LSTA Grants
Required information session
Today’s topics

• What’s new?
• Eligibility
• Grant categories
• Application instructions
• Budgets
• Grant awards
• Contract
What’s new/recent?

• Grant categories: literacies and planning
• More libraries are eligible to apply
• SAM registration not needed – use DUNS
• Indirect costs
• Documentation required for matching costs
• Food/beverages cannot be counted as a matching cost
• Procurement procedure and conflict of interest statement
Eligibility

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

Applicants must attend one information session. (Which you’re doing today!)

* Planning grant applicants must have completed the [Aspen Institute's Action Guide](http://libguides.ctstatelibrary.org/dld/lstagrants), and public libraries must also have completed the [Best Practices for CT Public Libraries](http://libguides.ctstatelibrary.org/dld/lstagrants) self-assessment.*
Grant categories

**Literacies**
Create strategic, sustainable partnerships and lifelong learning programs that address the seven literacies (basic, early, civic/social, digital/information, financial, health and legal)

**Planning**
Support the impact of libraries as community anchors with increased institutional capacity, community partnerships, and programming focused on the seven literacies.
Literacies grants

• Project period is one year, July 1-June 30
• $7,500 maximum
• Application due April 8, 2019
• Descriptions of the literacies are included in the grant application instructions
• Projects should provide or enhance library programs, services, materials and collections to address one or more of the literacies
Literacies deliverables

• 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
• Midpoint and final reports
Planning grants

• Rolling deadlines
• Project period of six months
• $5,000 maximum
• Planning 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
• Exception: no building plans or consultation for renovation/construction
Planning grants

• Must include a community needs assessment component
• Must have completed some activities in the Aspen Institute's Action Guide, and public libraries must also have completed the Best Practices for CT Public Libraries self-assessment
• Must identify planning consultant(s) in the application and include qualifications
• Must result in a document, such as a strategic plan or report of assessment data, that will be submitted with final evaluation
# Planning dates

<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>December 17, 2018</td>
<td>January 14, 2019</td>
<td>March 1, 2019</td>
<td>August 31, 2019</td>
<td>November 29, 2019</td>
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<tr>
<td>February 25, 2019</td>
<td>March 25, 2019</td>
<td>May 1, 2019</td>
<td>October 31, 2019</td>
<td>January 29, 2020</td>
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<td>April 22, 2019</td>
<td>May 20, 2019</td>
<td>July 1, 2019</td>
<td>December 30, 2019</td>
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<td>June 24, 2019</td>
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<td>September 1, 2019</td>
<td>February 28, 2020</td>
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<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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Planning deliverables

• A copy of the document that results from this planning project, such as a strategic plan or report of assessment data

• Final reports
DLD Toolbox

ASPEN Action Guide, Best Practices, EDGE, and EXCITE Innovation
All DLD/LSTA grant applications require a well planned and substantive **Community Needs Assessment**.

- More than just a survey or focus group
- Look beyond libraries users – include non-users
- Involve all existing and potential library stakeholders
- Not what the library assumes users want
- Must be presented in a cohesive and thoughtful way
- Project proposal must reflect the **Needs Assessment**

How do you accomplish this? Use the DLD Toolbox
The Aspen Institute Action Guide can be downloaded at:
www.libraryvision.org

To help library and community leaders use the report, *Rising to the Challenge: Re-Envisioning Public Libraries*, the Aspen Institute created the Action Guide for *Re-Envisioning Your Public Library, version 2.0* a set of resources for convening a community dialogue and helping communities take action to re-envision their own public library.

The Action Guide, Version 2.0, is the newest version of the Action Guide. The content has been abridged and reorganized into three main modules—a Learning Pathway, Leading Pathway and Implementing Pathway—to enable library and community professionals to commit to focusing on a specific set of objectives—one pathway at a time. It contains activities and worksheets for evaluating the current level of activity and support for the library, determining goals and action steps, and planning and convening a community dialogue.
Why Aspen?

- **People, Place and Platform** *(Rising to the Challenge: Re-Envisioning Public Libraries, Aspen Institute)*

  - **People** – The public library is a hub of civic engagement, fostering new relationships and strengthening the human capital of the community. Librarians actively engaged in the community.

  - **Place** – The library is a welcoming space for a wide range of activities – reading, collaborating, learning, playing, meeting and getting business done.

  - **Platform** – The public library is user-centered. It provides opportunities for individuals and the community to gain access to a variety of tools and resources with which to discover and create new knowledge.
Aspen Strategies for Success

1. Aligning Library Services in Support of Community Goals

• Public libraries that align their PEOPLE, PLACE and PLATFORM assets and create services that prioritize and support local community goals will find the greatest opportunities for success in the years ahead.
2. Providing access to content in all formats.
   • As the public library shifts from a repository for materials to a platform for learning and participation, its ability to provide access to vast amounts of content in all formats is vital.
3. Ensuring the long-term sustainability of public libraries.

- Perhaps the greatest challenge facing public libraries today is to transform their service model to meet the demands of the knowledge society while securing a sustainable funding base for the future.
4. Cultivating leadership.

- Leadership is needed across the community from elected officials, government leaders, business and civic leader and libraries themselves – to build communities and public libraries that thrive and succeed together.
“Building Relationships – That’s the Secret”
“Listening to the Community – Thinking in Different Ways”
“Out of the Box and into the Community”
“Planning with Community Insight”
“The Quintessential Third Space: the Library as an Anchor in the Community”
“Making Strides to Reach Our Collective Aspirations”
“Developing a Broad Foundation of Community Engagement”

http://www.libraryvision.org/community_stories?page=1
http://libguides.ctstatelibrary.org/dld/bestpractices
EDGE Assessment Tool

➢ It’s all about the BENCHMARKS

http://www.libraryedge.org/benchmarks
EXCITE Transformation for Libraries

Collaboration
Innovation
Ideation
Fail Forward
Entrepreneurship

EXCITE Transformation for Libraries is an intensive team-based experiential learning program that will teach collaboration and innovation skills, result in programs and services that respond to community input and demonstrated needs, lead to cultural change at libraries, and sustain project impact through extended training.

http://libguides.ctstatelibrary.org/dld/EXCITE/pilot
Why is This Toolbox Important?

✓ “A library is like a shark that has stopped swimming and it’s going to die soon if it does not start swimming again.”

✓ “Could potentially change public perception of the library.”

✓ “Gives us the tools to collaborate and innovate with staff to address many library issues.”

✓ “Collaboration is something we need to learn as librarians and also to help our community learn.”

✓ “We have used Best Practices and Aspen as the basis for our strategic plan and capital plan.”
Application requirements

• Applications and instructions are online: http://libguides.ctstatelibrary.org/dld/lstagrants
• Each library system may submit only one application per category per year.
• Due dates:
  • Literacies: April 8, 2019
  • Planning: Four weeks before each State Library Board meeting
• Tip: Read the “Lessons Learned and Advice from Reviewers” and FAQs
Selected application questions

- DUNS number
- FEIN – how we figure out where to send the payments
- Project summary (not an introduction)
- **Need:** How do you know there is one? In what ways did your target audience tell you that they need and want this program?
- Community partners – letter of commitment or MOU on their letterhead
- Planning consultant qualifications

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Who is who?

• Personnel = library employee
• Contractor/Consultant = paid for services, not a library employee
• Supporter = organization/individual that endorses the project idea but does not contribute any resources to its success
• Partner = organization that contributes resources (space, staff, transportation, mailing list, etc) to the project, as described in a letter of commitment or Memorandum of Understanding
How will you know if your project is a success?

Projects that involve programs for the public must also collect responses from participants **age 18+** to these five outcome 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.
Projects that involve strategic plans or long-range master plans must also collect responses to these three outcome questions from **library employees only** using a five-point scale of Strongly Agree, Agree, Neither Agree nor Disagree, Disagree, and Strongly Disagree:

1. I believe the planning and evaluation addresses library needs.
2. I am satisfied with the extent to which the plan or evaluation addresses library needs.
3. The information from the plan or evaluation will be applied to address library needs.
Money

• $75,000 to give out this year
• ALL grant funds must be spent by the end of your grant period
What can you spend it on?

Yes:
- Part time staff who work on the project
- Instructor/contractor fees
- Consultant fees
- Mileage
- Supplies and shipping
- Library materials
- Professional materials
- Minor or necessary equipment
- Printing
- Indirect costs

No:
- Full time staff
- Temporary staff
- Food and beverages
- Web content creation
- Room rentals
- Promotional items, memorabilia, and souvenirs
- Major equipment*

*Unless it’s critical to project success. Ask us.
• Round up/down to whole dollars
• 25% match required
• Match: from library’s budget (e.g. staff time, travel, supplies, library materials, indirect costs) or goods and services supplied by partner (e.g. transportation, printing costs) or from outside sources such as donor, sponsor, or Friends. Can’t include food/beverages.
• Attach extra pages if you need them.
Indirect costs

• AKA "overhead costs"
• Examples: 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
• Can count toward your 25% match
• Choose one of three options:
  ❑ 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.
  ❑ Use a rate between 0% and 10% of total direct costs if you have never had a federally negotiated indirect cost rate.
  ❑ Don’t include any indirect costs.
## Example

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>LSTA</th>
<th>MATCH</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td></td>
<td>875</td>
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<tr>
<td>Contractual</td>
<td>2000</td>
<td>500</td>
<td>2500</td>
</tr>
<tr>
<td>Supplies</td>
<td>2000</td>
<td></td>
<td>2000</td>
</tr>
<tr>
<td>Library materials</td>
<td>1000</td>
<td></td>
<td>1000</td>
</tr>
<tr>
<td>Subtotal</td>
<td>5000</td>
<td>1375</td>
<td>6375</td>
</tr>
<tr>
<td>Indirect costs (10%)</td>
<td>500</td>
<td>137</td>
<td>637</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>5500</td>
<td>1512</td>
<td>7012</td>
</tr>
</tbody>
</table>
If you intend to use any LSTA funds to purchase computers or peripherals used to access the Internet or to pay for direct costs associated with accessing the Internet, the library must comply with the requirements of the Children's Internet Protection Act (CIPA).
Draft applications

We can review drafts submitted by March 4, or 5 weeks prior to application deadline.
Application checklist

For both categories:
- Narrative
- Budget
- Supporting documentation for budget
- Letters of support from partners
- Copy of federally negotiated cost share agreement (if you have one)

Additional for planning grants:
- Consultant qualifications
- Best Practices assessment (extra credit for literacies grants)
- Findings from Aspen Action Guide
Who decides?

• At least 3 DLD staff review grants for each category.
• Scoring according to rubric – included in instructions.
• 100 points total, plus five additional points each for 
  [distressed municipalities](http://libguides.ctstatelibrary.org/dld/lstagrant), libraries that haven't had an 
  LSTA grant recently, Edge assessment, and EXCITE 
  participation.
• Reviewers may have follow-up questions.
• All reviewers get together to discuss all proposals and 
  make recommendations for funding.
• Competitive process – not all grants will be funded.
• Send recommendations to State Library Board for 
  approval at their May meeting.
• Notify recipients as soon as possible.
You got it! Grant paperwork

- Application for payment of federal grant
- Grant contract
- Certifications and Assurances (see handout)
  - Certification Regarding Procurement – the library/town must have and follow written procedures for procurement and have a written conflict of interest statement regarding procurement
- No funds are released until you submit all of these.
- By signing the contract, your library agrees to do the work and submit the reports as required.
Managing the project

• Look at the “Lessons Learned and Advice from Reviewers” page
• Acknowledgements: give credit to IMLS and CSL in all publicity, at every event, and in your email discussion list posts.
• Keep up with your evaluation plan.
• File reports on time.
Reports

Literacies

• Midpoint expenditure report and evaluation due January 30, 2020
• Final expenditure report and evaluation due September 28, 2020

Planning

• Final expenditure report and evaluation due 90 days after project end date
Money rules

• Funds are released at the beginning of the project and, for literacies grants, after the midpoint reports are filed.

• Documentation: keep proof of all expenses. Because you're spending federal money, you can be audited. Also document your match.

• If expenses change by >10%, you must submit a revised budget for approval.

• If you have money left over at the end of the grant period, you have to give it back. So spend it.
Talk to us! Questions or draft review

• Basic or Early Literacy: Maria Bernier, 860-704-2204 or Maria.Bernier@ct.gov
• Civic/Social Literacy: Maria Bernier, 860-704-2204 or Maria.Bernier@ct.gov
• Digital/Information Literacy: Steve Cauffman, 860-704-2223 or Stephen.Cauffman@ct.gov
• Financial Literacy: Gail Hurley, 860-704-2222 or Gail.Hurley@ct.gov
• Health or Legal Literacy: Dawn LaValle, 860-757-6507 or Dawn.LaValle@ct.gov
• Planning: Dawn LaValle, 860-757-6507 or Dawn.LaValle@ct.gov

rev. 5/20/2019; http://libguides.ctstatelibrary.org/dld/lstagrants
For more information:

http://libguides.ctstatelibrary.org/dld/Lstagrants