INSTRUCTIONS FOR THE COMPLETION OF 2016-2017 LSTA QUICK GRANT CONTRACT MATERIALS

Congratulations on being awarded an LSTA Quick Grant from the Connecticut State Library. Enclosed you will find the materials you must submit in order to receive the funds you have been awarded. Contract materials that do not follow these guidelines will be returned for correction, and payment will be delayed. Be sure to keep copies of these documents in your grant file.

Submit all pages of all materials to Maria Bernier, LSTA Coordinator, Middletown Library Service Center, 786 South Main St, Middletown, CT 06457.

Your organization must submit two documents in order to receive grant funds:

1.) The grant contract, assurances, and certifications, with signatures on pages 14 and 19, and with an embossed seal on page 14
2.) An application for payment of federal grant with signature

1. The Grant Contract, with Assurances and Certifications

a) On page 14 of the grant contract, provide the signature of the official authorized by your library board or town government to enter into a contract with the State Library Board, the signature date, and the typed name and title of the authorized individual.

b) Page 14 must also bear the seal of your organization. If your organization does not have a seal write (L.S.) after the signature.

c) On page 19 of the grant contract, provide the signature of the authorized official, the signature date, and the printed/typed name and title of the authorized individual. This signature assures and certifies that federal funding will not be used to violate federal laws.

Submit all 19 pages of the contract, assurances, and certifications.

2. Application for Payment of Federal Grant

In the first blank, the grantee must provide the legal name of the organization. The official authorized to enter into a contract with the State Library Board must sign the Application for Payment in the second blank.

D. Name and Address: Provide the name and address of the organization that is to receive grant payments. This address must be a business address such as the library, town hall, or institution.

E. Type of Library: Indicate whether your library is a municipal, association, school, academic or institution library. Check only one.

F. Federal Employer ID: Provide the library’s Federal Employer I.D. number.