Library of Michigan
Library Services & Technology
Grant Program

GENERAL INFORMATION

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I. BACKGROUND

The Library of Michigan's focus for this grant program is to support the development of new or improved library programs or services that may develop into regional or statewide programs. Projects are required to include strong partnerships with other libraries and/or community organizations. Libraries may apply for subsequent phases of a project that are underway, but previous funding does not guarantee continued funding. Libraries may also apply for funding of an ongoing project as it reaches new audiences, incorporates new methodologies or significantly expands the reach of the project.

The program distributes federal library funding authorized under the Museum and Library Services Act (LSTA) to state-approved projects. Through the legislation, the Institute of Museum and Library Services (IMLS), an independent federal agency, provides grants to state library administrative agencies, including the Library of Michigan. These federal grants may be used to support statewide initiatives and services, or they may be distributed through competitive grant programs. The complete legislation is available at www.michigan.gov/lsta.

The Library Services and Technology Act outlines the following broad priorities for funding. They are:

- expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, life-long learning, workforce development, and digital literacy skills;

- establishing or enhancing electronic and other linkages and improved coordination among and between libraries and entities, as described in section 9134(b)(6) of LSTA, for the purpose of improving the quality of and access to library and information services;

- providing training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services; and enhancing efforts to recruit future professionals to the field of library and information services;

- developing public and private partnerships with other agencies and community-based organizations;

- targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;

- developing library services that provide all users access to information through local, State, regional, national, and international collaborations and networks; and

- carrying out other activities consistent with the purposes set forth in section 9121, as described in the State library administrative agency's plan.

The Library of Michigan's plan is available at www.michigan.gov/lsta.

Policy Requirements: LSTA grant program recipients are subject to the federal Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Parts 200).

II. PROGRAM DESCRIPTION & PRIORITIES

The Library of Michigan LSTA grant program is designed to provide libraries with the opportunity to develop innovative programs or services that have the potential to develop into sustainable regional or statewide programs, and include strong partnerships between libraries, and/or between libraries and community groups or agencies. In a given fiscal year, the Library of Michigan will fund **ONE to THREE** pilot projects that meet these priorities.

Priorities:

- Provide funding for innovative library services and programs,
- Create the opportunity to develop sustainable new regional or statewide programs, and
- Develop partnerships among libraries and/or between libraries and community agencies.

Statewide Sponsorships: The LSTA Grant program may also be used to support for statewide library staff professional development or resource sharing in areas that are not a focus of the Library of Michigan and align with Library of Michigan services. **Non-profit library organizations with statewide services or memberships may apply for sponsorships.** See page 5 for more information.

III. GRANT PROGRAM GUIDELINES

Applicants may propose a library program or service in any content area appropriate for library services. Grants may be awarded to:

- Develop an innovative service or program to meet a new community need;
- Meet the increased community demand for a service or resource; and/or
- Improve or develop new services to target populations, such as people from diverse geographic, cultural, and socioeconomic backgrounds; individuals with disabilities; and individuals with limited functional literacy, limited English proficiency or limited information literacy skills.

In considering what program or service to request funding for, applicants should consider how their proposal fits the following definitions of innovative and strong partnerships.

What is Innovative? In the context of this grant program, innovative may mean a library service or program that has not been tried before in the library community, is being used on a new scale, is being targeted to a user group that it has not been offered to before, or is a creative reworking of a traditional program using new methods.

What is a Strong Partnership? A strong partnership is one in which the participating libraries and/or community groups or agencies each takes an active role in the project. Partners contribute staff

time, space, library resources, and cash match or in-kind funding. Partners participate in planning, implementation, evaluation and promotion.

Program Evaluation:

The Institute of Museum and Library Services stresses evaluation for two reasons. First, it provides essential information for making good decisions about priorities, use of resources, and program design. Second, it provides data to show the value of programs or services.

Proposals must include a strong, effective evaluation plan for the activity, which includes outcome information as well as output data. Further information on evaluation methods can be found at the Library of Michigan LSTA web site, www.michigan.gov/lsta. The evaluation plan devised should be able to tell you, the Library of Michigan, and your stakeholders the following.

- The extent to which you have met the project goals;
- The quality of the project (e.g. efficiency, impact on participants, effectiveness, etc.);
- Whether or not your program should continue, expand or cease;
- The impact of your program on the participants or users for communication to policy makers and funders; and
- Any program that provides continuing education to library staff or content to the public will need to include evaluation questions from the Institute of Museum and Library Services.

Unallowable Requests:

Requests to fund generally accepted standard library operations, such as collection development, automation, staffing or equipment replacement, will not be granted. Requests for funds that supplant local funding instead of supplementing local funding will not be granted. Requests that include construction, renovation or other capital expenditures will not be granted.

Proposal Development:

The Library of Michigan encourages prospective applicants to discuss their projects with Library of Michigan staff before developing proposal. For more information, contact Karren Reish at reishk@michigan.gov or 517-241-0021.

IV. FUNDING AVAILABILITY and GRANT PERIOD

The Library of Michigan will announce each fiscal year whether competitive grant funds are available and the possible funding amounts. Applicants may request funding for a project that runs for one, two or three years. The number and amount of grant awards will depend on the funds available and the number of applications received.

For fiscal year 2016/2017, the grant awards will be as follows:

Minimum Grant Award:	$50,000
Maximum Grant Award for First Year:	$225,000
Overall Maximum Grant Award for a 3-year grant period:	$500,000

Statewide Sponsorships: The maximum request for sponsorship programs is $5,000 and the minimum request is $2,000 per fiscal year. Applicants may request funds for only one year. See page 3 for more information.

Local Support Requirements:

Cash Match: None required, but is encouraged.

V. ELIGIBILITY

Who may apply?

According to the Library Services and Technology Act, (20 USC Section 9101-9176, Ch. 72 Museum and Library Services), Subchapter II, Sec. 9122, the term 'library' includes:

1. a public library;
2. a public elementary school or secondary school library;
3. an academic library;
4. a research library that:
    a. makes publicly available library services and materials suitable for scholarly research and not otherwise available to the public; and
    b. is not an integral part of an institution of higher education; and
5. a private library, or other special library, but only if the State in which such private or special library is located determines that the library should be considered a library for purposes of this subchapter.

For purposes of LSTA, the State Library has discretion with regard to the eligibility of applicants.

In order to be eligible, a library must:

1. have one or more paid library staff;
2. have a regular schedule of library service;
3. have a dedicated facility for library purposes;
4. have an annual budget with funds reserved for library materials and services;
5. have a record of multi-type library cooperation, evidenced by activities such as union listing of holdings, reciprocal borrowing or interlibrary loan; and,
6. if a "public library," be "lawfully established" for purposes of the State Aid to Public Libraries Act and meet all eligibility requirements for receiving state aid.

In addition, library cooperatives established under P.A. 89 of 1977, Regions of Cooperation (ROCs), Regional Educational Media Centers (REMCs), and Intermediate School Districts (ISDs), may apply on behalf of their members for a centrally administered project that will benefit multiple library locations. A library system with multiple branches or a school district with more than one school library media center may choose to apply on behalf of an individual branch, selected branches, or the system as a whole. Non-profit associations or organizations that are committed primarily to

resource sharing and/or the advancement of statewide or regional library services also are eligible to apply for grant funds.

Partners and Lead Organization:

Proposals must be submitted by a LSTA-eligible library or organization. Partners can include one or more academic, public, school, special or institutional libraries or non-library agencies. Only one organization may apply per project. The lead organization will be the fiscal agent and the project administrator in terms of grant requirements.

Statewide Sponsorships: Partners are not required for statewide sponsorship applications.

VI: APPLICATION GUIDELINES

The LSTA Grant Program application process has two steps. The first is an Intent to File form. The second is the complete application. Organizations must submit an Intent to File form in order to submit an application. All organizations that submit an Intent to File form by the deadline AND are eligible to apply will be invited to submit an application.

Intent to File Form Availability and Due Date:

All applicants MUST submit an Intent to File form with the Library of Michigan to be considered for a grant. The Intent to File form is available at www.michigan.gov/lsta and may be submitted at any time up to the last business day of October of a given program year. Interested applicants are encouraged to submit an Intent to File. Submission of an Intent to File form does not commit an organization to apply.

> **The Intent to File must be received at the Library of Michigan by 5:00 P.M. on the last business day of October for the given program year. Submission may be by fax, or email.**

Application Webinars:

Application webinars will be offered in October and November of a given program year. Those who have submitted an Intent to File form will be notified of the webinars directly.

Application Availability and Due Date:

The competitive Library of Michigan LSTA grant application information, including the application questions, is available at www.michigan.gov/lsta. **Application submission is via an online form.** Only those organizations that have submitted an Intent to File form by the deadline will be given the link and password to the online form. The application form may be submitted after the acceptance of an Intent to File form, but no later than the last business day of January. Attendance at an application webinar is strongly encouraged.

Applications for LSTA competitive grants must be received at the Library of Michigan by 5:00 P.M. of the last business day of January for the given program year. Submission will be online with a signature sheet with original signatures and partner statements submitted via fax or email.

General Application Guidelines:

A. For competitive grant projects, federal funds must be used as seed money. The funds may not be used to replace local funding of daily operations, materials or staff, or to support ongoing activities.

B. Each proposal must clearly fit the program priorities and guidelines of the program. A library may submit more than one application in a given program year.

C. The total amount of LSTA funds requested must meet or exceed the minimum grant award amount established.

D. Collaboration among libraries and/or with agencies that benefit individuals in the community is REQUIRED in this grant program. However, when writing the grant proposal, a single, eligible, lead applicant library and a grant administrator from the applicant library must be clearly designated.

E. In general, LSTA competitive grant funds are available to grantees on a reimbursement basis. The grant recipient must submit reimbursement request forms after funds have been expended for the project. The final reimbursement request will not be disbursed to grantees until the final report has been received and approved by the Library of Michigan.

F. ALL federal funds and ALL local match funds may only be used for federally allowable costs. Grant recipients will NOT be reimbursed for unallowable costs and may not report unallowable costs as match.

G. Libraries may not charge patrons for the use of materials or equipment acquired with LSTA funds during the grant period. After the close of the grant, fees become a local policy matter.

H. Locations for all LSTA-funded equipment must be clearly specified in the application. Equipment is defined as physical items with a purchase price of over $5,000 per item. Items with a purchase price of over $5,000 must be approved in advance by IMLS.

I. Selected applicants who do not provide a current DUNS number in their application must submit a DUNS number to the Library of Michigan within 10 days of notice of the award or the award will be rescinded. Applications for statewide sponsorships do not require a DUNS number due the lower funding amount. See page 9 for more information.

J. The applicant library must notify the Library of Michigan in writing if changes are made to a project activity, or key personnel, which are the grant administrator, fiscal agent and authorized official.

K. Successful applicants will be responsible for completing the grant activities within the approved grant period and submitting the required forms in a by the deadlines. Libraries may request a 10 business day extension of a deadline in cases of emergency.

VII. APPLICATION REVIEW AND AWARD PROCESS

Application Review:

The grant proposal will be read and evaluated for overall impact by the LSTA Advisory Council and Library of Michigan staff. The LSTA Advisory Council membership criteria includes geographic diversity and a range of library types and staff levels. Both the LSTA Advisory Council and the Library of Michigan staff will use the Grant Application Review Scoring Rubric to evaluate each application. The rubric is included in the application packet. The State Librarian and State Superintendent will make all final decisions on grant awards.

Award Notification:

Award Letter - The State Superintendent will send a letter to announce the award of an LSTA grant. **Project spending must not occur until after execution of a grant award.**

Legislators – State legislators will be notified in writing of grant awards to libraries located in their districts.

Grant Administration Meetings:

Each grant recipient is **REQUIRED** to attend a grant administration meeting. The meeting will provide project management information for effective LSTA grant administration. The grant administrator and fiscal agent must attend the meeting to maintain grant eligibility. Library directors and/or others involved in the project also are welcome to attend. The meeting will be set at a date and time agreeable to the grantees and the Library of Michigan.

Dates of Fiscal Obligation:

The Library of Michigan will prepare and execute a grant award with each grantee and fiscal agency. The grant award will identify the award period in which all expenditures and obligations must be incurred. **Expenditures or contractual obligations incurred outside of the award period will not be eligible for reimbursement under the LSTA program.**

VIII. CONTACT INFORMATION

All grant application and management documents, apart from the application survey, can be faxed, or emailed to:
Questions on application materials and instructions can be directed to:

Karren Reish, Library Grants Coordinator
517-241-0021
reishk@michigan.gov
Fax: 517-373-5700

If needed, documents, apart from the application survey, can be mailed to

Library of Michigan
LSTA Program
702 W. Kalamazoo Street
P.O. Box 30007
Lansing, MI 48909-7507

Please confirm receipt of materials if you do not receive a response with 5 business days.

IX. GLOSSARY

Authorized Official: The person who is authorized to sign legally binding documents for the organization and who will be addressed in communications from the Library of Michigan.

Board Chairperson: This individual represents the board if the organization reports to a board, which may mean the Board Chairperson is also the authorized official. If the organization does not report to a board, the authorized official is the highest-level official who can authorize the library's participation in the LSTA project.

Cash Match: The amount of money that the grant recipient puts toward the project costs.

CIPA: The Children's Internet Protection Act restricts the use of funding that is available through the Library Services and Technology Act. These restrictions take the form of requirements for Internet safety policies and technology filters for public and school libraries that use LSTA funds to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

Collaboration: Partnering with libraries, community organizations or other relevant agencies on the proposed project. All partners actively work together, expend effort and make substantial contributions toward the success of the project. Letters of support are not considered evidence of partnerships. Evidence of partnerships are partnership statements that detail the possible funding, work and staffing that the partner organization will contribute to the project.

DUNS Number: Data Universal Numbering System number. The nine digit number assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or at http://fedgov.dnb.com/webform.

Fiscal Agency: The organization whose bank account the grant funds flow through for the exclusive benefit of the LSTA-eligible library of organization. The LSTA project reimbursement check, which is issued by the state of Michigan, is made payable to this organization. In some cases, the fiscal agency may be a parent organization (for example, city, township, county, or school district).

Fiscal Agent: The individual employed by the fiscal agency who has access to the financial books and records that pertain to the grant project. The grant administrator and fiscal agent may be the same individual.

Goals: What the project is designed to accomplish; the positive outcome generated from the project. Goals usually refer to broad intentions rather than specific and measurable objectives.

Grant Administrator: The grant administrator must be an employee of the applicant LSTA-eligible library or organization. A grant administrator is generally responsible for completion of the LSTA project application, required forms during the project and the final narrative report at the project's completion. The grant administrator may be the library director or any other staff member assigned to undertake the responsibilities of managing the project. The grant administrator and fiscal agent may be the same individual.

Grant Award: A binding legal document that authorizes the implementation of the proposed project and records the legal obligations of the parties to the award.

Grant Period: The period specified in the grant award document within which expenditures can be made or procured.

Indirect Costs: An indirect cost is an organization's incurred cost that cannot be readily isolated from the grant project. Typical examples are charges for utilities, insurance, use of office space and equipment owned by the library, local telephone service, and the salaries of the management and administrative personnel of the organization.

Innovative: In the context of this grant program innovative is one or more of the following; a library service or program that has not been tried before in the Michigan library community, is being used on a new scale, is being targeted to a user group that it has not been offered to before, or is a creative reworking of a traditional program using new methods. Grants will be rated on level of innovation.

Institute of Museum and Library Services (IMLS): An independent federal agency that supports museum and library services through various programs, including those authorized under the Library Services & Technology Act. More information is available at www.imls.gov.

Library Cooperative: A public library cooperative is a formally structured and state-funded organization consisting of a group of legally established public libraries in Michigan. Cooperatives are organized under P.A. 89 of 1977, the State Aid to Public Libraries Act, which provides the minimum requirements for public libraries and for cooperatives to receive state aid funding.

Library Services & Technology Act (LSTA): The authorizing legislation for the Institute of Museum and Library Services. The broad priorities of the Act are to improve and support library, museum and information services in the United States.

Multi-type Cooperation: Networking and collaborative partnerships among all types of libraries and local government, day care facilities, senior centers, residential adult facilities or any other local agency. Example projects include union listing, common delivery and interlibrary loan arrangements, and/or joint training and planning activities.

Objectives: Objectives are narrow, precise, and measurable accomplishments that help to determine whether a goal has been reached. Objectives tend to be more specific about intended accomplishments than goals.

Outcome Based Evaluation (OBE): An evaluation process that provides information about the degree to which a project has met its goals to create benefits for individuals in the form of skills, knowledge, behavior, attitude, status, or life condition. See www.imls.gov for more information. OBE evaluation may require pre- and post-testing to show outcomes.

Partners: External departments, agencies, organizations, etc. with whom the applicant library has a formal arrangement to work mutually for the benefit of participants, end users, or patrons. Partners actively work together, expend effort and make substantial contributions toward the success of the project by being involved in the planning, funding, and/or implementation of project activities. Letters of support are not considered evidence of partnerships. Evidence of partnerships are partnership statements that detail the possible funding, work and staffing that the partner organization will contribute to the project.

Project Outcome(s): Change(s) in the target audience's skills, knowledge, behavior, attitude, and status or life condition from the experience of the project. Project outcomes ask the question, "What were the results?" One example may include, "75, or 32% of the parents and caregivers who participated in the 'Mommy and Me' literacy program reported that they read to their child at least 10 minutes three times a week for six weeks. Prior to participation in the program, only 10 percent of parents and caregivers did so."

Project Outputs: Measures of service or products provided; for example, the number of participants who completed a workshop or the number of items digitized.

Project Purpose: Answers the questions: what we do, for whom, and to what end (i.e. for what expected outcome or benefit).

Resource Sharing: The sharing of books, equipment, expertise, staff, or other readily available library resources with other libraries in support of current, ongoing activities.

Statewide: Refers to programs or projects that have the entire state's population as potential beneficiaries; a general service made available to all state residents, as compared to one that serves a specific, smaller target population.

Target Benchmark: A quantifiable measure of the impact of the project. For example, a success point may be the increase in participation of early reading programs by 20 percent. Another example may be to improve the reading levels of literacy program participants by 2 grade levels.

Total Project Cost: The total project cost is intended to show the total value of the project. It is the total of the LSTA funds requested and cash match.

X. ANNUAL TIMELINE

Applicable only if funds are available in a given program year.

Current Year	
Application Availability	**First Business Day of September**
Intent to File Form Availability	**First Business Day of September**
Grant Writing Webinars	**October & November**
Intent to File Form Due Date	**Last Business Day of October**

Next Year	
Application Due Date (Received, not postmarked)	**Last Business Day of January**
Award Announcement Letters	**March**
Grant Awards Executed	**March**
Grant Administration Training	**March/April**
Grant Expenditures Begin	**Beginning Expenditure Date identified in a Grant Award after Award is executed**
Interim Reports Due	
First (6 months into grant)	**Last Business Day of October**
Second if a 2-Year Grant - (18 months into grant)	**Last Business Day of October**
Third if a 3-Year Grant - (30 months into grant)	**Last Business Day of October**

Following Year:	
Project Revision Due	**Last Business Day of March of first year of grant**
Grant Expenditures Complete	**Last Business Day of March**
Final Reimbursement Request Due	**Last Business Day of April**
Final Project Report Due (Received, not postmarked)	**Last Business Day of April**