

To: Oklahoma Public Library Directors
From: Susan McVey, Director of the Oklahoma Department of Libraries
Subject: Grant Announcement for Community Health Improvement
Date: August 31, 2015

The Oklahoma Department of Libraries is pleased to announce the availability of this Institute for Museums and Libraries Services and State of Oklahoma competitive grant to Oklahoma Public Librarians who wish to improve the health outcomes in their service area. I hope that you will take advantage of this opportunity. Below you will find the details pertaining to this grant.

Grant Title: Community Health Improvement

Grant Deadline: September 30, 2015

Grants Awarded By or Before: October 30, 2015

Recipients should send all questions to Judy Tirey, Oklahoma Department of Libraries, 200 Northeast 18th Street, Oklahoma City, OK 73105-3298, judy.tirey@libraries.ok.gov 405.522.3317.

Purpose of the Grant:

The purpose of this grant is to encourage Oklahoma public libraries to develop partnerships with organizations in their community that will support programs and activities designed to improve health outcomes for their customers.

Target Audience:

Community members with poor health outcomes.

Funds Available: \$50,000

This is a competitive grant.

**FY 2015-2016 LSTA GRANTS APPLICATION
OKLAHOMA DEPARTMENT OF LIBRARIES
LIBRARY SERVICES AND TECHNOLOGY ACT
(LSTA)**

OKLAHOMA HEALTH COMPETITIVE GRANT

FY 2015-2016 LSTA Grants are provided by the Oklahoma Department of Libraries to assist libraries and library-related agencies develop or enhance programs and projects that enable Oklahomans to receive improved library services.

Oklahoma was ranked 46th in the overall health status of its residents compared to other states in the nation. Oklahomans have high rates of heart disease, diabetes, and obesity as well as unhealthy behaviors such as low consumption of fruits and vegetables and low physical activity. Libraries and literacy programs can play key roles in providing services for community members who are most at risk for poor health. In an effort for libraries to be on the forefront to assist their communities improve their health, the Oklahoma Department of Libraries offers this grant to public libraries and volunteer community based literacy organizations in Oklahoma.

**Postmarked by: Monday, September 30, 2015
5:00p.m**

Oklahoma Department of Libraries
200 N.E. 18th St.
Oklahoma City, Oklahoma 73105
Phone 405-522-3317
Fax 405-525-7804
<http://www.odl.state.ok.us>

Oklahoma
Department
of
Libraries



GENERAL GRANT REQUIREMENTS

Applications for this 2015 – 2016 LSTA grant opportunity must:

1. Meet the following eligibility guidelines:

Grant funds are available to Oklahoma public libraries and community based literacy organizations. Applicants must have sufficient staffing ability and fiscal capability to successfully implement, complete, and evaluate results at the conclusion of the project.

Please fill out and submit the LSTA Eligibility Criteria Form located in Appendix B.

2. For the purpose of this grant, projects must meet the guidelines listed on page three of this document which are derived from the Oklahoma Five-year LSTA Plan (2013-2017)¹; and
3. Be for programs or projects that begin on November 1, 2015 and are completed by August 1, 2016.

The Oklahoma Department of Libraries will distribute approximately \$50,000 during this FY2015-16 funding period on a competitive basis.²

1. Projects that have a local impact, involving a library or volunteer community based literacy organization plus two additional organizations, may request a maximum of \$25,000. Projects involving multiple partners will be considered over those with fewer.
2. Successful proposals may be partially or fully funded. All requests may not be funded.
3. Awarded funds must be spent by August 1, 2016. It is expected that funded projects will utilize all awarded funding. Any grant funds not spent before August 1, 2016 must be promptly returned to the Oklahoma Department of Libraries.
4. Applicants may not use the grant funds to reimburse any expenses incurred prior to the start date.

¹ Text for the ODL Five-year LSTA Plan (2013-2017) can be found at: <http://www.odl.state.ok.us>

² This means a team of readers will review and prioritize the quality and scope of the projects to determine if funding is warranted. Each eligible proposal received competes against all others in the prioritization process.

PROJECT GUIDELINES

The “Oklahoma LSTA Five-year Plan (2013-2017)³” identifies five goals within the broader federal purpose, and supports the Institute of Museum and Library Services Strategic Goals.

Goal 3: The Oklahoma Department of Libraries, Oklahoma’s public libraries, as well as library-based and community-based literacy programs will foster partnerships with other agencies, foundations, and the private sector to support libraries as strong community anchors which enhance civic engagement, cultural opportunities, and economic vitality.

Projects must meet the following requirements

Goal

This grant must be used to develop and/or strengthen local initiatives that promote healthier lifestyles in Oklahoma.

LSTA Purpose

Expand 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 individual’s needs for education, lifelong learning, workforce development, and digital literacy skills.

Develop public and private partnerships with other agencies and community-based organizations.

Potential projects must include the following:

- Partnership with at least two (2) outside entities (local government, tribes, local business, non-profit organization, colleges and universities, etc.). A **detailed partnership agreement must be included for each partner.**
- Activities must address a targeted group of patrons (seniors, teens, early learning, home-bound, ESL, unemployed, geographical, etc.) **A demonstrated need and awareness of local health issues must be included in the project narrative.** Link to county health statistics: <http://www.ok.gov/health/pub/boh/state/SOSH%202014-County%20Report%20Cards.pdf>

Potential projects may include but are not limited to:

- Targeted collections and programs to meet specific population needs
 - Design innovative health educational programs for emerging on-line communities of learners.
 - Collaborating with local health facilities
 - Health literacy life skills classes in the library
 - Hosting community health meetings in the library
 - Providing speakers/presenters
 - Implementation of support groups, doctor visits via video conferencing
 - Improving library health services to English as a Second Language population
 - Implementation of dedicated spaces and learning centers for health education
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- **Funds may not be used for medical treatment, medication, childcare, refreshments, prizes, “give-away,” or items not allowed by federal guidelines.**

³ Text for the Oklahoma Five-year LSTA Plan (2013-2017) can be found at: <http://www.odl.state.ok.us>

APPLICATION INSTRUCTIONS

Assemble application for submission in the following order:

A. Cover page – Form provided (APPENDIX A)

- a) Provide name and contact information for the project director who will oversee the project and assure the project will be implemented according to the elements described in the narrative.
- b) Identify the fiscal agent and agency that will be receiving and holding the grant funds. This is the agency that will request funding from the Oklahoma Department of Libraries upon grant approval and then pay the institution's project expenses.
- c) Include a 100 word (or less) project abstract. This is a short summary of your proposed project. This will be the first thing that scorers will read and, as such, decide whether to continue reading!
- d) Provide project director's signature. (Omitting required signed pages will disqualify the project from consideration).

B. LSTA Eligibility Criteria Form – Form provided (APPENDIX B)

- a) Fill out the appropriate areas that apply to the applicant library and proposal.

C. Project Narrative – Length: 4 to 8 double-spaced pages (10 pt Arial font, 1" page margins)

a) Summary of the Project

- a. Briefly summarize the reason for submitting the proposed project.
The summary should succinctly address:
 - 1) why there is a need for the project including references where applicable;
 - 2) what the project will achieve and;
 - 3) how it will benefit the targeted project audience.

b) Goal(s), Objectives and Activities of the Project

- a. In this section list any goals, objectives and activities associated with the project.
- b. Goals must align with project guidelines. "All Oklahoma residents will have access to services from libraries that support educational achievement, lifelong learning, economic development, and digital literacy."
- c. Goals must be written as "The goal of this project is to....." Including the specific population that the project is designed to reach and the specific problem or opportunity the project will attempt to address.
- d. Each Objective must follow the SMART* format. *Specific, Measurable, Attainable, Relevant or Realistic, and Time-phased. Example: By the end of the early literacy training workshop 60% of the attendees will be able to describe and demonstrate 4 new skills they have learned and will use in conducting early literacy workshops for parents.
- e. Activities are the steps needed to achieve each objective.

c) Outcomes

- a. Clearly state and address the project outcomes. Outcomes are the impact and benefits the project will have on - or provide to - the community.
-

- b. For example: How will my project make a difference? How will the lives of my target audience be better as a result of my project?
- c. For a free online course on Outcome Based Planning and Evaluation go to Shaping Outcomes at <http://www.shapingoutcomes.org/course/index.htm>
- d) **Staff**
 - a. List all staff involved with the project. Briefly describe the expertise of those involved and their role in the project.
- e) **Timeline – Refer to APPENDIX C**
 - a. Provide an anticipated timeline for your project. Be sure to include the required reporting and training dates found in the 2015-2016 LSTA Grant Timeline in APPENDIX C. Timeline must include activity, responsible party, and time frame.
- f) **Evaluation**
 - a. Clearly define how the impact or benefits will be measured and evaluated in determining project success.
- g) **Partnership- Form provided (APPENDIX D)**
 - a. Complete one Partnership statement per organization.
 - b. Requests for the funding of projects involving collaboration between two or more libraries or library-related agencies or organizations will be acceptable.
 - c. Developing private and public partnerships with other agencies and community organizations is encouraged.
 - d. Clearly define relationship with partner and the key roles and responsibilities each participant will have in the project.
 - e. List partners financial responsibility if applicable.

D. Budget – Form provided (APPENDIX E)

- a) Complete the appropriate columns showing the amount of the project proposal. Refer to Appendix I for allowable LSTA expenditures.
- b) Budget request may include indirect cost. As defined in federal regulations, *The Department will honor a sub-recipient's federally negotiated indirect cost rate if one already exists. If no such rate exists, the State Library Administrative Agency (SLAA) must honor either a rate negotiated between the SLAA and the sub-recipient (in compliance with federal guidelines) or the minimum rate of 10 percent of the sub-recipient's modified total direct costs (MTDC). Sub-recipients may elect not to claim any indirect costs. See 2 CFR 200.331.*
Choose one of these options:
 - a. Use a current indirect cost rate that has been negotiated with a federal agency. Include a copy of the current negotiated agreement as an attachment.
 - b. Use a rate not to exceed 10 percent of the grant if you have never had a federally negotiated indirect cost rate. If an indirect cost rate of up to 10 percent is claimed, charges must directly relate to the project and an itemized budget must be provided.
 - c. Do not claim any indirect costs.

E. Budget Narrative

- a) Describe in detail how the requested funds will be used.
 - b) Describe who will be contributing funds, if applicable. Include letters of financial commitment if necessary.
 - c) The budget narrative must address how/if the project will be sustained over time and how/if the project will be funded after the end of the grant.
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APPLICATION SUBMISSION REVIEW

Before submitting your application, you may use this as a checklist to verify that you are submitting a complete document. Arrange sections in the following order:

Checklist	✓
Cover Page & Application –* Remember to include Project Director's Signature (Appendix A)	
LSTA Eligibility Criteria Form (Appendix B)	
Project Narrative (do not use outline format)	
Summary of the project request	
Goal, objectives, and activities of the project	
Outcomes	
Staff	
Timeline (Appendix C)	
Evaluation	
Partnership (Appendix D)	
Budget Form (Appendix E)	
Budget Narrative	
Send in one stapled copy with an *original signature on the cover page plus **5 (five) stapled copies containing the cover, eligibility criteria form narrative, timeline, partnership statements, budget form and budget narrative.	
Application must be postmarked by September 30, 2015 5:00 p.m. to be considered for funding	

* Omitting required signed pages will disqualify the project from consideration.

**Not submitting the required number of copies (5), plus original, or postmark after September 30th will disqualify the application.

Mail, Fed-Ex, Courier, or Hand - Deliver LSTA Grant Applications

**Send Original and 5 Copies to: Oklahoma Department of Libraries
Attn: JUDY TIREY
200 N.E. 18th St.
Oklahoma City, Oklahoma 73105**

APPENDIX A

COVER PAGE

Application for FY 2015- 2016 LSTA Grants

1. Project Title: _____
2. Applicant type: Public Library Volunteer library and community based literacy organization
3. Participating library, libraries, library-related agencies, or organizations: _____

4. Project Director
(responsible party for grant implementation)

5. Fiscal Agent
(who & where funds will be received)

Name _____

Organization _____

Mailing address _____

Telephone _____

Fax _____

Email _____

DUNS Number** _____

6. Provide a 100 word or less project abstract.
7. Congressional District(s) served by this project (*Check any or all served*): To locate your district:
<http://www.govtrack.us/congress/findyourreps.xpd?state=OK>
 1 2 3 4 5

8. Addresses the following goal from the *Oklahoma LSTA Five-year Plan (2013-2017)*
(*Check box indicating compliance*):

— All Oklahoma residents will have access to services from libraries that support educational achievement, lifelong learning, economic development, and digital literacy

**All applicants are required to include the organization's DUNS number. For instructions on how to locate your DUNS number or to request a number go the resources section at <https://www.dandb.com/dunsnumberlookup/>

-
9. **Intents (intended outcomes):**
Select all that apply. Subject list included under #10.

Lifelong Learning

- Improve users' formal education

Subjects: _____

- Improve users' general knowledge and skills

Subjects: _____

Information Access

- Improve users' ability to discover information

Subjects: _____

- Improve users' ability to obtain information resources

Subjects: _____

Institutional Capacity

- Enhance library's workforce

Subjects: _____

- Improve library's physical and technology infrastructure

Subjects: _____

- Improve library's operations

Subjects: _____

Economic and Employment Development

- Improve users' ability to use resources and apply information for employment support

Subjects: _____

- Improve users' ability to use and apply business resources

Subjects: _____

Human Services

- Improve users' ability to apply information that furthers their personal, family or household finances

Subjects: _____

- Improve users' ability to apply information that further their personal or family health and wellness

Subjects: _____

- Improve users' ability to apply information that further their parenting and family skills

Subjects: _____

Civic Engagement

- Improve users' ability to converse in community conversations around topics of concern

Subjects: _____

10. **Subjects:**
Select up to two subjects per intent and insert above

Arts, Culture and Humanities

Business and Finance

- Employment
- Personal Finance
- Small Business

Civic Affairs

- Government
- Community Concerns

Education

- After-school activities
- Curriculum support

Environment

Health and Wellness

- Personal/Family health and wellness
- Parenting and Family skills

History

Languages

Literacy

- Adult Literacy
- Early Literacy
- Reading Program
- Summer Reading Program

Digital Literacy

Science, Technology, Engineering, and Math (STEM)

Library Infrastructure and Capacity

- Broadband adoption
- Buildings and Facilities
- Certification
- Collection Development and Management
- Disaster Preparedness
- Programming and Event Planning
- Research and Statistics
- Outreach and Partnerships
- Systems and Technologies

10. Budget Totals

LSTA funds requested	\$ _____
Local Cash	\$ _____
Indirect costs	\$ _____
Project TOTAL	\$ _____

11. Project Director _____

(Signature)

12. Title _____

13. Date _____

APPENDIX B

LSTA ELIGIBILITY CRITERIA FORM

- Check the appropriate areas that apply to your agency and/or proposal.

PUBLIC LIBRARIES

- Y N Our library is in compliance with current contractual grant obligations with ODL: **AND**
- T F Our facility does not charge patrons for access to the Internet. **AND**
- T F Our facility does not charge patrons for interlibrary loan except for allowable pass through charges.

VOLUNTEER LIBRARY AND COMMUNITY BASED LITERACY ORGANIZATIONS

- Y N Our organization is in compliance with current contractual grant obligations with ODL.
-

APPENDIX C TIMELINE

August 31, 2015	<ul style="list-style-type: none"> ▪ FY15-16 LSTA Grant Application Posted
September 30, 2015 5:00pm	<ul style="list-style-type: none"> ▪ LSTA Grant Applications Due ▪ <u>If delivered</u>, must be received by the Oklahoma Department of Libraries by 5:00 pm. ▪ <u>If mailed</u>, applications must be postmarked by September 30th.
October 2015	<ul style="list-style-type: none"> ▪ Funded Project Proposals Announced
October 2015	<ul style="list-style-type: none"> ▪ Project Implementation Meeting ▪ Project Directors must participate in this meeting
November 1, 2015	<ul style="list-style-type: none"> ▪ Project Funding Begins
March 2, 2016	<ul style="list-style-type: none"> ▪ Mid-year Progress Report Due ▪ Template is provided in Appendix G ▪ Project Directors will be required to submit a narrative on progress made to date.
August 1, 2016	<ul style="list-style-type: none"> ▪ Last Day to Spend Project Funds ▪ Any funds not expended by this date may be forfeited.
October 1, 2016	<ul style="list-style-type: none"> ▪ Final Project Evaluation Due ▪ Template is provided in Appendix H. ▪ Project Directors will be required to submit a narrative on project results.

APPENDIX D

PARTNERSHIP STATEMENT

(One per Partner)

[Name of the Grant Project]

1. Applicant Organization:

2. Partner Organization Name and Location:

3. List the Partner's key roles and responsibilities in the project:

4. List partner's financial responsibility if applicable:

- Cash-match monies (A commitment of actual cash in the form of a contribution toward the project's expenses)

- In-kind contributions (Donated personnel, training space, transportation, supplies, materials, printing, and other needed items)

We, the undersigned Partner organization, agree to the following:

- We will carry out the activities described above and in the application narrative
- We will use any federal funds we receive from Applicant organization in accordance with applicable Federal laws and regulations as set forth in the program guidelines and the terms and conditions of the grant award.
- We assure that our facilities and programs comply with the applicable Federal requirements and laws as set forth in the program guidelines.

Signature of Partner Authorizing Representative/Official

Date

Name and Title of Partner Authorizing Representative/Official (Type or Print)

APPENDIX E

BUDGET FORM

Excel Spreadsheet available. Contact Judy Tirey at Judy.Tirey@libraries.ok.gov

CATEGORY	LSTA Funds Requested November 1, 2015*	Indirect Cost *	Project Total
Personnel			
Salaries			
Benefits			
Consultant Fees**			
Services***			
Operating			
Advertising			
Telephone/Data			
Supplies			
Photocopying & Printing			
Postage & Shipping			
Travel			
Food	XXXXXX		
Books			
Project Evaluation			
Technology			
Computer Equipment			
Computer Accessories			
Other Equipment			
Software			
Capital expenditures			
Furniture			
Equipment with a cost greater than \$5,000			
TOTALS	\$	\$	\$

* Budget request may include indirect cost. As defined in federal regulations, The Department will honor a sub-recipient's federally negotiated indirect cost rate if one already exists. If no such rate exists, the State Library Administrative Agency (SLAA) must honor a rate negotiated between the SLAA and the sub-recipient (in compliance with federal guidelines) or the minimum rate of 10 percent of the sub-recipient's modified total direct costs (MTDC). Sub-recipients may elect not to claim any indirect costs. See 2 CFR 200.331.

* Refer to Appendix I for allowable LSTA expenditures.

** All expenses related to acquiring the services of a consultant for a specific activity within the project.

***The cost of project activities to be undertaken by a third-party contractor or vendor, including a formal partner

APPENDIX F

FY 2015-2016 LSTA Grant Application Scoring Criteria

Section A: Cover Page	Required. No Score. If missing or incomplete, application may not be considered.
Section B: LSTA Eligibility Criteria Form	Required. No Score. If missing or incomplete, application may not be considered.

Section D: Project Narrative			Total in 10 Areas: 86 points
Project Format			(5 points)
Level 1 (0-1 pts)	Level 2 (2-3 pts)	Level 3 (4-5 pts)	
<ul style="list-style-type: none"> ⇒ Document is single spaced ⇒ Narrative is substantially outside the 4-8 page requirement ⇒ No consistent size and type of font used ⇒ Margins are inconsistent throughout document ⇒ No citations for factual material presented ⇒ Many spelling and/or grammatical errors ⇒ Outline format used instead of narrative ⇒ Page orientation is landscape. 	<ul style="list-style-type: none"> ⇒ Double spacing is not consistent through-out the application ⇒ Project narrative slightly falls outside the 4-8 page requirement ⇒ Font other than Arial 10pt used in application ⇒ Citations included but document still has unreferenced material ⇒ Some spelling and/or grammatical errors ⇒ Margins are outside the required 1 inch 	<ul style="list-style-type: none"> ⇒ Document is double spaced ⇒ Project narrative is 4-8 pages in length ⇒ Use of Arial 10 pt font ⇒ Margins are 1 inch ⇒ All stated facts are cited ⇒ Little to no spelling or grammatical errors ⇒ Application is in a narrative format ⇒ Page orientation is portrait 	
Summary of the Project Request			(12 points)
Level 1 (0-3 pts)	Level 2 (4-7 pts)	Level 3 (8-12 pts)	
<ul style="list-style-type: none"> ⇒ No evidence of need indicated or inadequate ⇒ Does not describe needs assessment process &/or how need was determined ⇒ Does not address how needs will be met ⇒ Shows little or no connection between needs and proposed project ⇒ No discussion on what the benefit will be to the targeted audience 	<ul style="list-style-type: none"> ⇒ Provides evidence of need ⇒ Partially describes needs assessment process and how stated need was determined ⇒ Provides some discussion on how needs will be met ⇒ Shows some connection between need and the goals of the proposed project ⇒ Some consideration given to actual benefits the targeted audience will receive 	<ul style="list-style-type: none"> ⇒ Provides clear and convincing evidence of need ⇒ Clearly describes needs assessment process including how stated need was determined ⇒ Well thought out plan on how needs will be met ⇒ Strongly connects need and goals of proposed project ⇒ Genuine concern given to benefits the targeted audience will receive 	

Project Goal(s) (10 points)		
Level 1 (0-3 pts)	Level 2 (4-7 pts)	Level 3 (8-10 pts)
<ul style="list-style-type: none"> ⇒ Is not written as “The goal of this project is to.....” ⇒ No specific population is included ⇒ No specific problem or opportunity is included ⇒ Do not relate to the needs statement ⇒ Does not address LSTA project guidelines 	<ul style="list-style-type: none"> ⇒ Is not written as “The goal of this project is to.....” ⇒ Somewhat specifies a population the project or service is designed to reach ⇒ Somewhat identifies a problem or opportunity the project will attempt to address ⇒ Show some relationship to the needs statement ⇒ Mentions the LSTA project guidelines but no clear tie in to project 	<ul style="list-style-type: none"> ⇒ Written as “The goal of this project is to.....” ⇒ Specifies a population the project or service is designed to reach ⇒ Specifies a problem or opportunity the project will attempt to address ⇒ Directly relates to the needs statement ⇒ Clearly addresses the LSTA project guidelines
<p>Example: The goal of this project is to help parents and other caregivers develop early literacy skills in children from birth to age five.</p>		
Project Objective(s) (10 points)		
Level 1 (0-3 pts)	Level 2 (4-7 pts)	Level 3 (8-10 pts)
<ul style="list-style-type: none"> ⇒ Show little or no relationship to goal(s) ⇒ Minimally uses SMART* format 	<ul style="list-style-type: none"> ⇒ Demonstrate some relationship with goal(s) ⇒ Uses some SMART* format 	<ul style="list-style-type: none"> ⇒ Relate directly to goal(s) and if achieved will make progress toward stated goal(s) ⇒ Demonstrate essential SMART* element format
<p>*Specific, Measurable, Attainable, Relevant or Realistic, and Time- phased Example: By the end of the early literacy training workshop 60% of the attendees will be able to describe and demonstrate 4 new skills they have learned and will use in conducting early literacy workshops for parents.</p>		
Project Activities (10 points)		
Level 1 (0-3 pts)	Level 2 (4-7 pts)	Level 3 (8-10 pts)
<ul style="list-style-type: none"> ⇒ Do not include methods and/or strategies for meeting project goals ⇒ Do not show linkage to measurable objectives 	<ul style="list-style-type: none"> ⇒ Describe methods and strategies for meeting project goals ⇒ Show linkages that are inconsistent and/or lack coherence 	<ul style="list-style-type: none"> ⇒ Clearly describe appropriate methods or strategies for meeting project goals ⇒ Show consistent and coherent linkage to measurable objectives
Project Outcomes (18 points)		
Level 1 (0-5 pts)	Level 2 (6-12 pts)	Level 3 (13-18 pts)
<ul style="list-style-type: none"> ⇒ Does not include project outcomes ⇒ Does not address any of the impacts the project may have on or provide to the target audience ⇒ Does not address any of the benefits the project will have on or provide to the target audience 	<ul style="list-style-type: none"> ⇒ Briefly mentions project outcomes ⇒ Includes impact of the project but doesn't show an association with the target audience ⇒ Includes the benefits of the project but doesn't show how they address the target audience's needs 	<ul style="list-style-type: none"> ⇒ Clearly describe appropriate project outcomes ⇒ Show consistent and coherent linkage to target audience ⇒ Includes both impact and benefits the project will have on or provide to the target audience

(4 points)		
Level 1 (0-1 pts)	Level 2 (2 pts)	Level 3 (3-4 pts)
<ul style="list-style-type: none"> ⇒ Does not address project staff qualifications ⇒ Does not address staff roles 	<ul style="list-style-type: none"> ⇒ Addresses staff qualifications ⇒ Briefly describes staff roles in the project 	<ul style="list-style-type: none"> ⇒ Describes staff qualifications that will contribute to the project's success ⇒ Explains role of staff clearly
Timeline (4 points)		
Level 1 (0-1 pts)	Level 2 (2 pts)	Level 3 (3-4 pts)
<ul style="list-style-type: none"> ⇒ Timeline is missing or incomplete 	<ul style="list-style-type: none"> ⇒ Timeline exists, but is not clearly relevant to achieving the established objectives 	<ul style="list-style-type: none"> ⇒ Timeline is clearly relevant to achieving the established objectives
Project Evaluation (8 points)		
Level 1 (0-2 pts)	Level 2 (3-5 pts)	Level 3 (6-8 pts)
<ul style="list-style-type: none"> ⇒ Does not relate clearly to goals, objectives, and outcomes ⇒ Will not determine success of the project ⇒ No funding for evaluation included in the budget 	<ul style="list-style-type: none"> ⇒ Provides partial linkage to goals, objectives, and outcomes ⇒ Provides some indication of the success of the project ⇒ Minimal amount included for evaluation 	<ul style="list-style-type: none"> ⇒ Clearly relates to goals, objectives, and outcomes ⇒ Will effectively determine success of the project and its impact ⇒ Includes adequate amount for evaluation in the budget
Partnership (5 points)		
Level 1 (0-1 pts)	Level 2 (2-3 pts)	Level 3 (4-5 pts)
<ul style="list-style-type: none"> ⇒ Applicant did not choose a partnership ⇒ If a partnership was chosen the application does not describe clearly how the partnership will work to achieve the project's goals ⇒ Applicant did not include Partnership Statement for organizations involved in the project. 	<ul style="list-style-type: none"> ⇒ Contains some references to a working partnership, and how the goals/objectives/activities will be accomplished ⇒ The libraries involved in the partnership appear to be eligible. ⇒ Applicant included Partnership Statement for some of the organizations involved in the project. ⇒ Partnership Statements were not complete. 	<ul style="list-style-type: none"> ⇒ Clearly describes a working partnership between two or more different library types ⇒ The partnership is clearly viable, the partners are eligible, and the patron's needs will be better met through the partnership ⇒ Applicant included complete Partnership Statement(s) for all organizations involved

Section E: Budget Form Total in 3 Areas: 7 points		
LSTA Funds Request (3 points)		
Level 1 (0 pts)	Level 2 (1-2 pts)	Level 3 (3 pts)
<ul style="list-style-type: none"> ⇒ Items mentioned in the project summary have not been included in the budget ⇒ Costs are not allowable LSTA expenditures. 	<ul style="list-style-type: none"> ⇒ Most items mentioned in the project summary are reflected in the budget. ⇒ Most costs are allowable LSTA expenditures. 	<ul style="list-style-type: none"> ⇒ Includes all items mentioned in the project summary. ⇒ Costs are allowable LSTA expenditures.

In-Kind Cash Contributions (2 points)		
Level 1 (0 pts)	Level 2 (1 pts)	Level 3 (2 pts)
⇒ Offers no in kind contribution	⇒ Offers at least 10 % of LSTA amount requested as in kind contribution	⇒ Offers an in – kind cash match of significantly more than 10% of the LSTA amount requested
Cash Contributions (2 points)		
Level 1 (0 pts)	Level 2 (1 pts)	Level 3 (2 pts)
⇒ Offers no local cash for project	⇒ Offers local cash match of at least 15% of LSTA amount requested	⇒ Offers local cash match of significantly more than 15% of LSTA amount requested
Section F: Budget Narrative		Total in 2 Areas: 7 points
Budget Narrative (3 points)		
Level 1 (0 pts)	Level 2 (1-2pts)	Level 3 (3 pts)
⇒ Provides no description, beyond the budget sheet, of how funds will be spent	⇒ Does not clearly specify how the dollars will be used for the project ⇒ Items listed in the budget narrative do not match those in the budget form ⇒ Brief mention of who will be contributing matching funds	⇒ Clearly specifies how the dollars will be used for the project ⇒ Items listed in the budget narrative match those in the budget form ⇒ Describes who will be contributing matching funds
Leveraging of Funds/Sustainability (4 points)		
Level 1 (0 pts)	Level 2 (1-2 pts)	Level 3 (3-4 pts)
⇒ Shows no cooperation, collaboration, leveraging with other grants, programs, or agencies ⇒ No sustainability	⇒ Shows some cooperation/ collaboration/leveraging with other grants, programs, or agencies ⇒ Some evidence of sustainability	⇒ Shows outstanding cooperation/ collaboration/leveraging with other grants programs, or agencies ⇒ Clear evidence of sustainability

APPENDIX I

LSTA Allowable Expenses

[Please see the cited Office of Management and Budget (OMB) circular or Code of Federal Regulations (CFR) for additional information.]

ADVERTISING AND PUBLIC RELATIONS

Advertising costs are allowable only when incurred for the recruitment of personnel, the procurement of goods and services, the disposal of surplus materials, and other specific purposes necessary to meet the requirements of the Federal award. Public relations costs are allowable when incurred to communicate with the public and press pertaining to specific activities or accomplishments that result from performance of the Federal award. Costs of advertising and public relations at conventions, meetings or other events, including displays, demonstrations, exhibits, meeting rooms, hospitality suites, and special facilities used in conjunction with shows and special events; and salaries of employees engaged in setting up and displaying exhibits, making demonstrations, and providing briefings are unallowable.

Source: OMB Circular A-87 revised, dated June 9, 2004, Attach. B.1. [See Office of Management and Budget web page at http://www.whitehouse.gov/omb/circulars_a087_2004/#1].

ALCOHOLIC BEVERAGES

Costs of alcoholic beverages are unallowable.

Source: OMB Circular A-87 revised, dated June 9, 2004, Attach. B.3. [See Office of Management and Budget web page at http://www.whitehouse.gov/omb/circulars_a087_2004/#3].

BUILDING, CONSTRUCTION, RENOVATION COSTS

Building, construction, or renovation costs are unallowable.

Source: OMB Circular A-87 revised, dated June 9, 2004, Attach. B.15. [See Office of Management and Budget web page at http://www.whitehouse.gov/omb/circulars_a087_2004/#15].

CONTRIBUTIONS, DONATIONS, HONORARIUMS, STIPENDS

Contributions and donations, including cash, property, and services, that use grant funds and are made by grant recipients to others, regardless of the recipient, are unallowable.

Source: OMB Circular A-87 revised, dated June 9, 2004, Attach. B.12. [See Office of Management and Budget web page at http://www.whitehouse.gov/omb/circulars_a087_2004/#12].

(NOTE: Honorariums and stipends are also unallowable. Wages, salaries, reimbursements, payment for work done, and fees charged by speakers are allowable.)

ENTERTAINMENT

Costs of entertainment, including amusement, diversion, and social activities, and any costs directly associated with those, such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities are unallowable.

Source: OMB Circular A-87 revised, dated June 9, 2004, Attach. B.14. [See Office of Management and Budget web page at http://www.whitehouse.gov/omb/circulars_a087_2004/#14].

FUND-RAISING

Costs of organized fund-raising, including financial campaigns, solicitation of gifts and bequests, and

similar expenses incurred to raise capital or to obtain contributions, are unallowable.

Source: OMB Circular A-87 revised, dated June 9, 2004, Attach. B.17. [See Office of Management and Budget web page at http://www.whitehouse.gov/omb/circulars_a087_2004/#17].

GENERAL GOVERNMENT EXPENSES

The general costs of government, including services normally provided to the general public, such as fire and police, are unallowable.

Source: OMB Circular A-87 revised, dated June 9, 2004, Attach. B.19. [See Office of Management and Budget web page at http://www.whitehouse.gov/omb/circulars_a087_2004/#19].

INCOME FROM PROJECT

Project income such as fees charged for the use of library space in the context of a grant project, to recover out of pocket project-related costs, to create products such as manuals, for other expenditures directly related to and used for the purposes of the grant and accrued under the conditions of the grant award, are allowable.

Source: 45 CFR, Part 1183.25 (revised 10/1/2006).

LOBBYING

The cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements or loans, is unallowable. Costs of membership in organizations substantially engaged in lobbying are unallowable.

Source: OMB Circular A-87 revised, dated June 9, 2004, Attach. B.24. [See Office of Management and Budget web page at http://www.whitehouse.gov/omb/circulars_a087_2004/#25].

MEMBERSHIPS, SUBSCRIPTIONS, AND PROFESSIONAL ACTIVITIES

Costs of the grant recipient's memberships in business, technical, and professional organizations are allowable. Subscriptions to business, professional, and technical periodicals are allowable. Costs of meetings and conferences, including meals, transportation, rental of meeting facilities, and other incidental costs, where the primary purpose is the dissemination of technical information, are allowable.

Source: OMB Circular A-87 revised, dated June 9, 2004, Attach. B.28 [membership]; B.27 [meetings and conferences]. [See Office of Management and Budget web page at http://www.whitehouse.gov/omb/circulars_a087_2004/#28].

PREMIUMS, PRIZES, INCENTIVES, AND SOUVENIRS

Costs of promotional items and memorabilia, including models, gifts, and souvenirs, are unallowable.

Source: OMB Circular A-87 revised, dated June 9, 2004, Attach. B.1. [See Office of Management and Budget web page at http://www.whitehouse.gov/omb/circulars_a087_2004/#1].

REFRESHMENTS

See ENTERTAINMENT (unallowable), and MEMBERSHIPS, SUBSCRIPTIONS, AND PROFESSIONAL ACTIVITIES (allowable).

TRAINING

The cost of training provided for employee development is allowable.

Source: OMB Circular A-87 revised, dated June 9, 2004, Attach. B.42. [See Office of Management and Budget web page at http://www.whitehouse.gov/omb/circulars_a087_2004/#42].
