The slide features a dark blue background on the left and a vertical orange bar on the right. The text is centered in white. At the bottom left, there is a logo for the Missouri State Library, which includes the text "Missouri State Library" and "Jason Kander • Secretary of State" below it.

**LSTA TECHNOLOGY MINI-GRANT
GRANT APPLICATIONS
SUMMER 2016**

Presented by
Jennifer Thompson
Missouri State Library

Missouri
State Library
Jason Kander • Secretary of State

Please feel free to ask questions throughout this training session. Participant audio will only be muted if there is static or other distracting noises on the line. You can also type your questions into the chat box (chat box is located on the right side of the screen. If it has a plus (+) sign next to the word chat you can click on the plus sign to show the box and enter your message.)

SESSION OBJECTIVES

1. Technology Mini-Grant Grants: A Brief Introduction
2. Changes in the LSTA Grant Program
3. Grant Application Basics
4. Best Practices



During this session we will:

1. Look at the Technology Mini-Grant and the types of projects and costs that are eligible for LSTA funding including what has changed.
2. Look at what LSTA can and cannot fund and how to frame the proposal.
3. Review the parts of the application
4. And talk about best practices – those things that can help your application flow smoothly through the review process and help guarantee its success.

TECHNOLOGY MINI -GRANT



The Technology Mini Grants are supported by the Institute of Museum and Library Services under the provision of the Library Services and Technology Act and are an opportunity to apply for technology that will improve the library's network infrastructure and improve library services.

TECHNOLOGY MINI GRANT

- Open to public libraries only
- Replace, upgrade or add new equipment or software
- Projects must be completed by March 31, 2017
- Minimum grant award is \$2,500
- Maximum grant award is \$18,000
- Local match required on some items

This grant opportunity is **ONLY** open to public libraries in Missouri that are eligible to receive State Aid.

Through this grant program you can replace, upgrade or add new equipment or software.

Projects must be able to be completed by March 31, 2017, including all items received and installed and evaluation measures gathered. So as you are planning your projects you will want to make sure that it can fit in the 5 month grant period.

The minimum grant award is \$2,500; the maximum is \$18,000. There is a local match requirement for equipment, other technology and software—we will talk about that later in the presentation.

I'll mention that if you have a more costly project or one that will take more time, the State Library also administers Technology Ladder Grants which may fit that size of project.

TECHNOLOGY MINI GRANT

- To replace hardware due to imminent failure
- To replace software preceding Windows 7
- To update computer training labs
- To install systems to manage public access



Highest priority will be given to projects

Demonstrating an immediate need to replace failing hardware or software – such as computers that are still running Windows 7

To update computer training labs

And to install systems to manage public access.

TECHNOLOGY MINI GRANT

- To install wireless access equipment with built-in report capabilities
- To improve access for patrons with disabilities
- To provide computers for patrons for workforce skill development



Priority will also be given to projects demonstrating a need to....

For example one library had a several patrons with motor impairments, added a joystick which could replace the mouse.

TECHNOLOGY MINI GRANT

- Minimum computer equipment specifications are located at http://s1.sos.mo.gov/Library/Development/grants/computer_specs.asp
- Desktop PC maximum is \$1,400
- Laptop PC maximum is \$1,700

When considering what to purchase, check the Minimum Computer Specifications for desktop and laptop computers and computer lab servers listed on the Library Development LSTA Grants website or in the grant application itself.

Computers and servers must meet **OR** exceed these specifications before LSTA funding will be allowed.

The grant covers a wide range of equipment. Allowable costs list some of these but you may be able to even go beyond this. For instance, you can purchase tablets and eReaders through the grant, but they cannot be the main focus of the project. They should be part of something bigger.

If requested as part of the project, the proposal must be able to address issues such as durability, planned obsolescence, security and accessibility.

CHANGES IN THE LSTA GRANT PROGRAM



PLEASE NOTE

As of April 30, 2016, the Missouri State Library can accept grant documents via email, fax or mail:

Email Address: LSTA@sos.mo.gov

Fax Number: (573) 751-3612

Mailing Address :

Shay Young, LSTA Grants Officer
Technology Mini Grant Application
Missouri State Library
600 West Main Street, P.O. Box 387
Jefferson City, MO 65102-0387

The first is one that we are excited about at MOSL. Because of the recent Administrative Rule Change, the Missouri State Library can now accept grant report documents via email, fax or mail!

CHANGES IN THE GRANT PROGRAM

- 2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Budget categories
 - Equipment
 - Technology and Software
 - Consultant Fees
 - Services



It is important to note that these grants must comply with the new **OMB Super Circular**. This impacts how grants are administered, allowable and unallowable expenses, and Single Audit requirements.

(Office of Management and Budget)

Please also note, there are changes in the way that Equipment and Technology and Software will be reported as well as Consultant Fees and Services. In this case:

Equipment is defined as items with a single unit cost of \$5,000 or higher. A 25% minimum local match is required. There is a 50% local match required for items with a per unit cost of \$10,000 or higher.

Technology and Software is defined as hardware such as computers, printers, whiteboards; and software such as print/time management or office production. A 25% minimum local match required.

Consultant Fees have their own line and are now considered expenses related to acquiring the services of an outside consultant for the management, oversight and administration of the LSTA project. Costs may include consultant fees, travel, lodging, and support services hired directly by the consultant.

Services are services provided by a third-party contractor or vendor. Examples of services include training providers, program presenters, facilitators and outside IT support.

CHANGES IN INDIRECT COST RATES

Now allowable as an LSTA cost. There are three options:

1. Declining to receive payments for indirect costs.
2. Using your institution's Federally Negotiated Indirect Cost Rate
3. Using the de minimis rate of 10% of modified total direct costs (MTDC)

Previously, indirect costs were not an allowable cost in the Missouri State Library's LSTA grant programs; however, Per **2 CFR 200** and guidance from the Institute of Museum and Library Services, institutions are now allowed to charge indirect costs to federal grants. Indirect costs are those expenses incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to a single project. Costs may be facilities or administrative in nature. Examples include salaries of program and administrative staff, office space, materials, and communication tools, such as telephone services.

(Code of Federal regulations)

So subgrantees have three options:

1. You may decline to apply for funds to support indirect costs.
2. You may use an indirect cost rate that has been negotiated with your federal cognizant agency.
3. You can use the de minimus rate of 10% of the modified total direct costs (MTDC).

MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts ***up to the first \$25,000***. MTDC excludes equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of \$25,000.

As long as you are an eligible entity and have never had a federally negotiated indirect cost rate, you may use the de minimus rate with no additional documentation required.

RECENTLY REINFORCED BY IMLS

- Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which prohibits discrimination on the basis of race, color, limited English proficiency, or national origin

Link to Limited English Proficiency Guidance:

<http://s1.sos.mo.gov/CMSImages/LibraryDevelopment/IMLS%20Guidance%20on%20Limited%20English%20Proficiency.pdf>



IMLS has placed special emphasis on the stipulation that libraries must take reasonable steps to ensure that limited English proficient persons have meaningful access to the applicant's programs. Additional information is available at [Limited English Proficiency Guidance](#). An example of an accommodation is having a Spanish language translator available at your computer classes. **I do recommend that you look over this document – can help you determine what a reasonable effort would be for your library.**

WHEN TO SURVEY PARTICIPANTS

		Beneficiary	
		Library Workforce	General Public
Activity	Instruction	Yes, if items or services will be used for training	Yes, if items or services will be used for training
	Content	Yes, if technology includes instructional or educational software	Yes, if technology includes instructional or educational software
	Planning & Evaluation	Yes	No
	Procurement	No	No

This slide represents our most recent change. Last month, IMLS released new guidelines for when to survey participants in Grants to States Projects. While previously an emphasis was placed on surveys, this chart shows that a survey may not always be the best way of assessing success. Not all projects can reasonably make an attribution of outcomes in surveying participants; that depends on both the project's *activity* and *beneficiary*.

For the purpose of this grant if the items to be purchased involve training or have instructional or educational software, a survey may be a useful tool in assessing project impact. If the project is solely the procurement of new equipment, the library would not use a survey as part of the evaluation process.

For example if you are just updating software packages on your public computers, you would not need to survey patrons. However, if you were adding software and had some type of training to go along with it, a survey would be helpful in showing outcomes.

There are examples of surveys in the Resources section of the application packet.

Check on chart



Any questions so far? That completes any updates to the application. The next part of the application will cover application basics.

BE PEOPLE FOCUSED



It's all about the people you serve and the difference you can make...not the money. I don't think that any of us went into library work for the money but it is easy to start trying to maximize the funding amount on these and you'll want to keep in mind that a stronger application will be one that is focused on solving the problem, improving the condition, and/or meeting the needs of your staff and patrons.



You'll want to identify and center your application around fulfilling one of these needs. A **logic model can be a good tool in developing the project out of this need**. A sample of the logic model is available in the **Grant Writing and Management Manual**. **Then you are ready to fill out the application for itself.**

The Project Title should be MEANINGFUL

Be careful activities don't start before the GRANT PERIOD begins. Also make sure you can complete all activities and equipment and software installations by the end of the grant period.

In the PROJECT DESCRIPTION, focus on the need or problem and what will be done to address it

Think about the RESOURCES you will need to implement the project. This includes money, partners, equipment, facilities, supplies, and knowledge gained. For instance – will you need who will train your staff on the new technology?

Think about the ACTIVITIES AND METHODS: What do you need to do? What purchase procedures need to be met, who will do the equipment installation, and who and how is evaluation conducted. Be able to clearly state the project's expected benefit or impact, and what you will need to do to document that the goal has been reached (or not).

Part of your evaluation methodology will be to look for...

Both Outputs and Outcomes

Outputs: What you can count that will show evidence of service delivery; by themselves they are just numbers that require interpretation.

Outcomes: What CHANGE has taken place? (Knowledge, skills, behavior, attitude, status, life condition) Outputs and Outcomes together will help you identify the project's IMPACT.

Look for impacts for the....

- Individual, community, and staff.
- Look for short term changes– what you see immediately
- Medium term changes – these might affect practice, policy or procedures
- And long term changes - changes in a person's social or economic situation

Some might be immediately visible and some might not happen until beyond the grant period – years down the road.

GRANT APPLICATION BASICS

1. Identify applicable regulations and statutes
2. Complete the application and send it in **ON TIME**
3. Application undergoes review
4. Grant is awarded (or denied)



Be comfortable with the statutes and regulations that apply to this grant.

Complete and submit the application on **TIME**. The scheduled due date is July 1, 2016. Once the application is received an email notification will be sent to both the library director and project director listed on the application. The application is then reviewed by a variety of people. Finally, the grant is awarded or denied. You can expect an announcement of awards to be made in mid-August.

LSTA GRANTS STATUTES AND REGULATIONS

- **Museum and Library Services Act of 2003: Public Law 108-81, 117 Stat. 991 (2003)**
- **General Regulations for Administering the Grants: 2 CFR 200**
- **Work Authorization Program: RSMo 285.530**

Links to these statutes and regulations are available online at <http://www.sos.mo.gov/library/development/grants/GrantsManual.pdf>



In addition to 2 CFR 200, be familiar with the U.S. Statute for the Museum and Library Services Act of 2003, and the Missouri Statute involving the Work Authorization Program.

These statutes and regulations are referenced in the Certifications and Assurances forms that must be signed and accompany the application.

GRANT APPLICATION BASICS

I. Project Description

- State the problem
- Identify the goal(s) of your project
- Identify the strategies to reach your goal



The project description is a foundational part of your grant application and is generally very short and to the point. It is one of the first pieces a reviewer sees and sets the tone for how the application will be read. It should provide the reader with a framework that will help him or her visualize the project. The remainder of the proposal then serves to deepen and amplify the "vision". The project description should contain the following elements:

In one or two sentences state the problem

In one or two sentences identify the goal of your project

- What you hope to achieve
- Explain the direct benefit to the individual and/or community

In one or two sentences identify your strategies – Do NOT get into the steps

- Provide a general overview of what you will DO to solve the problem.

The rest of the proposal will get into the details.

GRANT APPLICATION BASICS

II. Program Narrative

- a) Library service benefit and project summary
- b) Cooperative element(s)
- c) Project promotion: publicity
- d) Project evaluation

The program narrative is where you will get into the project details.

- a) In Library Service Benefit and Project Summary:** Provide a thorough description of your Technology Mini Grant proposal including: target audience, how the project will improve library service levels, successful completion goals, timetable with major activities. For the timeline, be sure to indicate purchases will not be made or contracts signed prior to the start of the grant period. The easiest way to complete the timeline may be to start at the end of the grant period and work backwards.
- b) In Cooperation:** Provide a list of partners (if any) with a unique letter of support from each that outlines their commitment to and anticipated role in the project.
- c) In Project Promotion:** State how you will notify the public about the project. Include both in-library and outside of the library efforts.
- d) In Evaluation:** Indicate how will you measure the impact of your project through quantitative methods - what you can count that will show something happened - and qualitative ways to show well the project worked.

Be sure you look in the back of the application packet at the Resource section of the grant application to see examples of the type of responses we expect to see these questions.

EVALUATION

- ❑ **Shaping Outcomes:** <http://www.shapingoutcomes.org>
- ❑ **Perspectives on Outcome Based Evaluation for Libraries and Museums:**
<http://www.imls.gov/assets/1/AssetManager/PerspectivesOBE.pdf>

Because it is so important to be able to demonstrate project impact, we recommend that new grant writers and project managers be comfortable with outcome based evaluation or OBE. On the screen are links to two tools that provide good introductions to OBE.

The first is *Shaping Outcomes*, an online tutorial that walks you through the various components of OBE. The second is *Perspectives on Outcome Based Evaluation for Libraries and Museums*, which is a 31 page overview of OBE.

EVALUATION - OUTPUTS

- What you can count – statistics
- They are not outcomes
- They do not show impact
- They are just numbers



Numbers without interpretation
are just numbers!

Outputs are the things you can count; they provide quantitative (statistical) proof that something took place. Outputs are not outcomes. Outputs do not show impact. Outputs are just numbers until an interpretation is applied.

Typically in Technology grants, the equipment usage or improvement in network responsiveness or dependability are monitored. If you have early literacy stations, you may want to track their use by sessions and/or programs used.

EVALUATION - OUTCOMES

- Involves a change in the target audience
 - Skills
 - Knowledge
 - Attitudes
 - Behaviors
 - Status
 - Life condition

You can't just say, "The project was successful." You need to be able to say HOW it was successful. Be evaluative in nature with an eye toward employing "results based management" (RBM) if the project has an ongoing nature. [RBM is changing a project based on what happens to achieve a greater impact.]

Outcomes should involve a change for the better in the people in your target audience. Impacts should involve at least one of the areas: skills, knowledge, attitude, behavior, status or life condition.

So as you develop the project, consider:

How can you see the change?

How can you hear the change?

How can you read about the change?

See:

SEE the changed. This can help assess many of the areas, including changes in behavior. Observation

HEAR: Interviews are how you can hear about the change – they are a good way to obtain stories that illustrate project impact and can be especially helpful in identifying changes in status or life condition. Interviews do not have to be formal. Focus Groups or Case Studies – can be especially helpful if you have a specific target audience in mind. If you have a special group, for instance a computer class, you have a built-in focus group or case study opportunity.

READ: Pre and Post-Tests. Questionnaires, or Surveys are ways to read about the change – responses are often subjective in nature and can help you get to the impact your project has had, especially changes in skill and knowledge. Contact us if you would like help in developing a survey. There are also some survey samples in the application packet.

But please remember that a survey is not expected every time. Not all projects can reasonably make an attribution of outcomes by surveying participants. This is the case in technology upgrades. The General Public should only be surveyed if the project involves some form of interactive program or instruction. If library staff members are the beneficiary, they should only be surveyed if the project involves an instructional or educational component.

A combination of methods can be helpful. For instance, through conversation and observation staff might see for Technology Mini Grants- A difference in computer dependability; perhaps less down time. That will show a more reliable network. – even better is if this can be documented in a log.

EVALUATION - OUTCOME BASED ASSESSMENT

Combine what you counted with what you observed, heard or read to assess the project:

1. What outputs did you identify and how do they compare to previous years?
2. What outcomes did you identify?
3. What impacts can you infer?

Combine what you counted with what you observed, heard or read to assess the project

- In routine activities: How smooth was project implementation? What worked well? What needed improvement? Did the new equipment/software do what it was supposed to do?
- For project promotion: How effective were the various methods that were used (newspaper, signage, billboards, partner-driven outreach)
- During project closeout: What did you read in the surveys, hear in the conversations and see in other evaluation methods used?
- Is there anything in current Research that can help you assess the project. This might be something YOU can't prove but that research has shown.

WHAT DOES IT MEAN?

- What can you LOGICALLY deduce from the changes in numbers?
- What can you LOGICALLY deduce from your observations?
- What was the overall impact on your patrons?
- Were any individuals or groups more impacted by the project than others?
 - If so, how and why
- What was the impact on staff?

GRANT APPLICATION BASICS

■ Budget Worksheet

Budget Details has two parts. The first is the Budget Worksheet.

- a) The budget worksheet is a line item list of all items or services to be purchased for the project, including both grant and local funds
- Items and services should be listed under the appropriate categories, provide brief descriptions, the quantity to be purchased, cost per unit, a breakout between grant and local costs involved and total cost
 - **As I mentioned earlier: you will especially want to note changes in the Equipment and Technology and Software categories. An item with a single unit cost of \$5,000 will be placed in the Equipment Category and require a minimum local match of 25%.**
 - **Computers, servers, and other equipment that are below \$5,000 per unit cost will be reported in the Technology and Software category.**
 - Please also be sure to report Consultant Fees and Services separately as mentioned earlier in the session.
 - Be sure to subtotal each category
 - Watch the local match requirements
 - **A twenty-five percent (25%) minimum match is required on the Technology and Software budget category. Extended warranties that are priced separately will be prorated so grant funds will only fund the first year with all remaining years to be fully funded locally. Match requirements for equipment with bundled warranties in excess of three years will be evaluated on a case by case basis. A fifty percent (50%) match is required for individual pieces of equipment in excess of \$10,000.**
 - The institution's budget can provide the local match
 - Friends, corporate or private funds can provide the local match
 - Federal funds from another source CANNOT provide the local match
 - The indirect cost rate amount should be listed in Other.

GRANT APPLICATION BASICS

- **Budget Narrative**
 - Justification
 - Cost / market analysis:
\$3,000 threshold
 - Item or set of same items
 - Services

Funders like to see local buy-in and justification of all costs – do you REALLY need EVERYTHING you are asking for and is it at a fair price?

The second part of Budget Details is the Budget Narrative and it should provide this justification.

- a) Budget narrative – describes items in greater detail and justifies all project costs listed on the budget worksheet, both LSTA and local
- b) For LSTA grants from us, a cost analysis for an item, set of items or services totaling \$3,000 or more must be performed
 - Cost analysis are conducted to determine if you are obtaining an item or service at a fair market value
 - They can be collected through phone calls, websites, catalogs, email, etc.
 - You should try for at least 3 cost comparisons for the item, set of the same items, or services
 - Make sure you **say** which cost estimate was used on the budget worksheet and why
 - At this point, you must NOT be bound to the vendor.

This is necessary even if you are purchasing through the **State Contract** (<http://archive.ia.mo.gov/purch/contracts/>), if more than one brand of equipment meets or exceeds the minimum specifications and meets your project's needs. (i.e. The State Contract has options for HP, Dell and Lenovo computers.)

GRANT APPLICATION REQUIREMENTS

4. Certifications and Assurances

- Standard Terms and Conditions
- Certifications Regarding: Nondiscrimination; Debarment and Suspension; Drug-Free Workplace; Federal Debt Status; Lobbying; and Trafficking in Persons
- Assurances-Non-Construction Programs
- Business Entity Certification
- Application

Basically, the Certification and Assurances forms speak to QUALITY AND LEGAL ASSURANCES.

Assurances

The Assurances – Non-Construction Programs addresses equal access and responsible use of funds.

Equal Access: You cannot deny service or benefit on the basis of race, color, national origin, age, sex, or disability. Note there is a difference between targeting and exclusion.

Responsible Use of Funds: Ensures proper planning, management and completion of the project including filing complete interim and final reports with the State Library.

Certifications

Debarment and Suspension: The certification ensures that those persons working on federally funded projects have not been debarred, suspended, or declared ineligible from receiving federal funds, convicted of or had a civil judgment rendered against them for fraud, embezzlement, theft, false statements, within the preceding three-year period, or had one or more public transactions terminated for cause or default.

Drug-Free Workplace: Grantees must have a written policy that informs employees that the unlawful possession, distribution, or manufacture of a controlled substance in the workplace is not allowed. The policy must specify what the penalties are for violations. Grantees must have a drug-free awareness program.

Lobbying: You cannot use these funds to influence federal agency officials or congress, State, or local election, referendum, initiative, or similar procedure.

Trafficking in Persons: The grant, contract or cooperative agreement will be terminated if the grantee, subgrantee, contractor, or subcontractor engages in trafficking in persons, procures a commercial sex act or uses forced labor.

Native American Human Remains and Associated Funerary Objects: unlikely to be part of your grant, but be aware there is a new paragraph regarding this on the Certifications Regarding form.

Internet Safety: Needed for grants involving the purchase of computers used to access the Internet, or to pay for direct costs associated with accessing the Internet

Business Entity Certification: You do not knowingly hire persons unauthorized to work in the US. This form is required ONLY for applications seeking an excess of \$5000 in LSTA funds.

Application: Shows us you have the financial and staff commitment to carry out the project from your authorizing official and director. Be sure the proper person signs each document. Know who can sign if that person is not available.

GRANT APPLICATION BASICS

- The application is available in Word format on the Missouri State Library Grants website at:
<http://www.sos.mo.gov/library/development/grants.asp>
- Generic application guidelines are available at:
http://www.sos.mo.gov/library/development/grants/LSTA_Grant-Application-Guidelines.pdf

Specific guidelines as to application expectations are part of the application packet. There are also general guidelines online that can help you identify how to fill in all the blanks and complete the budget worksheet.

The application is available on the Library Development LSTA grants page. It is in the LSTA grant application forms section.

At this time, does anyone have any questions?

FREQUENTLY ASKED QUESTIONS

1. Presenter Costs – Services

- Includes presenter honoraria, transportation, lodging, and meals

2. Software

- Software used for instructional purposes is a Supply

3. Travel for project staff

- Must be in excess of 300 miles and activities cannot be performed during currently scheduled trips
- Current reimbursement estimate is .37 per mile

1. Presenters should be considered Services. Costs should include presenter fees, transportation, lodging, and meals. Do NOT separate these costs into separate line items. You might also put project staff here if they are not considered library personnel, that is they do not receive benefits.
2. Software that is used for instructional purposes, such as apps that will be demonstrated during story times should be considered a Supply. These do not require a local match.
3. Travel for project staff is allowable IF
 - Travel is estimated to be in excess of 300 miles and activities cannot be performed during regularly scheduled trips
 - Current reimbursement estimate is .37 per mile. If the library reimburses travel at a higher rate, the remainder must be funded locally.

FREQUENTLY ASKED QUESTIONS

5. Grant Payments

- The grant will be paid in two installments (50/50)
 - First payment cannot be requested until the grant period has started and you must begin spending those funds within 45 days

6. Timeline

- Applications are due July 1, 2016
- Grant Management session on August 30, 2016.
- Grant period begins on September 1, 2016.
- Grant period ends on March 31, 2017.
- Final Reports are due April 28, 2017.

The Technology Mini Grants are paid in two installments. You should not request first payment until you actually start encumbering those funds.

The final payment request is submitted with your final report, after all expenses are known and the program has ended.

The end of the grant period is Grant period ends March 31, 2017. All items should be received. All funds should be encumbered.

The final report is due to the State Library on April 28, 2017. During this time, all funds should be spent.

Are there any questions this far, if not we will go on to best practices where we will look the things that libraries do that bring projects to successful conclusions.

GRANT APPLICATION BEST PRACTICES



GRANT APPLICATIONS BEST PRACTICES

- Plan well
- Have a strong evaluation methodology
 - What will you count?
 - How will you find out about impacts?
 - How will you gather stories?

Know where you are going. The more planning you can do upfront, the greater impact your project is likely to have and the smoother your project is likely to go. **You are also less likely to require an amendment due to a change in timetable, program modification, or budget.** A plug for grant management: **Remember, a change in budget is not the ONLY reason for an amendment, changes in programming and scope including audience and activities may also activate a need for a formal amendment.** Do not live by the motto “It’s easier to seek forgiveness than ask permission” because you might leave us with no choice but to deny partial payment on your grant when your final report is reviewed and we see costs that are not eligible for LSTA funding.

Plan well – be thorough in researching what you need and the costs involved

Have a strong evaluation methodology

- What will you count? Do you have established baselines? (If not, if possible establish them now.)
- How will you discover impacts?
- How will you gather stories that illustrate the impact?

GRANT APPLICATIONS BEST PRACTICES

- Have a realistic, justified budget
 - ✓LSTA and local funds
- Check your math
- Be sure all attachments are included
 - ✓Computer specification documentation
 - ✓Survey drafts
 - ✓Market analysis

Remember you should have a realistic and fully justified budget. Please remember to review the budget worksheet and narrative to ensure the numbers provided in the budget worksheet correspond with the budget narrative.

- Check your math to make sure the match requirements have been met.
- Be sure all attachments are included
 - ✓Survey drafts
 - ✓Market analysis
 - ✓Documentation to show computer minimum specifications will be met or exceeded OR a request for a waiver to this requirement with a justification for why that is unnecessary.

GRANT APPLICATION BEST PRACTICES

- Know what your legal responsibilities are.
- Know your institution's policy on grant applications.
- Know who has to sign your application and what his/her schedule is.

Know what your legal responsibilities are

- There is a long list of statutes and laws that apply as shown earlier in this presentation.

Know your institution's policy on grant applications

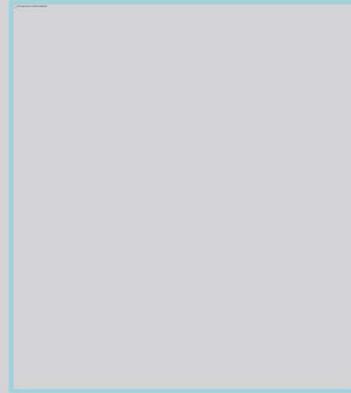
- Do you have to go through a certain office?
- Whose permission do you need from your institution?

Be sure all accompanying forms have been signed and dated by the appropriate person. Make sure you know the schedule of the person who has to sign these documents. If that person is out of the office at the time of application submission, who can sign in his/her place?

CAN'T FUND WHAT YOU WANTED?

- Other funding resources are located in the appendix of our grant manual available online at:

[http://www.sos.mo.gov/
library/development/
grants/GrantsManual.pdf](http://www.sos.mo.gov/library/development/grants/GrantsManual.pdf)



LSTA is not the only source for library funding, you may want to check out other options in the Appendix of the Grant Manual.

QUESTIONS?



CONTACT INFORMATION

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LSTA Grants Officer
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Email: shay.young@sos.mo.gov

TOLL-FREE NUMBER: 800-325-0131

Don't hesitate to contact us if you have any questions about how to manage the grant.

When you exit today's session, you will be prompted to complete a short survey. Please take the time to do so. This helps us to know if our sessions are helpful, and how we can improve them.