

Links to Statues and Regulations Pertaining to LSTA Grant Awards

1. Museum and Library Services Act

20 USC Chapter 72 – Museum and Library Services

Available at

<http://www.ims.gov/about/20usc.shtm>

2. General Regulation for Administering the Grants

45 CFR 1183 – Uniform administrative requirements for grants and cooperative agreements to state and local governments

Available at

http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?sid=dfb2b608136bb7fae76f6b81e126d00b&c=ecfr&tpl=/ecfrbrowse/Title45/45cfrv3_02.tpl#1100

3. Regulations Governing Allowable Costs

There are three CFRs that cover allowable costs:

a. 2 CFR 225 – Cost principles for state, local, and Indian tribal governments

Available at

http://ecfr.gpoaccess.gov/cgi/t/text/textidx?c=ecfr&tpl=/ecfrbrowse/Title02/2cfr225_main_02.tpl

b. 2 CFR 220 – Cost Principles for educational institutions

Available at

http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&%3C?SID%3E&tpl=/ecfrbrowse/Title02/2cfr220_main_02.tpl

c. 2 CFR 230 – Cost principles for non-profit organizations

Available at

http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&%3C?SID%3E&tpl=/ecfrbrowse/Title02/2cfr230_main_02.tpl

4. Regulation Governing Auditing of LSTA Grants

OMB Circular A-133 – Audits of states, local governments, and non-profit organizations

Available at

<http://www.whitehouse.gov/omb/circulars/a133/a133.html>

5. Regulations Governing Nondiscrimination

There are also three CFRs that cover various nondiscrimination issues:

- a. 45 CFR 1170 – Nondiscrimination on the basis of handicap in federally assisted programs or activities;
Available at
<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr;sid=26979ad2ba13e2ef3fa53ccd30da4d57;rgn=div5;view=text;node=45%3A3.1.6.7.16;idno=45;cc=ecfr>
- b. 45 CFR 1181 – Enforcement of nondiscrimination on the basis of handicap in programs or activities conducted by the Institute of Museum and Library Services.
Available at
<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=015ed4f46f6f814655aa1d2da6649e8f&rgn=div5&view=text&node=45:3.1.6.8.25&idno=45>
- c. 45 CFR 1110 – Nondiscrimination in federally assisted programs
Available at
<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=015ed4f46f6f814655aa1d2da6649e8f&rgn=div5&view=text&node=45:3.1.6.4.3&idno=45>

6. Other Applicable Regulations

- a. 45 CFR 1185 – Governmentwide debarment and suspension
Available at
<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=015ed4f46f6f814655aa1d2da6649e8f&rgn=div5&view=text&node=45:3.1.6.8.28&idno=45>
- b. 45 CFR 1186 – Governmentwide requirements for drug-free workplace
Available at
<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=015ed4f46f6f814655aa1d2da6649e8f&rgn=div5&view=text&node=45:3.1.6.8.29&idno=45>

7. State and local statutes and regulations

- a. Rules of Elected Officials, Division 30 – Secretary of State, Chapter 200 – State Library
Available at
<http://www.sos.mo.gov/adrules/csr/current/15csr/15c30-200.pdf>

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with the certification requirements under 45 CFR 1185. Further information may be obtained by contacting the Library Development Division of the Missouri State Library.

1. Lobbying

As required by Section 1352, Title 31, of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000 as defined at 34 CFR Part 82.105 and 82.110, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110--

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any offenses enumerated in paragraph (1)(b) of this certification; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug Free Workplace (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Section 85.605 and 85.610--

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and

- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will--
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Missouri State Library, Library Development Division, 600 West Main Street, P.O. Box 387, Jefferson City, Missouri 65102-0387. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted-
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check [] if there are workplaces on file that are not identified here.

Drug-Free Workplace (Grantees Who Are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Missouri State Library, Library Development Division, 600 West Main Street, P.O. Box 387, Jefferson City, Missouri 65102-0387. Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Name of Applicant

Project Number and/or Project Name

Printed Name and Title of Authorized Representative

Signature

Date

**INTERNET SAFETY CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES
PUBLIC ELEMENTARY AND SECONDARY SCHOOL LIBRARIES, and
CONSORTIA WITH PUBLIC AND/OR PUBLIC SCHOOL LIBRARIES**

As the duly authorized representative of the applicant library, I hereby certify that the library is (check only one of the following boxes)

A. CIPA Compliant (*The applicant library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.*)

OR

B. The CIPA requirements do not apply because no funds made available under the LSTA program are being used to purchase computers to access the Internet, or to pay for direct costs associated with accessing the Internet.

Signature of Authorized Representative

Printed Name of Authorized Representative

Title of Authorized Representative

Date

Name of Applicant Library/Program

Missouri State Library LSTA Grants Procurement Requirements

PLEASE NOTE: If your library has policies established regarding bidding for purchases, you are encouraged to use those policies in administering the grant funds. “Grantees and subgrantees will use their own procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in [section 1183.36].”

The attached Procurement Certification form is to be used to document bid processes of expenditures for identical goods or services over \$3,000. (Example – 18 identical laptop computers @ \$1,800 each = \$32,400). If equipment is purchased through the State Contract, you are not required to obtain additional bids from other sources. Simply state on the Procurement Certification form that the contract was awarded on the basis of State Contract.

The Library Services and Technology Act (LSTA) is governed by the federal regulations in 45 CFR Ch. XI, Part 1183. You may wish to check the section on Procurement Requirements, found at Part 1183.36. All federal grants are required to be in compliance to Office of Management and Budget (OMB) Circulars A-21, A-122, or A-87 concerning cost principles. These regulations set the threshold for procurement by “small purchase procedures” at \$100,000. “If small purchase procedures are used, price or rate quotations shall be obtained from an adequate number of qualified sources.” (45 CFR Ch. XI, 1183.36.4.d)

For purchases of equipment over \$3,000 in aggregate—Report the price and rate quotations you obtained through:

1. Informal Method - Requests for proposals from an “adequate number of qualified sources,” which may be three or more sources, however, if only one proposal is acquired in a non-competitive proposal, the library must show that there is only one source, or competitive or sealed bids have failed to produce a list of interested vendors.

OR

2. Formal Method - Public advertising for sealed bids and a fixed-price contract awarded to “The responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.”

Publicly listed price quotations may be gathered from such sources as Internet web pages or catalog advertisements; these may be counted as price & rate quotations. Keep all printouts and/or photocopies of quotations on file at your library; send us only the Procurement Certification form.

For purchases over \$100,000—Public advertising for sealed bids is required and a fixed-price contract is to be awarded to the lowest bidder (see Federal regulations for more details).

**Library Services and Technology Act Grant Program,
Administered by the Missouri State Library, a Division of
The Office of the Secretary of State
PROCUREMENT CERTIFICATION**

Library: _____ **Grant Number:** _____

1. Sealed Bids were received: _____yes _____no

If yes, these are the results:

- a. Bidder name: _____ Amount: _____
- b. Bidder name: _____ Amount: _____
- c. Bidder name: _____ Amount: _____
- d. Bidder name: _____ Amount: _____
- e. Bidder name: _____ Amount: _____

The Contract was awarded to: _____
on the basis of: _____ low bid, or _____

(state reasons)

2. By direct queries via telephone, email, letter, or fax: _____yes _____no

If yes, these are the results:

- a. Bidder name: _____ Amount: _____
- b. Bidder name: _____ Amount: _____
- c. Bidder name: _____ Amount: _____
- d. Bidder name: _____ Amount: _____
- e. Bidder name: _____ Amount: _____

The Contract was awarded to: _____
on the basis of: _____ low bid, or _____

(state reasons)

3. The vendor and the product chosen were a sole source: _____yes _____no

This fact was ascertained by the following steps. (Show how you reached this conclusion below. If necessary, attach another sheet.)

I hereby certify by my signature that the above statements are true and factual to the best of my knowledge:

Library Director's Signature *(Please sign in blue ink.)*

Date

ABBREVIATIONS

Abbreviation:	Stands For:
AASL	American Association of School Libraries
ADA	Americans with Disabilities Act
AEL	Adult Literacy & Education
ALA	American Library Association (or American Literacy Assoc.)
ALCTS	Association for Library Collections & Technical Svcs. (A division of ALA)
ALSC	Association for Library Service to Children (A division of ALA)
ALTA	Association of Library Trustees and Advocates (A division of ALA)
ASCLA	Association of Specialized and Cooperative Library Agencies (A division of ALA)
Bibliostat	An online program used to dissect and analyze library statistics
CAAL	Council for Advancement of Adult Literacy
CAN	Designation to show the year money (federal) given to us
CE	Continuing Education
CIPA	Children's Internet Protection Act
COABE	COmmission on Adult Basic Education Inc.
DDC	Dewey Decimal Classification
DESE	Dept. of Elementary & Secondary Education
DOC	Dept. of Corrections
ECRR	Every Child Ready to Read
EFT	Electronic Funds Transfer
ELL	English Language Learners
E-Rate	Telecommunication discount program for libraries regulated by FCC
ESL	English As a Second Language
ESOL	English Speakers of Other Languages
FAQ	Frequently Asked Questions
FCC	Federal Communications Commission
FOL	Friends of the Library
FSCS	Federal-State Cooperative System (for Public Library Data)
GED	General Educational Development
GEDC	GED Connection
GOB	Governor's Office Building
HTML	Hypertext Mark-up Language
HTTP	Hypertext transfer protocol
IFLA	International Federation of Library Associations and Institutions
ILL	Interlibrary Loan
IMLS	Institute of Museum and Library Services
IP	Internet Protocol
ISBN	International Standard Book Number
KCMLIN	Kansas City Metropolitan Library and Information Network
KET	Kentucky Educational Television
LAMA	A division of ALA
LAN	Local Area Network
LC	Library of Congress
LCCN	Library of Congress Card Number

Abbreviation:	Stands For:
LEP	Limited English Proficient
LIFT	Literacy Investment for Tomorrow
LITA	Library and Information Technology Association
LSTA	Library Services and Technology Act
LVA	Literacy Volunteers of America
MARC	Machine Readable Cataloging (or Mid America Regional Council)
MASL	Missouri Association of School Librarians
MCB	Missouri Center for the Book
MCDC	Missouri Census Data Center
MLA	Missouri Library Association (or Missouri Literacy Association)
MLNC	Missouri Library Network Corporation
MLS	Master's Degree in Library Science
MOBIUS	Missouri Bibliographic Information User System
MOFLI	Missouri Family Literacy Institute
MOLli	Missouri Online Library
MOREnet	Missouri Research and Education Network
MOSL	Missouri State Library
NAAL	National Assessment of Adult Literacy
NALP	National Assessment for Educational Progress
NALS	National Adult Literacy Survey
NCAL	National Center for Adult Literacy
NCES	National Center for Educational Statistics
NCFL	National Center for Family Literacy
NCLIS	U.S. National Commission on Libraries and Information Science
NEMO	Northeast Missouri Library Service
NIFL	National Institute for Literacy
NISO	National Information Standards Organization
NLA	National Library Association
NLS	National Library Service for the Blind and Physically Handicapped
OA	Office of Administration
OBE	Outcome Based Evaluation
OCLC	Online Computer Library Corporation
OPAC	Online Public Access Catalog
OSEDA	Office of Social and Economic Data Analysis
OVAE	Office of Vocational and Adult Education
PCTT	Parent Child Together Time
PDQ	In SAM II - Decentralized Purchase Order
PGQ	In SAM II - Quick Price Agreement Order
PIRC	Parent Information & Resource Center (LIFT Associated)
PPPC	Practical Parenting Partnerships Center
PVE	In SAM II - Expense Report
RC	In SAM II - Receiver
RCEW	Regional Center for Educational Work
REAL	Remote Electronic Access for Libraries
RFQ	Request for Quotation
SAM II	Statewide Advantage for Missouri (State's accounting system)

Abbreviation:	Stands For:
SC	In SAM II - Service Contract
SCALE	Student Coalition for Action in Literacy Education
SCS	In SAM II - Simplified Service Contract
SLAA	State Library Administrative Agency
SLD	School and Library Division
SOS	Secretary of State
SRP	Summer Reading Program
TESOL	Teachers of English to Speakers of Other Languages
TMI	Too Much Information
TSRP	Teen Summer Reading Program
USAC	Universal Services Administrative Company
VALUE	Voice for Adult Literacy United for Education
VISTA	Volunteers in Service to America
WES	Workplace Essentials Skills
YA	Young Adult
YALSA	Young Adult Library Services Assoc.(A division of ALA)

GRANT RELATED WEBSITES

1. **Federal Agencies**

Institute of Museum and Library Services

<http://www.ims.gov/>

Main Entrance to Federal Websites

<http://www.firstgov.gov>

Electronic Storefront for Federal Grants

<http://www.grants.gov/>

2. **Missouri State Library**

Missouri State Library – Library Development Division – Grants page

<http://www.sos.mo.gov/library/development/grants.asp>

3. **OMB CIRCULARS**

<http://www.whitehouse.gov/OMB/circulars/index.html>

The Office of Management and Budget (OMB), working cooperatively with federal agencies and non-federal parties, establishes government-wide grants management policies and guidelines through circulars and common rules. These policies are adopted by each grantmaking agency and inserted into their federal regulations. Relevant circulars include:

4. **Federal Government Grant Sites**

CFDA: CATALOG OF FEDERAL DOMESTIC ASSISTANCE

<http://www.cfda.gov/>

The Catalog of Federal Domestic Assistance (CFDA) is a government-wide compendium of federal programs, projects, services, and activities, which provide assistance or benefits to the American public. It contains financial and nonfinancial assistance programs administered by departments and establishments of the federal government. Federal contracts, by PL-95-224, are Procurement, not Assistance; therefore, there are never any CFDA numbers issued for contracts. A grant from the United States Agency for International Development (AID) or other US State Department activities for foreign assistance will also not have CFDA numbers.

CFR: THE CODE OF FEDERAL REGULATIONS

<http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>

The Code of Federal Regulations is a codification of the general and permanent rules published in the Federal Register by the Executive departments and agencies of the Federal Government. The CFR is available online and in a paper edition through the Government Publications Office (GPO) Superintendent of Documents Sales service.

The CFR is divided into 50 titles which represent broad areas subject to Federal regulation. Each title is divided into chapters which usually bear the name of the issuing agency. (See: Alphabetical List of Agencies Appearing in the CFR-- extracted from the January 1, 1998, revision of the CFR Index and Finding Aids -- pp. 1001-1009.) Each chapter is further subdivided into parts covering specific regulatory areas. Large parts may be subdivided into subparts. All parts are organized in sections, and most citations to the CFR will be provided at the section level.

Funding Sources

[Anheuser-Busch Foundation](#)

The foundation supports “education, health care and human service, programs for minorities and youth, cultural enrichment, and environmental protection. Limited to organizations located in communities where the company and its subsidiaries operate major facilities, and where employees and families live and work.”

Arch W. Shaw Foundation

Grants range from \$1,000 to \$50,000 and include support for general operating expenses, capital campaigns, building and renovation projects, equipment, etc.

[Barbara Bush Foundation for Family Literacy](#)

Up to \$650,000 in grants will be administered each year with individual grantees receiving up to \$65,000 each. This foundation funds family literacy initiatives and literacy programs that must include: Reading instruction for parents or primary care-givers; literacy or pre-literacy instruction for children; and Intergenerational activities where the parents/primary caregivers and children come together to learn and to read. Programs

[Build a Bear Workshop Grants](#)

Direct support for children in literacy and education programs such as summer reading programs, early childhood education programs, and literacy programs for children with special needs. The Foundation strives to be geographically diverse in its giving within the United States and Canada. Priority is given to organizations located near Build-A-Bear Workshop stores. The application deadlines for 2009 are at the end February, May, August, and November.

Commerce Bancshares Foundation

Interests are in arts, civic improvement, education, and health and human services.

Community Development Block Grant

For community development and revitalization purposes, primarily benefiting people with low to moderate incomes. There is also a special focus on youth programs, including mentoring, tutoring, enrichment activities, employment services, and transitional support for youth aging out of foster care. Federal regulations specify that up to 15 percent of total block funds can be used to support public services. See [Using CBDG to Support Community-Based Youth Programs](#) by Roxana Torrico.

Cooper Clark Foundation

Provides grant funds to Baca County, Cheyenne County, Kiowa County, Kit Carson county, Lincoln County, and Multi-state awards. Grant types include Capital Improvement/Purchase, Equipment Purchase, Start-Up/Seed Money. (303)-624-7699 PO Box 2707 Liberal, KS 67905-2707

[Dollar General Grant Programs](#)

Offers a variety of grant opportunities including Adult Literacy, Back-to-School, Beyond Words, Family Literacy and Youth Literacy.

Elaine Feld Stern Charitable Trust

Support is for services addressing sexual assault, for children with visual impairments, stroke victims, a health center, and higher education. Contributions range from \$1,000 to \$15,000.

[Ezra Jack Keats Mini-Grants](#)

This foundation awards Ezra Jack Keats mini-grants of \$350. These mini-grants are to be used for projects that instill a love of literature in children and that foster literacy and creativity. The foundation considers funding innovative workshops, lectures, and festivals, as well as activities aimed at parents of preschool children. **Deadline: September 15th, each year**

[The Foundation Center](#)

The Foundation Center is looking for institutions such as libraries and community centers to be "free funding information centers" by housing their Cooperation Collections in libraries of all types that serve under-resourced and under-served populations. The Cooperative Collection is a core collection of Foundation Center publications, a variety of supplemental materials and services in areas useful to grant-seekers plus access to FC Search: The Foundation Database on CD-ROM. **Deadlines: April 1 or Oct. 1, each year.**

[Francis Families Foundation](#)

The Foundation focuses its funding in the areas of pulmonary research, lifelong learning with a particular emphasis on early childhood development, and arts and culture. Grants to educational organizations are limited to a sixty mile radius of Kansas City. Grants range from \$250 to \$409,000.

George K. Baum Foundation

Located in Kansas City, this foundation provides grants ranging from \$50 to \$200,000. Appears to prefer local organizations and institutions.

Helen S. Boylan Foundation

The foundation targets the Carthage and Kansas City metropolitan area. Interests include education, parks and libraries. Assists higher education, history and program for special needs children.

[ICMA Public Library Innovation Grant](#)

ICMA Public Library Innovation Grants are aimed at strengthening the local government manager/public library partnership in order to better address community issues and priorities. ICMA will provide 8–12 grants to cities, towns, and counties that are committed to using their public library as a vital tool in addressing community priorities and issues in a unique, nontraditional manner. Individual grants will range from \$20,000 to \$60,000 and be 18 months in length.

Jean, Jack and Mildred Lemons Charitable Trust

Focus is on the Joplin area. The Trust supports activities for "medical and educational purposes." Proposals are solicited in February.

[Jenny Jones Community Grant Program](#)

Jenny's Heroes provides grants of up to \$25,000 each to fund projects that promise long-term community benefits. Through the fifty grant recipients so far, funds have been used to provide items and services such as library books, school computers, and coats for children in domestic violence shelters. The program's focus is primarily on smaller communities where fundraising can be difficult.

[Kresge Foundation: Capital Challenge Grant Program](#)

The mission of the Kresge Foundation is to strengthen nonprofit organizations throughout the United States that advance the well-being of humanity. The Foundation's six major areas of interest are health,

environment, arts and culture, education, human services, and community development. Through the Capital Challenge Grant Program, the Foundation supports organizations' immediate capital needs, such as building construction or renovation, the purchase of real estate, and the purchase of major equipment. Grants are awarded on a challenge basis, usually one-third to one-fifth of the amount an organization has to raise to complete its campaign goal. Open to public and academic libraries and other institutions.

[The Lawrence Foundation](#)

The Lawrence Foundation focuses support on the areas of education, the environment and health. The grant application provides the opportunity for you to introduce your organization, tell what problems you face, and how the Foundation can help. They use the Common Grant Application website to receive and manage their grant applications.

The La-Z-Boy Foundation

The Foundation supports academic and research libraries and organizations involved with arts and culture, health, and human services providing funds for general operating support and building or renovation projects. Gives primarily in areas of company operations which includes Neosho, Missouri.

[Lowe's Charitable and Educational Foundation](#)

The Lowe's Charitable and Educational Foundation is dedicated to improving the communities the company serves through support of public education, community improvement projects, and home safety initiatives. Support is provided to grassroots projects located in communities where Lowe's operates stores and distribution centers. Priority is given to projects that can utilize Lowe's volunteers. Grants generally range from \$5,000 to \$25,000. Requests may be submitted throughout the year. Visit the website listed above to take the eligibility test and submit an online application.

[Margaret Alexander Edwards Trust Fund](#)

The Margaret Alexander Edwards Trust provides small grants (under \$5,000) for school and public libraries seeking to offer innovative programs that promote reading for pleasure for young adults. There is no specific deadline to apply. Applications will be received and reviewed on a rolling basis. Applications that feature new or creative programs will receive special consideration over those simply seeking funds for collection development or for a book discussion group.

[Mattel Children's Foundation: Domestic Grantmaking Program](#)

The Mattel Children's Foundation's mission is to better the lives of children in need. Grants are available to local organizations that use creative methods to address the needs of children from birth to 12 years of age. Funded programs must address one of the following issues: the health and well-being of children, with emphasis on promoting healthy, active lifestyles; increased access to education for underserved children, in particular, innovative strategies to promote literacy; and the self-esteem of girls up to age 12.

[McKenzie Foundation](#)

The purpose of The McKenzie Foundation is to encourage and support non-profit programs primarily in the areas of education, health, human services, and cultural and environmental concerns. Four initiatives that will shape its grant making for the next few years are: early childhood development, education, the environment, and arts and culture.

[National Endowment for the Humanities \(NEH\)](#)

Libraries can apply for grants to develop a new project that focuses on the humanities. Funds can be used for consultants' expertise in developing the project. NEH also provides [Planning grants](#) to libraries to help refine humanities-based projects before implementation.

[National Endowment for the Humanities \(NEH\)—NEH Challenge Grants](#)

This grant is intended to help institutions and organizations make long-term improvements in and support for their humanities programs and resources. Eligible activities include establishing or enhancing endowments, one-time capital expenditures such as construction or renovation, and the purchase of equipment that will result in long-term benefit. Grant recipients must raise, from nonfederal donors, three times the amount of federal funds offered. Applications are welcome from colleges and universities, museums, public libraries, research institutions, historical societies and historic sites, scholarly associations, state humanities councils, and other nonprofit entities.

[National Endowment for the Humanities--We the People Project](#)

Funds projects that help Americans make sense of their culture and world around them. Librarians, scholars, educators, filmmakers and curators are encouraged to submit grant applications that focus on themes or significant events that advance our knowledge of elements that define America. Some types of proposals may be preservation projects, public programs in libraries such as exhibits, film, radio, or Internet based-programs. **Deadline varies by sponsoring program**

[National Education Association \(NEA\) Foundation](#)

Through the Books across America Library Books Award program, the NEA Foundation makes \$1,000 awards to public schools serving economically disadvantaged students to purchase books for school libraries.

[Office of Elementary and Secondary Education: Improving Literacy through School Libraries Competition](#)

This program hopes to improve student reading skills and academic achievement by providing students with access to up-to-date school library materials, advanced school library media centers, and professionally certified school library media specialists.

[ProLiteracy](#)

The Charles Evans Book Fund is a special program of ProLiteracy's National Book Fund[®] which supplies local programs with adult literacy and basic education curricula and materials. The Fund is dedicated to improving the lives of people who are homeless. The grants, awarded in the form of vouchers for teaching materials and products from ProLiteracy's publishing division range, from \$3,000 to \$8,000.

[RGK Foundation Grant Program](#)

RGK Foundation awards grants in the broad areas of Education, Community, and Medicine/Health. The Foundation's primary interests within Education include formal K-12 education (particularly mathematics, science and reading), literacy, and higher education. Human service programs for potential funding include children and family services, early childhood development, and parenting education. Within Health/Medicine programs are to involve promoting the health and well-being of children and families. Youth development programs typically include after-school educational enrichment programs that supplement and enhance formal education systems to increase the chances for successful outcomes in school and life.

Stinson, Mag and Fizzell Foundation

Grants go to a law school, public higher education, recreation for boys, an art museum, and an association for persons with head injuries.

Sverdrup and Parcel Charitable Trust

Interests include public and private higher education in the St. Louis area. Send written proposal including description of the activity, purpose of request, current financial statement, and IRS exempt letter.

Target Early Literacy Grant

Reading is an essential element in a child's educational process. Reading grants are awarded to schools, libraries and nonprofit organizations, supporting programs such as weekend book clubs and after-school reading programs that foster a love of reading and encourage children, from birth through age 9, to read together with their families. Most grants average between \$1,000 and \$3,000. The application is available online.

U.S. Cellular Connecting with Our Communities

U.S. Cellular's corporate giving program accepts applications from nonprofit organizations in company communities. Programs are to serve economically disadvantaged youth, families and seniors – connecting people with opportunities for a better life. Eligible cities in Missouri include Columbia and St. Louis.

Verizon Foundation

The mission of the Verizon Foundation is to improve lives through literacy, knowledge, and a readiness for the 21st Century. The Foundation's funding priorities include: supporting literacy and K-12 education for children and adults, preventing domestic violence and helping victims gain independence, improving healthcare through technology, and educating parents and children about Internet safety. Grants generally range from \$5,000 to \$10,000. Online applications may be submitted from January 1 through November 1, annually. Visit the website listed above to learn more about the Foundation's grant guidelines and application process.

WHO Foundation

The WHO Foundation: Women Helping Others supports grassroots nonprofit organizations serving the overlooked needs of women and children in the United States and Puerto Rico. The Foundation's Education/Literacy Grant Program provides support for free after-school programs and other education or literacy programs for low-income children of all ages.

William T. Kemper Foundation

Preference is given to projects in the Midwest, with particular emphasis on Missouri. Support is primarily for arts, civic improvements, education, health care, and human services.

Websites That List Multiple Foundations

[Grant Station](#)

A membership service that provides access to funding sources for grantseekers based on their particular projects or programs and also mentors them through the grant seeking process. A quarterly membership is \$189; an annual membership is \$599.

[National Library of Medicine Grant Resources](#)

This resource contains links to both community grants and health science grants. It also includes links to web sites that provide grant writing tutorials and tips and grant notification services.

[WebJunction](#)

This web site developed by the Gates Foundation and other non-profit organizations includes a section on product donation programs offered by major computer vendors.

[Library Grants](#)

This is a blog authored by Stephanie Gerding and Pam MacKellar for librarians interested in a wide variety of grant opportunities.

Sources:

Many of the sites listed above are from the Colorado Department of Education Funding Sources page at <http://www.cde.state.co.us/cdelib/technology/fund.htm>.

See also:

The Directory of Missouri Foundations, edited by Anne E. Borman. St. Louis: Directory of Missouri Foundations, 2004.

The Directory of Missouri Grantmakers by the Foundation Center. New York: The Foundation Center, 2005.