

Missouri State Library Grants Manual

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Compiled by
Missouri State Library
Library Development Division

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Introduction to the Manual

The Library Development Division of the Missouri State Library (MOSL) seeks to assist library staff with successful administration of their grant project through the information in this Grants Manual. The manual is presented in four parts: 1) Definitions and General Policies, 2) Proposal Preparation and Submission, 3) Award Acceptance and Administration, and 4) Appendix. We hope you will review each section, as the parts are interdependent. For instance, Part 1 includes brief descriptions of terms or topics, some of which may appear in other parts of the manual with more detailed information and instructions.

Each part contains numerous references and links to laws, regulations, policies or guidelines available on the World Wide Web. Because website addresses frequently change, MOSL will make every attempt to keep these links current, but users should feel free to contact the office if a web link is found to be in error. Additionally, MOSL expects to add or revise topics and sections throughout the year, so users are encouraged to update their copy of the manual as new material is provided.

The Grants Manual has been designed to provide current guidelines, policies and procedures to staff from eligible libraries seeking LSTA Grant support, and for managing awards in compliance with federal and state laws, rules and regulations. Recent issues directly affecting grants management include: reengineering by federal agencies under a mandate to streamline government, increased access to information over the Internet, and the explosion of electronic services including electronic commerce. Both public and private grantmakers have responded to these issues with changes in policies and procedures for proposal submissions and award administration.

We are interested in your comments and suggestions as users of the manual. Please send your questions, problems you have encountered, topics you would like included in the future, or other comments to debbie.musselman@sos.mo.gov.

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