title of the staff member is listed on the Outcomes Plan and it implies the project duties the staff member will be performing then no further description of duties is required, such as automation librarian.

**Partnerships.** Project partners are all outside agencies or organizations that will be working in partnership on the project for the mutual benefit of the library and partner. Vendors under contract are not normally considered to be project partners. All project partners, if any, should be listed on the Outcomes Plan. A Partnership Agreement is required of **every** project partner. A blank LSTA Partnership Agreement form is included in this packet. A local form may be substituted if all of the conditions listed in the LSTA Partnership Agreement form are included.

**F. ACTION PLAN~~Action Plan~~ (How you plan to get there) (0-25 points)**

The action plan expands on the activities listed in the LSTA Outcomes Plan. The action plan should provide a detailed description of **all** activities involved in project planning, implementation and publicity. Activities should result in the project outputs listed in the LSTA Outcomes Plan. To give a clear picture or description of the project activities, provide concise responses to each of the following:

**1. Project Activities.**

Provide a detailed description of all project activities and the person responsible for carrying out the activities. The activities should be described in measurable terms where appropriate, e.g., i.e., number of programs, types of training to be provided, number and type of items to be purchased.

- Collection Development. If areas of the collection are to be developed, identify appropriate formats and areas of the collection to be developed and include an estimate of the number of titles or volumes to be purchased.
- Bibliographic Records. If bibliographic records are created by the project, they must be contributed to the statewide database on OCLC. Describe how these records will be added.

**Publicity.** Publicity plans may be integrated into the description of project activities or described separately.

- A. Describe plans to promote and publicize the project and include the person responsible for carrying out the activities.
- B. Tell how the target audience will be informed about the project.

**2. Timeline.** Provide a timeline for project activities. The timeline should be on at least a quarterly basis. The timeline can be integrated into the description of project activities if desired or described separately.

**3. Sustainability.** Describe plans to continue the project once grant funding ends.

## G. BUDGET PAGE AND NARRATIVE (How much it will cost) (0-20 points)

The budget explains and justifies the LSTA and local funds required to implement the project. It should be clearly related to project activities. This section is comprised of two required parts: the Budget Narrative and Budget Page.

- 1. Budget Page.** The Budget Page provides a summary of the proposed project and matching expenditures.

Complete the budget form using the following definitions to determine categories of expenditures for project costs. Round all amounts to the nearest dollar. Exclude miscellaneous or contingency amounts, unallowable costs and nonspecific costs such as “overhead” and “administrative” costs.

**Salaries and Benefits.** Show salaries and wages to be paid to each person (permanent or temporary) employed in the project, or who will be used as match for the project on a separate line. Benefits should be shown separately from each salary. Fees and expenses for consultants should be included under the Contractual Services section. For each position listed, provide the full-time equivalency (FTE). Full-time equivalency is based on a 40-hour workweek. For example: a full-time (40-hour) employee is 1 FTE; a 20-hour per week employee is .5 FTE; a 10-hour per week employee is .25 FTE.

**Contractual Services.** Include costs for specific services to be performed by an outside organization or individual under contract. Examples include: consultant fees, rentals, advertising, honoraria for speakers, wiring costs, and OCLC (Online Computer Library Center, Inc.)/SOLINET (Southeastern Library Network, Inc.) servicesLYRASIS. OCLC is a national utility and SOLINETLYRASIS is a regional utility providing for the automated handling of bibliographic records and other functions for member libraries. Briefly describe services to be provided by contract.

**Library Materials.** Specify type and numbers of materials to be purchased. Include costs for books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microforms, pictorial works, graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, processed video and magnetic tapes, and computer software.

**Supplies.** Give a brief list of project supplies needed. Supplies may include computer supplies, toner, paper, postage, etc.

**Travel.** Indicate amounts to be used for travel associated with the project. Any travel conducted with grant or matching funds must be done in accordance with Section 112.061, *Florida Statutes*.

**Equipment.** The costs for equipment and furniture to be purchased and used by the project are covered in this category. Examples include computers, A-V equipment, desks, and chairs. Include only items with a useful life of at least one year and an acquisition cost of \$1,000 or more. Small items of equipment that do not meet this

definition should be shown in the “Other” category. List all equipment to be purchased.

**Other.** Include costs for any items that do not fall under the categories above. Some examples include printing and small equipment costing less than \$1,000.

**Allowable uses of funds:**

- Expenditure of funds by partners on project-related activities may be used as match. Documentation and reportage of the expenditures are required.
- Locally donated funds may be used as match only if they are administered through the library’s budget. Otherwise, donated funds can be used to show local support for the project or as a part of the inputs which can support the project.
- To assist in making technology and information resources available for persons with disabilities. Libraries are encouraged to make their services and programs accessible in compliance with the Americans with Disabilities Act.
- Grant or local matching funds may be used for activities related to the evaluation of the project.

**Unallowable uses of funds:**

- *Federal grant funds* may not be used as matching funds.
- *Indirect/overhead costs* are not allowed as match for grants. When libraries commit cash or in-kind contributions as match, there is a greater likelihood that they will be able to support the grant-funded program once grant funds end. This is an effort to ensure that grant funds are used to support services and not to pay for rental of space, utilities, and other administrative costs. In this way, grant-funded projects achieve a greater direct benefit for the people served.
- *Volunteer time.* Volunteer time can be used to show support for the project (input), but cannot be used as match.
- *Construction.* Funds may not be used to build, remodel or expand library facilities. However, they may be used to retrofit a building to accommodate technologies (e.g., wiring).
- *Food.* Although food may be served at a program being provided with grant funds, the food may not be purchased with grant funds.

**2. Budget Narrative.** The Budget Narrative provides a detailed explanation and justification of proposed LSTA and local matching expenditures that have been included on the Budget Page. For each amount on the Budget Page:

Show how all amounts were calculated, for both grant and matching (if applicable) funds, i.e., include calculations, unit costs or breakdown of costs.

- If the total of LSTA funds requested is more than \$10,000, matching funds for the project must be at least 1/3 of the amount of LSTA funds requested. No matching funds are required for projects requesting less than \$10,000 (\$0-\$9,999) in LSTA funds.

- All grant and matching funds must relate to project activities.
- If equipment is to be purchased, describe the type of equipment and explain how equipment will be used to support the project.
- If funds are used for travel, list the traveler's position, destination, purpose, and how the travel relates to achieving project purposes.

## **H. INTERNET SAFETY EDUCATION PROGRAM**

**(0 or 10 points)**

Internet Safety Education Program (0 or 10 points)

Either 0 or 10 points will be awarded to each applicant and all of the criteria must be met in order to receive the 10 additional points.

A public library shall receive 10 additional points if it (1) has adopted an interactive and age-appropriate Internet safety education program whose purpose is to promote the use of prudent online deportment and broaden awareness of users concerning online predators; and (2) the annual number of persons who completed the library's program equals one percent or more of the total number of the library's registered borrowers from the preceding year. Additionally, the Internet safety education program must be endorsed by a government-sanctioned law enforcement agency or other reputable public safety advocacy organization and be designed for adults and children.

The number of persons who complete the Internet safety education program and the number of registered borrowers of each library shall be reported in the library's Annual Statistical Report Form for Florida's Public Libraries. Participants completing the program as a result of strategic partnerships or collaboration between the library and other entities may be reported in the annual report. A library that has not submitted an Annual Statistical Report should contact Division staff prior to the application deadline.

## **I. H. CERTIFICATION OF CREDENTIALS**

Complete and submit one original of this form **only** if your library entity does not receive State Aid to Libraries or Multitype Library Cooperative grant funding.

## **J. I. CERTIFICATE OF STATUS**

A copy of the nonprofit organization's Certificate of Status must be submitted for all organizations that do not receive State Aid to Libraries or Multitype Library Cooperative grant funding. This certificate is **only** required for nonprofit organizations. In compliance with Chapter 617, *Florida Statutes*, nonprofit organizations must be registered or qualified to conduct their affairs in the state and be in good standing. A copy of a current certificate of status from the Department of State, Division of Corporations, must be submitted with the application.

# CONTINUING PROJECTS

Applications should be submitted using the instructions listed below if a project is a second year or continuing project. The application for continuing projects does not require submission of all of the items submitted for first year projects.

## A. APPLICATION COVER PAGE (Form DLIS/LSTA01)

- 1. Library/Organization Name:** The applicant library/organization's official name.
- 2. Mailing Address:** The library/organization's complete address.
- 3. Phone # & Fax #:** The library/organization's telephone and fax numbers at which contact can be made regarding the application or project. ~~Add the SUNCOM number, if available.~~
- 4. Contact Person:** The name of the person who may be contacted regarding all project-related information or activities.
- 5. E-mail Address:** The e-mail address of the contact person.
- 6. FEID # or ~~SAMAS & EO~~ FLAIRS #:** All organizations must provide either their Federal Employer Identification (FEID) Number or ~~SAMAS~~ FLAIRS (the State Accounting System used by state agencies) number. All non-state agencies must provide their FEID number. State agencies must provide their 29 digit ~~SAMAS~~ FLAIRS number and ~~Expansion Option (EO) number~~ for project payments.
- 7. Contracting Agency Name:** The official name of the organization with which a project agreement will be signed (~~e.g., i.e.,~~ "X" County Board of County Commissioners or "Y" Library Governing Board).
- 8. Type:** The type of library/organization that you represent.
- 9. Internet Safety Education Program:** Indicate whether the public library has implemented an age-appropriate Internet safety education program that has been endorsed by a government-sanctioned law enforcement agency or other reputable public safety advocacy organization.
- 10. ~~9.~~ Category:** The grant category under which you are applying.
- 11. ~~10.~~ Project Name:** A brief project title.
- 12. ~~11.~~ New/Continuing Project:** If the project is a new or first year project check "New." If the project has been funded for at least one year check "Continuing." For continuing projects, indicate the year of the project.
- 13. ~~12.~~ LSTA Funds Requested:** The amount of LSTA funds being requested for this project.
- 14. ~~13.~~ Priority:** Prioritize all applications from an organization if submitting more than one. If submitting only one application, indicate that it is priority "1 of 1." All applications must be prioritized.

**15. 14. Library Service Area Population:** The total population of the library’s service area.

**16. 15. Number of Persons to be Served by Project:** Estimate the actual number of persons to be served by the proposed project. Count each person only once, even though they may receive services more than one time during the project.

**17. 16. Targeted User Group:** The primary target audience. “Other” generally refers to services to a special interest group.

**18. 17. Signature and Date:** The library director or other authorized official’s typed and signed name along with the date signed.

## **B. LSTA OUTCOMES PLAN**

**(0-15 points)**

The LSTA Outcomes Plan is a snapshot or overview of a project. It describes the project and the results it achieves in a concise way using simple, jargon-free statements that can be understood by all.

Each grant category contains required common statewide outcomes, indicators and sources/methods for purposes of evaluation. These **must** be included in the LSTA Outcomes Plan for your project. Depending on the type of project that you propose, you are encouraged to include other outcomes, indicators and sources/methods that relate more specifically to what you plan to do.

**Project Summary/Program Purpose.** Provides a concise summary of the project in a few sentences. Indicate what you plan to do and who will benefit from the project.

**Inputs** (*What resources do you need to accomplish the outcomes?*)

Inputs are the resources used by a project, such as money, staff, facilities, volunteers or partners. Inputs may include referrals from other organizations (e.g., i.e., if a school identifies children for a reading program).

Criteria:

- *Identifies each resource used by the project*
- *Is quantified, if possible*
- *Reflects Inputs section of narrative*
- *Each item identifies a single input*
- *Lists all project partners*

**Activities** (*How do you get there?*)

Activities are what a project does using its inputs to achieve its purpose or mission. Activities are the “verbs” of a project.

Criteria:

- *Shows what the project does*
- *Each item identifies a single activity*
- *Identifies major project activities*
- *Reflects Action Plan section of narrative*

### **Outputs** (*What do you count?*)

Outputs are the direct products of the project activities. Outputs measure “how many” for the activities: “how many” classes, “how many” participants, “how many” hours of service, “how many” programs. Often, but not always, an output is an activity that has been quantified. Include outputs that will be counted during the project.

#### Criteria

- *Identifies results of project activities*
- *Each item measures a single activity*
- *Does not measure a change for the customer (that would be an outcome)*
- *Is quantified*
- *Counts items appropriate for the project*

### **Outcomes** (*Where are you going?*)

Outcomes are customer-based. They measure the changes in knowledge, skills, behavior or condition of the customer as a result of the project. Although outcomes provide an important and powerful way to measure the impact of your project, they are not the only information you will collect. Outcomes will complement, not replace, other important management information that includes data on outputs, customer demographics, and internal project operations. Each project category includes required outcome(s). Those that apply must be used for the project. However, others may be added if they are needed for local purposes.

#### Criteria:

- *Includes required outcome(s)*
- *Is customer-focused*
- *Is specific*
- *The change is meaningful – it answers “why is this project important?”*
- *Is objective*
- *Describes a customer-change that can be tied to the project (is not beyond the scope of the project)*
- *Identifies “who” achieves the outcome*
- *Describes a single customer result – if the word “and” is included, you may be addressing two different outcomes*
- *Represents the ultimate purpose of the project, measuring results as far in the future as the project can expect to have an impact*
- *Measures a change in knowledge, skills, behavior, or conditions for the customer*

**Indicators** (How will you know that the outcome has been achieved?)

Indicators show you how well the project is doing on an outcome. An indicator answers the question “how do we know that an outcome is achieved?” It is the statistics or data gathered to prove your results. Each outcome must have at least one indicator.

Indicators usually begin with the phrase “number and/or percent.” For example, the outcome “children learn to read” may be measured using the indicator “number and percent of children who improve their reading one grade level.”

Criteria

- *Is objective*
- *Is measurable*
- *Shows that the outcome has been achieved (proves that the customer did or did not achieve the outcome)*
- *Measures at the individual customer level (not group)*
- *Is stated as both number and percent*
- *Is observable*
- *Is specific*
- *Measures one item (for example, increased reading skill; not increased reading and math skills)*
- *Measures information that no other indicator measures*
- *Provides at least one indicator for each outcome*

**Sources/Methods** (How will you measure?)

You must determine “who” will provide the information you need to measure your outcomes, and “how” it will be collected.

The Source for each outcome will provide the data answering the “who” question. Possible sources include the customer, family members, project staff, volunteer observers, other organizations, existing project records, etc.

The Method of data collection answers the “how” question. Possible methods include review of project records, questionnaire or survey, interview, rating by trained observer, etc.

Criteria - Sources

- *Identifies “who” provides the data*
- *The combination of methods for an indicator is likely to provide reliable information*
- *Is specific*
- *Provides at least one source for each indicator*
- *Is unbiased (i.e., the person providing the service does not measure it)*

Criteria - Methods

- *Identifies “how” the outcome will be measured (e.g., i.e., survey, focus group or interview)*
- *The method is tested and verifiable*
- *The combination of methods for an indicator is likely to provide the specific data needed to determine whether the outcome has been met*
- *Provides at least one method for each indicator*



**C. ACTION PLAN (How you plan to get there)**

**(0-45 points)**

The action plan expands on the activities listed in the LSTA Outcomes Plan. Activities should result in the project outputs listed in the LSTA Outcomes Plan. To give a clear picture or description of the project activities, provide concise responses to each of the following:

**1. Project Status.**

Provide a brief status report of where the library/organization is in meeting the need outlined in the first year application.

**2. Project Activities.**

Provide a detailed description of all project activities and the person responsible for carrying out the activities. The activities should be described in measurable terms where appropriate, e.g., i.e., number of programs, types of training to be provided, number and type of items to be purchased.

- **Collection Development.** If areas of the collection are to be developed as part of the project, identify appropriate formats and areas of the collection to be developed and include an estimate of the number of titles or volumes to be purchased.
- **Bibliographic Records.** If bibliographic records are created by the project, they must be contributed to the statewide database on OCLC. Describe how these records will be added.

**Publicity.** Publicity plans may be integrated into the description of project activities or described separately.

**A.** Describe plans to promote and publicize the project and include the person responsible for carrying out the activities.

**B.** Tell how the target audience will be informed about the project and the benefits that they may receive.

**Timeline.** Provide a timeline for project activities. The timeline should be on at least a quarterly basis. The timeline can be integrated into the description of project activities if desired or described separately.

**3. Sustainability.** Describe plans to continue the project once grant funding ends.

**4. Partnerships.** Project partners are all outside agencies or organizations that will be working in partnership on the project for the mutual benefit of the library and partner. Vendors under contract are not normally considered to be project partners.

All project partners, if any, should be listed on the Outcomes Plan. A Partnership Agreement is required of **every** project partner. For continuing projects, submit Partnership Agreements **only** for new partners not listed in previous years. A blank LSTA Partnership Agreement form is included in this packet. A local form may be substituted if all of the conditions listed in the form are included.

**D. BUDGET PAGE AND NARRATIVE (How much it will cost) (0-40 points)**

The budget explains and justifies the LSTA and local funds required to implement the project. It should be clearly related to project activities. This section is comprised of two required parts: the Budget Narrative and Budget Page.

**1. Budget Page.** The Budget Page provides a summary of the proposed project and matching expenditures.

Complete the budget form using the following definitions to determine categories of expenditures for project costs. Round all amounts to the nearest dollar. Exclude miscellaneous or contingency amounts, unallowable costs and nonspecific costs such as “overhead” and “administrative” costs.

**Salaries and Benefits.** Show salaries and wages to be paid to each person (permanent or temporary) employed in the project, or who will be used as match for the project on a separate line. Benefits should be shown separately from each salary. Fees and expenses for consultants should be included under the Contractual Services section. For each position listed, provide the full-time equivalency (FTE). Full-time equivalency is based on a 40-hour workweek. For example: a full-time (40-hour) employee is 1 FTE; a 20-hour per week employee is .5 FTE; a 10-hour per week employee is .25 FTE.

**Contractual Services.** Include costs for specific services to be performed by an outside organization or individual under contract. Examples include: consultant fees, rentals, advertising, honoraria for speakers, wiring costs, and OCLC (Online Computer Library Center, Inc.)/~~SOLINET (Southeastern Library Network, Inc.)~~ services/~~LYRISIS~~. OCLC is a national utility and ~~SOLINET~~LYRISIS is a regional utility providing for the automated handling of bibliographic records and other functions for member libraries. Briefly describe services to be provided by contract.

**Library Materials.** Specify type and numbers of materials to be purchased. Include costs for books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microforms, pictorial works, graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, processed video and magnetic tapes, and computer software.

**Supplies.** Give a brief list of project supplies needed. Supplies may include computer supplies, toner, paper, postage, etc.

**Travel.** Indicate amounts to be used for travel associated with the project. Any travel conducted with grant or matching funds must be done in accordance with Section 112.061, *Florida Statutes*.

**Equipment.** The costs for equipment and furniture to be purchased and used by the project are covered in this category. Examples include computers, A-V equipment, desks, and chairs. Include only items with a useful life of at least one year and an acquisition cost of \$1,000 or more. Small items of equipment that do not meet this

definition should be shown in the “Other” category. List all equipment to be purchased.

**Other.** Include costs for any items that do not fall under the categories above. Some examples include printing and small equipment costing less than \$1,000.

**Allowable uses of funds:**

- Expenditure of funds by partners on project-related activities may be used as match. Documentation and reportage of the expenditures are required.
- Locally donated funds may be used as match only if they are administered through the library’s budget. Otherwise, donated funds can be used to show local support for the project or as a part of the inputs which can support the project.
- To assist in making technology and information resources available for persons with disabilities. Libraries are encouraged to make their services and programs accessible in compliance with the Americans with Disabilities Act.
- Grant or local matching funds may be used for activities related to the evaluation of the project.

**Unallowable uses of funds:**

- *Federal grant funds* may not be used as matching funds.
- *Indirect/overhead costs* are not allowed as match for grants. When libraries commit cash or in-kind contributions as match, there is a greater likelihood that they will be able to support the grant-funded program once grant funds end. This is an effort to ensure that grant funds are used to support services and not to pay for rental of space, utilities, and other administrative costs. In this way, grant-funded projects achieve a greater direct benefit for the people served.
- *Volunteer time.* Volunteer time can be used to show support for the project (input), but cannot be used as match.
- *Construction.* Funds may not be used to build, remodel or expand library facilities. However, they may be used to retrofit a building to accommodate technologies (e.g., wiring).
- *Food.* Although food may be served at a program being provided with grant funds, the food may not be purchased with grant funds.

**2. Budget Narrative.** The Budget Narrative provides a detailed explanation and justification of proposed LSTA and local matching expenditures that have been included on the Budget Page. For each amount on the Budget Page:

Show how all amounts were calculated, for both grant and matching (if applicable) funds, i.e., include calculations, unit costs or breakdown of costs.

- If the total of LSTA funds requested is more than \$10,000, matching funds for the project must be at least 1/3 of the amount of LSTA funds requested. No matching funds are required for projects requesting less than \$10,000 (\$0-\$9,999) in LSTA funds.
- All grant and matching funds must relate to project activities.

- If equipment is to be purchased, describe the type of equipment and explain how equipment will be used to support the project.
- If funds are used for travel, list the traveler's position, destination, purpose, and how the travel relates to achieving project purposes.

**E. INTERNET SAFETY EDUCATION PROGRAM (0 or 10 points)**

Internet Safety Education Program (0 or 10 points)

Either 0 or 10 points will be awarded to each applicant and all of the criteria must be met in order to receive the 10 additional points.

A public library shall receive 10 additional points if it (1) has adopted an interactive and age-appropriate Internet safety education program whose purpose is to promote the use of prudent online deportment and broaden awareness of users concerning online predators; and (2) the annual number of persons who completed the library's program equals one percent or more of the total number of the library's registered borrowers from the preceding year. Additionally, the Internet safety education program must be endorsed by a government-sanctioned law enforcement agency or other reputable public safety advocacy organization and be designed for adults and children.

The number of persons who complete the Internet safety education program and the number of registered borrowers of each library shall be reported in the library's Annual Statistical Report Form for Florida's Public Libraries. Participants completing the program as a result of strategic partnerships or collaboration between the library and other entities may be reported in the annual report. A library that has not submitted an Annual Statistical Report should contact Division staff prior to the application deadline.

**E. E. CERTIFICATE OF STATUS**

A copy of the nonprofit organization's Certificate of Status must be submitted for all organizations that do not receive State Aid to Libraries or Multitype Library Cooperative grant funding. This certificate is **only** required for nonprofit organizations. In compliance with Chapter 617, *Florida Statutes*, nonprofit organizations must be registered or qualified to conduct their affairs in the state and be in good standing. A copy of a current certificate of status from the Department of State, Division of Corporations, must be current with the application.

# LSTA APPLICATION

Application Due: March 15, 2009xx

LIBRARY / ORGANIZATION NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_ SUNCOM # \_\_\_\_\_ FAX # \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

FEID OR SAMAS AND EO FLAIRS # \_\_\_\_\_

CONTRACTING AGENCY NAME \_\_\_\_\_

TYPE (check one):  Public  K-12  Academic  M L C  Special  State Library

Public Library has implemented an Internet Safety Education Program?  Yes  No

CATEGORY (check one)

Access for Persons Having Difficulty Using Libraries

Library Technology Connectivity and Services

PROJECT NAME \_\_\_\_\_

PROJECT  New  Continuing If continuing, specify year: \_\_\_\_\_

LSTA FUNDS REQUESTED \$ \_\_\_\_\_

PRIORITY# \_\_\_\_\_ OF \_\_\_\_\_ APPLICATIONS SUBMITTED

LIBRARY SERVICE AREA POPULATION \_\_\_\_\_

NUMBER OF PERSONS TO BE SERVED BY PROJECT \_\_\_\_\_

TARGETED USER GROUP (Check all that apply)

Children  Youth  Adults  Older Adults  Mixed

Other, specify \_\_\_\_\_

\_\_\_\_\_  
Typed Name and Signature of Library/Organization Director

\_\_\_\_\_  
Date

# LSTA OUTCOMES PLAN

Project Name \_\_\_\_\_ Library \_\_\_\_\_

Project Summary / Program Purpose:

				<u>EVALUATION</u>	
INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES	INDICATORS	SOURCES/METHODS

Library/Organization Name \_\_\_\_\_  
 Project Name \_\_\_\_\_

**BUDGET**

(Round all amounts to nearest dollar. Add additional lines if needed to include all information in a section.)

	<u>LSTA</u>	<u>LOCAL/STATE MATCH</u>
<b>SALARIES &amp; BENEFITS (All salaries to be paid from federal or local sources)</b>		
<b>POSITION TITLE</b>	<b>F.T.E.</b>	
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
<b>TOTAL SALARIES.....</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>CONTRACTUAL SERVICES (List each vendor)</b>		
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
<b>TOTAL CONTRACTUAL SERVICES.....</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>LIBRARY MATERIALS (Include types of materials to be purchased)</b>		
_____	_____	\$ _____
_____	_____	\$ _____
<b>TOTAL LIBRARY MATERIALS.....</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>SUPPLIES (Specify)</b>		
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
<b>TOTAL SUPPLIES.....</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>TRAVEL.....</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>EQUIPMENT (Equipment and furniture with a useful life of at least one year and a unit cost of \$1,000 or more)</b>		
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
<b>TOTAL EQUIPMENT.....</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>OTHER (Specify)</b>		
_____	_____	\$ _____
_____	_____	\$ _____
<b>TOTAL OTHER.....</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>TOTAL.....</b>	<b>\$ _____</b>	<b>\$ _____</b>
	+ \$ _____	= \$ _____

# Partnership Agreement

## Library Services and Technology Act Grant

**An agreement should be completed between the library and each partner. If another agreement or contract is already in place, it can be substituted for this form as long as the conditions listed below are included.**

**Library/Organization Name:** \_\_\_\_\_

**Partnering Agency Name:** \_\_\_\_\_

**Partner Mailing Address:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**We, the undersigned agree to provide the following programs, services, or activities:**

[Specify library programs, services or activities]

[Specify partner programs, services or activities]

**We further agree to each of the following:**

- o To implement the project as presented in the project application and any project revisions.
- o If the partner organization is a faith-based community organization, that the support received through the project will not be used for religious or sectarian purposes.
- o That funds or services received will be used in accordance with the application and any applicable laws and regulations.
- o Services will be provided at no charge and will be available to the target population.

\_\_\_\_\_  
Signature of Authorized Library Official

\_\_\_\_\_  
Signature of Authorized Partner Official

\_\_\_\_\_  
Name of Authorized Library Official  
(print or type)

\_\_\_\_\_  
Name of Authorized Partner Official  
(print or type)

\_\_\_\_\_  
Title of Authorized Library Official

\_\_\_\_\_  
Title of Authorized Partner Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# CERTIFICATION OF CREDENTIALS

(Complete this form only if your library entity does **not** receive State Aid to Libraries or Multitype Library Cooperative grant funding.)

The \_\_\_\_\_  
(name of library governing body)

governing body for the \_\_\_\_\_  
(name of library/organization)

hereby certifies that the incumbent library administrative head,

\_\_\_\_\_  
(name of incumbent)

has completed a library school program accredited by the American Library Association and is thereby eligible to apply for and administer a Library Services and Technology Act (LSTA) grant.

## Signature

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

Type name and title of authorized representative below:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

**LIBRARY SERVICES AND TECHNOLOGY ACT**  
**GRANTS**

**MID-YEAR REPORT**  
**Forms and Instructions**

**Report Due: April 1, 2009xx**

**Florida Department of State**  
**Division of Library and Information Services**  
**R. A. Gray Building, 500 South Bronough Street**  
**Tallahassee, Florida 32399-0250**

# LIBRARY SERVICES & TECHNOLOGY ACT GRANTS MID-YEAR REPORT For Federal Fiscal Year 2009xx Projects

Due: April 1, 2010xx

Library/Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ SUNCOM \_\_\_\_\_

Project Name \_\_\_\_\_

Project Number \_\_\_\_\_ Grant Award \$ \_\_\_\_\_

## I. EXPENDITURES

Use the attached Expenditures page to provide a status report of project expenditures to date detailed by category and source of funds.

## II. OUTCOMES PLAN

Attach the current outcomes plan for the project. If there are any changes in the project activities, outcomes or evaluation, they should be identified in this plan.

## III. STATUS REPORT

Describe the extent to which the project is meeting its outcomes. Discuss project activities and how the library is using data collected to improve the project.

I certify that all of the information contained herein is correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Library Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name of Library Director

# LSTA Mid-Year Report

Library/Organization \_\_\_\_\_  
 Project I.D. Number \_\_\_\_\_  
 Grant Award \$ \_\_\_\_\_

## I. EXPENDITURES

### A. SALARIES & BENEFITS (All salaries paid from both federal and local sources)

POSITION TITLE	F.T.E.	<u>LSTA EXPENDED</u>	<u>LSTA FUNDS UNEXPENDED</u>	<u>LOCAL/STATE MATCH EXPENDED</u>
_____	_____	\$ _____		\$ _____
_____	_____	_____		_____
_____	_____	_____		_____
_____	_____	_____		_____
<b>TOTAL SALARIES.....</b>		<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

### B. CONTRACTUAL SERVICES (List each vendor)

_____	\$ _____		\$ _____
_____	_____		_____
_____	_____		_____
_____	_____		_____
<b>TOTAL CONTRACTUAL SERVICES .....</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

### C. LIBRARY MATERIALS.....

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

### D. SUPPLIES.....

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

### E. TRAVEL.....

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

### F. EQUIPMENT (Specify)

_____	_____		_____
_____	_____		_____
_____	_____		_____
<b>TOTAL EQUIPMENT.....</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

### G. OTHER (Specify)

_____	\$ _____		_____
_____	_____		_____
_____	_____		_____
_____	_____		_____
<b>TOTAL OTHER .....</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

### H. TOTAL A-G .....

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

**LIBRARY SERVICES AND TECHNOLOGY ACT  
GRANTS**

**ANNUAL REPORT**  
**Forms and Instructions**

**Report Due: November 1, 2010xx**

**Florida Department of State  
Division of Library and Information Services  
R. A. Gray Building, Tallahassee, Florida 32399-0250**

# LIBRARY SERVICES AND TECHNOLOGY ACT GRANTS ANNUAL REPORT

For Federal Fiscal Year 2009xx Projects

Due: November 1, 2010xx

Library/Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ ~~SUNCOM~~ \_\_\_\_\_

Project Name \_\_\_\_\_

Project Number \_\_\_\_\_ Grant Award \$ \_\_\_\_\_

I. **STATISTICAL DATA.** Give best estimates if actual numbers served are unavailable.

A. Area served (check one): State \_\_\_\_\_ Region \_\_\_\_\_ County \_\_\_\_\_ City \_\_\_\_\_

B. 1. Targeted population to be served, per the application: \_\_\_\_\_

2. Total number of persons served by the project: \_\_\_\_\_

Include persons who used project services or benefited from the project. Count each person only once.

II. **EXPENDITURES.** Use the form to provide grant and matching expenditure detail by category and source of funds.

III. **EQUIPMENT INVENTORY.** Use the form to list each item of equipment that had an acquisition cost of over \$1,000 with a usable life of more than one year.

IV. **NARRATIVE.** See Instructions for completing the LSTA Annual Report form on page 2 for specific details.

I certify that all of the information contained herein is correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Library Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name of Library Director

\_\_\_\_\_  
Signature of Fiscal Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name of Fiscal Officer

Library/Organization \_\_\_\_\_  
 Project I.D. Number \_\_\_\_\_  
 Grant Award \$ \_\_\_\_\_

**II. EXPENDITURES**

A. SALARIES & BENEFITS (All salaries paid from federal or local sources)

**LSTA**

**LOCAL/STATE MATCH**

POSITION TITLE	F.T.E.		
_____	_____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL SALARIES .....		\$ _____	\$ _____

B. CONTRACTUAL SERVICES (List each vendor)

_____	\$ _____	\$ _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL CONTRACTUAL SERVICES .....	\$ _____	\$ _____

C. LIBRARY MATERIALS ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

D. SUPPLIES ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

E. TRAVEL..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

F. EQUIPMENT..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

G. OTHER (Specify)

_____	\$ _____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL OTHER .....	\$ _____	\$ _____

H. TOTAL A-G ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

Submit amounts listed below along with this report.

I. UNEXPENDED LSTA FUNDS TO BE REFUNDED \$ \_\_\_\_\_

J. TOTAL INTEREST EARNED DURING THE PROJECT \$ \_\_\_\_\_

Library/Organization \_\_\_\_\_

Project I.D. Number \_\_\_\_\_

### III. EQUIPMENT INVENTORY

An inventory of equipment purchased as a part of an LSTA-funded project must be maintained at the state and local level. Any changes in the status of the equipment (i.e., changes in location or use) must be reported to the State Library. List, separately, each item purchased for the project during the project period ending September 30 using local, LSTA or a combination of funds. Include only equipment with an acquisition cost of more than \$1,000 and a useful life of more than one year.

Item/Description	Date Received	Total Cost	Local \$ Spent	LSTA \$ Spent	Serial/ Model #	Local ID #	Location and Use



# INSTRUCTIONS FOR COMPLETING THE LSTA ANNUAL REPORT FORM

The following instructions are provided for assistance in the completion of the annual report for Library Services and Technology Act (LSTA) projects. Please submit a separate report for each project.

- I. STATISTICAL DATA.** Provide statistical data about the project's target population. Fill it out as completely and accurately as possible, estimating if necessary. The number of persons served should reflect those who used the services provided under the project or who benefited directly from them. That number should not include the total population of the service area involved or the potential population to be reached. Each person should be counted only once even though he or she may have used the service two or more times.

**SIGNATURES.** Obtain original signatures of the library director and fiscal officer. Type their names below the signatures.

- II. EXPENDITURES.** Provide grant and matching expenditure detail by category and source of funds. If matching funds are from a partner organization(s) in the project, make additional copies of the Expenditures page and detail partner matching expenditures on a separate page for each partner. Please have the partner organization's fiscal officer sign the bottom of the page to verify the expenditures.

In reporting expenditures, please remember:

- *Salaries and Benefits.* List each position, the amount of time worked in FTE, and the gross salaries and benefits for each full and part-time employee paid by grant funds and by local matching funds.
- *Contractual Services.* List expenditures for services performed by outside agencies, persons, or firms. Examples would be honoraria for speakers or consultant fees.
- *Library Materials.* Library materials are defined as: books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microforms, pictorial works, graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, processed video and magnetic tapes, computer software, and materials designed specifically for the handicapped.
- *Equipment.* Report the total expended for equipment which had a per unit acquisition cost of more than \$1,000 and a useful life of more than one year. Equipment includes items such as desks, chairs, computers, audio-visual equipment, and other non-expendable items. Provide a detailed listing of equipment in Section III, Equipment Inventory. The total of the equipment listed in Section III, Equipment Inventory should equal the amount listed under equipment on the Expenditures page.

## Instructions for completing the LSTA Annual Report form

### Page 2

- Small equipment costing less than \$1,000 should be included under "Other."
- *Other Expenses.* This category includes any expenditures not covered in the other categories, e.g., expenditures for printing, postage, and small items of equipment costing less than \$1,000.

*Unexpended LSTA Funds.* Any LSTA funds not paid out by September 30<sup>th</sup>, must be refunded. The refund should be submitted along with the annual report. Make checks payable to the Florida Department of State.

State agencies should make refunds concurrently with submission of the annual report via journal transfer to FLAIRS account number: 45202450001-4540000000-001800-00.

*Total Interest Earned.* Report the total amount of interest earned during the entire project. Submit any interest earnings - that have not already been submitted - to the Division along with the annual report. Make checks payable to the Florida Department of State.

**III. EQUIPMENT INVENTORY.** 45 CFR 1183.32 requires that records be maintained for equipment purchased with LSTA funds. List each item of equipment that had an acquisition cost of over \$1,000 with a usable life of more than one year. The total of the equipment listed in Section III, Equipment Inventory should equal the amount listed under equipment on the Expenditures page.

**IV. NARRATIVE.** The narrative should describe the project in sufficient detail to make its purposes, activities, and results clear. It should describe which outcomes were accomplished and how. If outcomes were not achieved, the report should indicate problems and other obstacles encountered.

The narrative is the principal way of finding out what happened with projects. In addition to meeting a federal requirement, the narrative is used for comparison; to help identify trends; for sharing ideas with libraries throughout the state; and as a primary information source for evaluating the impact of LSTA on library services in individual communities as well as statewide.

Prior to developing the narrative, review the original proposal, the Outcomes Plan, the mid-year report, and any revisions that may have been made to the project during the year. The narrative report should include:

- A detailed description of project activities as identified in the Outcomes Plan undertaken to achieve outcomes including programs, special events, public relations efforts, staff employed for the project, etc. Include in this section the actual numbers of programs held, participants, etc., that are identified in the Outputs column of the Outcomes Plan.
- Results of evaluation of the project. This should include a description of the sources and methods used to evaluate the projects. It should also include data to show impact of the project on the target population and/or an analysis of how the project met its outcomes. For this section specify the actual numbers or

## Instructions for completing the LSTA Annual Report form

### Page 3

percentages identified in the Indicators column on the Outcomes Plan. Relate this data to the outcomes.

- Tell how the library used the evaluation and data collected to improve the project.
- Anecdotes or client stories that demonstrate the success of the project showing benefit and change for the target population.
- Plans for support of the project after grant funds end.
- Potential for replication of the project by other libraries.
- If applicable, a description of any active collaboration between the library and its partners.

Please number each page and include the library or organization's name and the Project I.D. Number in the upper right corner of the page.

Please send one copy of any printed or audiovisual publications produced as a part of the project such as brochures, book lists, manuals, pamphlets, videotapes, etc.

Send reports by **November 1, 2010xx** to:

Grants Office  
Division of Library and Information Services  
R. A. Gray Building  
2<sup>nd</sup> Floor North  
500 S. Bronough Street  
Tallahassee, Florida 32399-0250

## CHAPTER 257 Florida Statutes

### PUBLIC LIBRARIES AND STATE ARCHIVES

257.12 Division of Library and Information Services authorized to accept and expend federal funds.

257.14 Division of Library and Information Services; rules.

#### **257.12 Division of Library and Information Services authorized to accept and expend federal funds.--**

(1) The Division of Library and Information Services of the Department of State is designated as the state library administrative agency authorized to accept, receive, administer, and expend any moneys, materials, or any other aid granted, appropriated, or made available by the United States or any of its agencies for the purpose of giving aid to libraries and providing educational library service in the state.

(2) The division is authorized to file any accounts required by federal law or regulation with reference to receiving and administering all such moneys, materials, and other aid for said purposes; provided, however, that the acceptance of such moneys, materials, and other aid shall not deprive the state from complete control and supervision of its library.

(3) All public libraries are encouraged to adopt an Internet safety education program, including the implementation of a computer-based educational program, which has been endorsed by a government-sanctioned law enforcement agency or other reputable public safety advocacy organization and is designed for children and adults. The purpose of the Internet safety education program is to promote the use of prudent online deportment and broaden awareness of online predators. The program must be interactive and age-appropriate. Each library shall annually report to the division the annual number of program participants who complete the Internet safety education program. By April 1, 2010, the division shall adopt rules for rewarding those libraries in the program grant application process which have had 1 percent or more of their annual number of program participants, based on the total number of registered borrowers from the preceding year, complete the Internet safety education program adopted by the library. Program participants completing the program as a result of strategic partnerships or collaboration between the library and other entities shall be integrated into the library's annual report. The division shall adopt rules to allocate 10 percent of the total points available in the library services and technology grant application evaluation process to public libraries that are in compliance with this section, beginning with the grant application cycle for the 2011-2012 fiscal year.

**History.--**ss. 1, 2, ch. 26976, 1951; s. 4, ch. 63-39; ss. 10, 35, ch. 69-106; s. 21, ch. 69-353; s. 18, ch. 86-163; s. 4, ch. 2005-207, s. 1, ch. 2009-194.

**257.14 Division of Library and Information Services; rules.--**The Division of Library and Information Services has authority to adopt rules pursuant to ss. 120.536(1) and 120.54 to implement the provisions of this chapter.

**History.--**s. 2, ch. 61-402; s. 4, ch. 63-39; ss. 10, 35, ch. 69-106; s. 21, ch. 69-353; s. 3, ch. 83-24; s. 19, ch. 86-163; s. 46, ch. 98-200.

**257.15 Division of Library and Information Services; standards.--**The Division of Library and Information Services shall establish reasonable and pertinent operating standards under which libraries will be eligible to receive state moneys.

**History.--**s. 3, ch. 61-402; s. 4, ch. 63-39; ss. 10, 35, ch. 69-106; s. 21, ch. 69-353; s. 2, ch. 72-353; s. 3, ch. 83-24; s. 20, ch. 86-163.

## Florida Administrative Code

### 1B-2.011 Library Grant Programs.

(1) This rule provides procedures for library grant programs administered by the Division of Library and Information Services (Division). Each program shall be governed by guidelines which contain information on eligibility requirements, application review procedures, evaluation and funding criteria, grant administration procedures, if applicable, and application forms. All grant awards shall be subject to final approval by the Secretary of State.

(2) Applicants for grants shall meet the eligibility and application requirements as set forth in the following guidelines for each grant program:

(a) The State Aid to Libraries Grant Guidelines and Application, effective 4-1-98, amended 11-20-01, amended 12-28-03, amended 2-21-07, amended xx-xx-xxxx, which contain guidelines and application forms, State Aid to Libraries Grant Application (Form DLIS/SA01), effective 4-1-98, amended 12-28-03, amended xx-xx-xxxx; State Aid to Libraries Grant Application – Multicounty Library (Form DLIS/SA02), effective 4-1-98, amended 12-28-03, amended xx-xx-xxxx; Grant Agreement, effective 12-28-03, amended xx-xx-xxxx; Certification of Credentials – Single Library Administrative Head (Form DLIS/SA03), effective 4-1-98, amended 12-28-03, amended xx-xx-xxxx; State Aid to Libraries Grant Application – Summary Financial Report (Form DLIS/SA04), effective 4-1-98, amended 12-28-03, amended xx-xx-xxxx; State Aid to Libraries Required Documents Checklist (Form DLIS/SA05), effective xx-xx-xxxx.

(b) The Library Construction Grant Guidelines and Application, effective 4-1-98, amended 2-14-99, amended 1-9-03, amended 2-21-07, which contain instructions, grant application (Form DLIS/PLC01), effective 4-1-98, amended 2-14-99, amended 4-4-00, amended 12-18-00, amended 1-9-03; Payment Request #1 (Form DLIS/PLC02) effective 1-9-03; Payment Request #2 (Form DLIS/PLC03) effective 1-9-03; Payment Request #3 (Form DLIS/PLC04) effective 1-9-03; Payment Request #4 (Form DLIS/PLC05) effective 1-9-03; and Closeout Report (Form DLIS/PLC06) effective 1-9-03.

(c) The Library Cooperative Grant Guidelines and Application, effective 4-1-98, amended 1-24-2008 which contain instructions and application (Form DLIS/LCG01), effective 4-1-98, amended 4-4-00, amended 1-24-2008; Mid-Year Report (Form DLIS/LCG02) effective 1-24-08, Annual Report Form (Form DLIS/LCG03) effective 1-24-08, Annual Statistical Report Form for Multitype Library Cooperatives (Form DLIS/LCG04), effective 4-1-98, amended 4-4-00, amended 1-24-2008, Grant Agreement (Form DLIS/LCG05), effective 1-24-08 and the FLIN Manual, effective 1-24-08.

(d) The Library Services and Technology Act Grant Guidelines and Application, effective 4-1-98, amended 2-14-99, amended 11-20-01, amended xx-xx-xxxx, which contain instructions and application (Form DLIS/LSTA01), effective 4-1-98, amended 2-14-99, amended 4-4-00, amended 12-18-00, amended 11-20-01; Mid-Year Report (Form DLIS/LSTA02), effective 2-14-99, amended 4-4-00, amended 12-18-00, amended 11-20-01; ~~and~~ Annual Report (Form DLIS/LSTA03), effective 4-4-00, amended 12-18-00, amended 11-20-01; and Grant Agreement, effective xx-xx-xxxx.

(e) The Florida Library Literacy Grants Guidelines and Application, effective 4-4-00, amended 11-20-01 which contain instructions and application (Form DLIS/FLL01), effective 4-4-00, amended 11-20-01; Mid-Year Report (Form DLIS/FLL02), effective 4-4-00,

amended 11-20-01; and Annual Report (Form DLIS/FLL03), effective 4-4-00, amended 11-20-01.

(f) The Community and Library Technology Access Partnership Grants Guidelines and Application which contain instructions and application (Form DLIS/CLTA01), effective 12-18-00; and Annual Report (Form DLIS/CLTA02), effective 12-18-00.

(g) The Community Libraries in Caring Program Application, effective 11-16-04, which contains instructions and application (Form DLIS/CLIC01), effective 11-16-04; Annual Report (Form DLIS/CLIC02), effective 11-16-04; and Grant Agreement (Form DLIS/CLIC03), effective 11-16-04, revised 2-21-06, amended 2-21-07.

(3) Guidelines and forms in this rule are incorporated by reference and may be obtained from the Director of the Division, Florida Department of State, Division of Library and Information Services, R.A. Gray Building, 500 South Bronough, Tallahassee, Florida 32399-0250.

(4) The Division of Library and Information Services will waive the financial matching requirements on grants for rural communities that have been designated in accordance with Sections 288.0656 and 288.06561, F.S. Eligible communities applying for Library Services and Technology Act grants, Florida Library Literacy Grants, and Library Construction grants must request waiver of matching requirements at the time of grant application.

(5) This section supersedes Chapters 1B-3 and 1B-5, F.A.C.

*Specific Authority* 257.14, 257.191, 257.192, 257.24, 257.41(2) FS. *Law Implemented;* 257.12, 257.15, 257.16, 257.17, 257.171, 257.172, 257.18, 257.191, 257.192, 257.195, 257.21, 257.22, 257.23, 257.24, 257.25, 257.40, 257.41, 257.42 FS. *History—New* 1-25-93, *Amended* 7-17-96, 4-1-98, 2-14-99, 4-4-00, 12-18-00, 11-20-01, 3-20-02, 1-9-03, 12-28-03, 11-16-04, 2-21-06, 2-21-07, 1-24-2008, xx-xx-xxxx, xx-xx-xxxx.