Summary
CT State Library has opened the competitive application process for FY2020 LSTA Literacy Grants.

LSTA funds are allotted to the CT State Library by the Institute of Museum and Library Services through the Catalog of Federal Domestic Assistance (CFDA) Number 45.310 and Federal Award Identification Number LS-00-19-0007-19.

Important dates
Applications for literacy grants must be received by the State Library by 4:00 PM Eastern Time on April 8, 2019.

Grant programs and spending must occur between July 1, 2019, and June 30, 2020, and all final reports are due by September 28, 2020.

A. Program Description
As described in the state's LSTA Five Year Plan, 2018-2022, the CT State Library will award grants to assist Connecticut libraries with "creating strategic, sustainable partnerships and lifelong learning programs that address the seven literacies in their communities."

1) Basic Literacy for all Connecticut residents, fostering a trained and skilled workforce that contributes to the economic growth and development of communities and the state as a whole.
2) Early Literacy for families and young children, so that children will start school with early literacy skills necessary for grade-level success.
3) Civic/Social Literacy so that Connecticut citizens will have the knowledge and skills they need to improve their lives, participate and contribute effectively in their communities, and connect with one another through dialogue.
4) Digital and Information Literacy so that Connecticut residents are empowered to access information electronically, use and share information, create original content, evaluate the value and accuracy of information, and make informed decisions to fully participate in a digital society.
5) Financial Literacy to ensure that Connecticut residents have the knowledge and skills to become informed consumers, grow and manage wealth, and foster innovation and entrepreneurship, which will contribute to the economic development of their communities and the state as a whole.
6) Health Literacy so that Connecticut residents can manage their well-being and be empowered to become effective partners with their healthcare providers.
7) Legal Literacy to provide Connecticut residents with increased access to justice and the knowledge and skills they need to effectively navigate the legal services and resources available.

Proposed projects should provide or enhance library programs, services, materials and collections to address one or more of these literacies. Collection development projects without a strong program piece will not be considered.

Library Services and Technology Act (LSTA) funds are provided through the Institute of Museum and Library Services (http://www.imls.gov), the primary source of federal support for the nation’s approximately 120,000 libraries and 35,000 museums. The mission of IMLS is to inspire libraries and museums to advance innovation, lifelong learning, and cultural and civic engagement. Their grant making, policy development, and research help libraries and museums deliver valuable services that make it possible for communities and individuals to thrive. In Connecticut, LSTA funding is allocated to purposes of the Grants to States program as defined in 20 U.S.C. §9141.

B. Award Information
The maximum award is $7,500. Total funding available for one-year literacy grants is approximately $45,000. DLD expects to make up to six awards, depending on the amount of individual grants. This is a competitive grant program, and not all applicants will be awarded funding.

Grant programs and spending must occur between July 1, 2019, and June 30, 2020, and all final reports are due by September 28, 2020.

C. Eligibility Information
The following types of Connecticut libraries may apply for literacy grants:

- Principal public libraries.
- Academic libraries.
- School libraries.
- Special libraries.

Libraries may submit one literacy grant application per library system.

Applications must include at least a 25% local match. Applicants may meet this match with cash, in-kind cost sharing, or a combination of both. Match can include staff wages and benefits, supplies, and travel from your regular budget as well as donated goods and services from sources other than state or federal grants which will be devoted to the project. Match is subject to the provisions in federal regulations (see: 2 CFR 200, Subpart D (200.306)).

Applicants must attend one information session on application instructions, regulations, and fiscal management. Other optional grant development workshops are offered throughout the year. Make your reservations on the Division of Library Development (DLD) continuing education calendar at http://cslib.libcal.com/.
D. Application Information and Content

Application Package

Application forms are available online at http://libguides.ctstatelibrary.org/dld/lstagrants/grantapplication. You can also request an application to be emailed to you by contacting Maria Bernier, LSTA Coordinator, at Maria.Bernier@ct.gov or 860-704-2204.

Content and Form of Application

Using the application form, respond to each question briefly, clearly, and concisely. The narrative should not exceed five pages; additional information may be included in attachments. Use 12 point type. Questions will be scored as indicated.

I. SUMMARY: Provide a 50-100 word summary of your project, including a brief description of project activities, why the project is needed, and who will benefit. CSL may use this summary online and in publicity materials to describe your project. Tip: Write this section last.

II. NEED (20 points): This funding is intended to assist libraries with creating strategic, sustainable partnerships and lifelong learning programs that address the seven literacies in their communities. Briefly describe your project's target population (e.g., demographics and other characteristics). How have you communicated with your target population to assess their needs? What is the specific need that you plan to meet, and how will the intended audience benefit? How would this project complement or enhance existing services at your library? Provide recent data that supports the need you are identifying.

III. METHOD (25 points): Describe how you propose to execute this project, including project goals and objectives and a description of the activities that you plan to offer in order to meet your goals. Include a brief timeline for the project. What are the roles, responsibilities, and qualifications of key persons involved, and do they have time to dedicate to this project? Describe the project director's previous experience with managing projects. Will your staff need any training? If you will purchase circulating library materials with grant funds, describe your selection process. If you will purchase software or databases, describe the features, languages, and any evaluation tools built into the software. Explain why this software or database was chosen over other products. How will you publicize the project activities to members of your target audience who may not be library users? Explain how the project will be supported beyond the grant period or lead to sustainable change in the library or community.

IV. PARTNERS (15 points): Identify the community partners that you will involve in executing this grant. Describe the type and extent of their involvement and how they will help you connect with members of your target audience to ensure participation in your programs. In your grant appendices, include a letter of commitment or Memorandum of Understanding written by each partner to the library that states their role and contributions to the project.

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V. EVALUATION (15 points): Describe how you will assess the success of the project, including both outputs and outcomes. (Outputs consist of measurable objectives, and outcomes demonstrate changes/improvements in skills, knowledge, attitude, behavior, condition, or life status as a result of the project.) Clearly state how you will determine whether the project met your target population's need. What will change as a result of your project?

Successful applicants must also collect participant feedback on the following five outcomes questions using a five-point scale of Strongly Agree, Agree, Neither Agree nor Disagree, Disagree, and Strongly Disagree:

1. I learned something by participating in this library activity.
2. I am confident about using what I have learned.
3. I am likely to apply what I have learned.
4. I am more likely to participate in a similar library activity.
5. I am more likely to use other library services and resources.

Cumulative responses must be included in the final evaluation form due at the end of the project.

VI. ADA REQUIREMENTS (5 points): Libraries must ensure that programs are accessible to persons with disabilities. Document your plans to make the activities in your grant program accessible to people with disabilities.

VII. PROJECT BUDGET (20 points): Complete the budget section of the application with reference to the instructions below, and briefly indicate in the "Explanation" column how you arrived at the final cost for each category. Attach additional documentation, such as copies of product catalogs, printouts of web pages, or emails from contractors, to substantiate your request. Append additional sheets and supporting documentation as needed. Round amounts up or down to the nearest whole number. Points are awarded for appropriateness of costs (ensuring that the costs relate to the activities and benefits of the project) and for substantiating costs (e.g., documentation for all expenses).

1. All project costs must be incurred during the grant period, and expenditures must accomplish the objectives of the project. All project expenditures must be documented and supported with receipts or payroll records in the final expenditure report at the end of the grant period. Costs must be verifiable from the grantee's financial records.

2. Applicants for LSTA grants must provide at least a 25% local match. Match can include staff wages and benefits, supplies, and travel from your regular budget as well as donated goods and services from sources other than state or federal grants which will be devoted to the project.

3. Costs/items that are not allowed to be paid for with LSTA funds include construction, major equipment, full time or temporary staff, reimbursements for
staff time not related to the activities of the grant, food and beverages, web content creation, room rental fees, promotional items, memorabilia, and souvenirs.

4. Allowable expenses of LSTA grant funds include:

   a. Personnel costs (wages and benefits) for part time library employees who will work on the project.
   b. Contractual payments to individuals or vendors (consultants, speakers, performers, graphic designers, etc.) for services performed in connection with the project.
   c. Travel/mileage expenses for activities required to successfully implement the project. Indicate cost per mile at the current IRS mileage rate multiplied by the number of miles.
   d. Supplies (office supplies, program supplies, and other consumables) required to administer the grant.
   e. Library materials, including but not limited to books, magazines, audio materials, large print materials, and other items that may comprise a library collection. In the Method section of your application, describe the selection criteria for circulating library materials. Provide documentation about any software or databases to be purchased, including features, languages, and any evaluation tools built into the software. Explain why this software or database was chosen over other products.
   f. Professional materials, such as books written for the library workforce.
   g. Equipment such as hardware, software, and assistive technology that is necessary for the project. Any computers or peripherals purchased with LSTA funds must comply with CIPA.
   h. Printing, including but not limited to flyers, posters, mailings, pamphlets, booklets, surveys, etc. Indicate the type and number of items being printed multiplied by the cost per item to equal the final amount. Items can promote only project-related events (not library-wide events) and must include IMLS and CT State Library sponsorship statements.
   i. The Other category may include miscellaneous costs. Be as specific as possible with your descriptions and attachments.
   j. An Indirect Cost is an organization's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples are charges for utilities, general insurance, use of office space and equipment that you own, local telephone service, and the salaries of the management and administrative personnel of the organization. You must choose one of these three options:
      i. Use a current indirect cost rate that has been negotiated with a federal agency. Include a copy of the current negotiated agreement as an attachment.
      ii. Use a rate between 0% and 10% of total direct costs if you have never had a federally negotiated indirect cost rate.
      iii. Use a rate of 0% to indicate that you do not request indirect costs.
   You may also count indirect costs as part of your Match.
VIII. SIGNATURE: Application signature acknowledges accuracy of application and responsibility for submitting all required project deliverables. This should be an original signature, not a digital or stamped signature.

*Unique Entity Identifier and System for Award Management (SAM)*
Applicants must provide a SAM (System for Award Management) Number and current Expiration Date, available from [https://www.sam.gov](https://www.sam.gov). Libraries that receive grant awards should continue to maintain an active SAM registration with current information during the entire grant period.

*Submission Date and Requirements*
Applications for literacy grants must be received by 4:00 PM Eastern Time on April 8, 2019. Applications received after that date and time will not be considered for funding.

Electronic applications in Word format with pdf attachments are preferred. Receipt of applications will be acknowledged within one business day. Send to Maria Bernier at Maria.Bernier@ct.gov. Also mail one paper copy of the originally signed application to the address below within five days after the application due date.

Paper applications are acceptable though not preferred and will be acknowledged within 5 business days. Send to:

Maria Bernier, LSTA Coordinator  
Middletown Library Service Center  
786 South Main Street  
Middletown, CT 06457

**E. Application Review Information**
Grants will be awarded on merit, based on total scores using the scoring summary below and application content described in Section D above.

**SCORING SUMMARY:**

<table>
<thead>
<tr>
<th>Proposal section</th>
<th>Maximum points</th>
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<tbody>
<tr>
<td>Need</td>
<td>20</td>
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<tr>
<td>Method</td>
<td>25</td>
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<tr>
<td>Partners</td>
<td>15</td>
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<tr>
<td>Evaluation</td>
<td>15</td>
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<tr>
<td>ADA requirements</td>
<td>5</td>
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<tr>
<td>Budget</td>
<td>20</td>
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<tr>
<td>Priority: Library has not received LSTA grant in last 5 years</td>
<td>5</td>
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<tr>
<td>Priority: Distressed municipality</td>
<td>5</td>
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<tr>
<td>Priority: Edge assessment</td>
<td>5</td>
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<tr>
<td>Priority: Best Practices assessment</td>
<td>5</td>
</tr>
<tr>
<td>Priority: EXCITE training</td>
<td>5</td>
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<tr>
<td><strong>Total points</strong></td>
<td><strong>125</strong></td>
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NOTE: Libraries are eligible to receive additional priority points in five categories: Libraries that have NOT received an LSTA grant within the last five years; libraries located in municipalities most recently identified as "distressed" by the Connecticut Department of Economic and Community Development (see http://www.ct.gov/ecd/cwp/view.asp?a=1105&q=251248); libraries that have enrolled in the Edge assessment; libraries that have completed the Best Practices in CT Public Libraries assessment (attach a copy with your application); libraries that have participated in EXCITE training, including the one-day bootcamp.

Grant awards will be announced during the last two weeks of May 2019.

F. Award Administration
These grants will be governed by a contract between the CT State Library and the applicant organization. Half of the grant funding will be released to the awardee after July 1, 2019, and the other half after the project director submits midpoint reports to LSTA Coordinator.

Administrative Requirements
If selected, all grants should be administered following these federal regulations:
2 CFR 200, Subpart D, Administrative Requirements
2 CFR 200, Subpart E, Cost Principles

Reporting and Required Deliverables
Successful applicants must submit the following reports and deliverables throughout the course of this one-year grant project. Failure to meet these requirements may result in withholding of grant funds and/or termination of the grant due to non-performance or lack of capacity. At the conclusion of the grant, awardees are required to return any unspent grant funds.

Program:
- Provide at least 10 programs focused on your target literacy.
- Complete evaluation activities.
- Post at least twice to an online discussion resource (e.g., CONNTECH, SPEAK, goodnightmoon, etc.) describing a best practice about your project (e.g., how your approach is working, how you determined what your patrons wanted, your experiences), with formal acknowledgement of funding source as described at http://libguides.ctstatelibrary.org/dld/lstagrants/acknowledgements.

Administrative:
- 1 midpoint expenditure report, due by 4:00 PM on January 30, 2020
- 1 midpoint evaluation, due by 4:00 PM on January 30, 2020
- 1 final expenditure report, due by 4:00 PM on September 28, 2020
- 1 final evaluation, due by 4:00 PM on September 28, 2020

Awardees may also be required to submit copies of any final plans, documents, or other work product to the Division of Library Development upon completion of the project.

G. Contacts
Maria Bernier, LSTA Coordinator
Middletown Library Service Center
786 South Main Street
Middletown, CT 06457
Maria.Bernier@ct.gov
860-704-2204

H. Additional Information
LSTA Grant Application checklist:

Submitted by email (preferred, Maria.Bernier@ct.gov) or hard copy:
☐ Application, with all questions answered. (Word doc)
☐ Attachments, such as partner letters, documentation to support budget, Best Practices assessment, etc. (pdf)
☐ Copy of federally negotiated cost share agreement, if your library has one (pdf)

Submitted in hard copy to address in Section D:
☐ Application with original signature.

Keep copies of all material for your grant file.