

**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
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

- **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.

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 * <u>original signature</u> on the cover page plus **5 (five) <u>stapled copies</u> 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 7310

