Summary
CT State Library has opened the competitive application process for FY2020 LSTA Planning 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 planning grants will be accepted on a rolling deadline and must be received by the State Library by 4:00 PM Eastern Time four weeks prior to the next State Library Board (SLB) meeting. Applications received after that time will be considered at the following SLB meeting.

Grant activities and spending may begin on the first day of the month as noted in the schedule in Section B and must conclude within six months following the start date. All final reports are due 90 days later.

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 planning initiatives in order to "Support the impact of libraries as community anchors with increased institutional capacity, community partnerships, and programming focused on the seven literacies."

Proposed projects should describe planning initiatives that explore new services, programs, or projects; assess and address the needs of changing population and patron bases; develop partnerships and collaboration; assess collections; or write new strategic plans or long-range master plans. Libraries must have completed the Aspen Institute's Action Guide, and public libraries must also have completed the Best Practices for CT Public Libraries self-assessment. Findings from these assessments must be attached to grant applications. Projects should include a community needs assessment component, such as a survey, focus groups, interviews, etc. The project must also result in a document, such as a strategic plan or report of assessment data, that will be submitted to the State Library in addition to the final evaluation form. Libraries must identify their planning consultant(s) in the application.

Note: The grant cannot be used to fund building plans or consultation for library building renovation or new construction.

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 $5,000. Total funding available for planning grants is approximately $30,000. 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 activities and spending may begin on the first day of the month as noted in the schedule below and must conclude within six months following the start date. All final reports are due 90 days later.

<table>
<thead>
<tr>
<th>Application Deadline</th>
<th>SLB Meeting Date</th>
<th>Project Start Date</th>
<th>Project End Date</th>
<th>Report Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 22, 2019</td>
<td>May 20, 2019</td>
<td>July 1, 2019</td>
<td>December 30, 2019</td>
<td>March 30, 2020</td>
</tr>
<tr>
<td>June 24, 2019</td>
<td>July 22, 2019</td>
<td>September 1, 2019</td>
<td>February 28, 2020</td>
<td>May 28, 2020</td>
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<tr>
<td>August 26, 2019</td>
<td>September 23, 2019</td>
<td>November 1, 2019</td>
<td>April 30, 2020</td>
<td>July 29, 2020</td>
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C. Eligibility Information
The following types of Connecticut libraries may apply for planning grants:
- Principal public libraries.
- Academic libraries.
- School libraries.
- Special libraries.

Libraries must have completed the Aspen Institute's "Action Guide for Re-Envisioning Your Public Library, version 2.0," and public libraries must also have completed the Best Practices for CT Public Libraries self-assessment. Findings from these assessments must be attached to grant applications.

Libraries may submit one planning grant application per library system per state fiscal year.

rev. 5/20/2019
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 planning initiatives to explore new services, programs, or projects; assess and address the needs of changing population and patron bases; develop partnerships and collaboration; assess collections; or write new strategic plans or long-range master plans. Provide context for your grant request, and describe why your library needs this planning activity.

III. METHOD (25 points): Describe the activities to be funded with this planning grant, including a proposed timeline. 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.

IV. COMMUNITY (20 points): Describe how the library will involve the community in planning efforts. How will you publicize the project activities to members of your target audience who may not be library users?

V. IMPACT (20 points): The ultimate goal of all LSTA-funded projects is to make real improvements for individuals who interact with or receive services from libraries.
Describe some of the long-term patron benefits you envision as a result of this planning process.

VI. CONSULTANT QUALIFICATIONS: Attach information about any consultants you will hire for the project. Include a resume, list of references, description of prior consulting work, and examples of strategic plans completed by the consultant.

VII. ADDITIONAL DOCUMENTATION: Attach copies of the library's findings from the Aspen Institute's Action Guide. Public libraries must also attach their Best Practices for CT Public Libraries self-assessment.

VIII. PROJECT BUDGET (15 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 (such as consultants, speakers, instructors, 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 and other consumables) required to administer the grant as well as shipping costs.

e. Professional materials, such as books written for the library workforce.

f. 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.

g. The Other category may include miscellaneous costs. Be as specific as possible with your descriptions and attachments.

h. 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.

IX. 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 – DUNS Number

Submission Date and Requirements
Applications for planning grants will be accepted on a rolling deadline and must be received by the State Library by 4:00 PM Eastern Time four weeks prior to the next State Library Board (SLB) meeting. Applications received after that time will be considered at the following SLB meeting.

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:
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.

<table>
<thead>
<tr>
<th>Proposal section</th>
<th>Maximum points</th>
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<tbody>
<tr>
<td>Need</td>
<td>20</td>
</tr>
<tr>
<td>Method</td>
<td>25</td>
</tr>
<tr>
<td>Community</td>
<td>20</td>
</tr>
<tr>
<td>Impact</td>
<td>20</td>
</tr>
<tr>
<td>Project Budget</td>
<td>15</td>
</tr>
<tr>
<td>Priority: Library has not received LSTA grant in last 5 years</td>
<td>5</td>
</tr>
<tr>
<td>Priority: Distressed municipality</td>
<td>5</td>
</tr>
<tr>
<td>Priority: Edge assessment</td>
<td>5</td>
</tr>
<tr>
<td>Priority: EXCITE training</td>
<td>5</td>
</tr>
<tr>
<td>Total points</td>
<td>120</td>
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</tbody>
</table>

NOTE: Libraries are eligible to receive additional priority points in four 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](http://www.ct.gov/ecd/cwp/view.asp?a=1105&q=251248)); libraries that have enrolled in the Edge assessment; libraries that have participated in EXCITE training, including the one-day bootcamp.

Grant awards will be announced within a week after each scheduled State Library Board meeting.

F. Award Administration
These grants will be governed by a contract between the CT State Library and the applicant organization. Grant funding will be released to the awardee in one disbursal after the Project Start Date listed in Section B of these instructions.

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 at the end of this 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.

Reports, due by 4:00 PM on the report deadline specified in the grant contract:
- 1 final expenditure report.
- 1 final evaluation.

Deliverables, due by 4:00 PM on the report deadline specified in the grant contract
- A copy of the document that results from this planning project, such as a strategic plan or report of assessment data.

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 (pdf), including:
  o consultant qualifications
  o copy of the library's Best Practices self assessment
  o findings from Aspen Action Guide
  o quotes from any consultants or contractors you plan to work with
  o documentation to support budget
☐ 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.