

The Missouri State Library promotes the development and improvement of library services throughout the state, provides direct library and information service in support of the executive and legislative branches of Missouri State government and strives to ensure all Missourians have equal access to library services.
--Missouri State Library Mission Statement

The Library Services and Technology Act (LSTA), the major federal grant program for libraries, is provided through the Institute of Museum and Library Services (IMLS). It is a state-based program with a mandate:

- to use technology to bring information to people in innovative and effective ways
- to assure that library service is accessible to all, especially those who have difficulty using the library
- that emphasizes public libraries, but encourages interlibrary cooperation and partnerships with all types of libraries
- that emphasizes accountability and evaluation for all funded projects

IMLS has identified eight priorities for the use of Library and Services Technology Acts (LSTA) funds.

LSTA Priorities

1. **Expand Services for Learning and Access to Information:** 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
2. **Establish or Enhance Electronic Access to Library and Information Services:** Establishing or enhancing electronic and other linkages and improved coordination among and between libraries and entities, for the purpose of improving the quality of and access to library and information services
3. **Provide Training and Professional Development for the Library Workforce and Leadership:** 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
4. **Develop Partnerships:** Developing public and private partnerships with other agencies and community-based organizations
5. **Support an Educated and Informed Citizenry:** 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
6. **Serve the Underserved:** Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with income below the poverty line
7. **Develop Collaborations and Networks:** Developing library services that provide all users access to information through local, State, regional, national, and international collaborations and networks

8. **Other LSTA Purposes:** Carrying out other activities consistent with the purposes [of LSTA], as described in the State library administrative agency's plan.

The Missouri State Library administers the grant program to all types of libraries in Missouri based on the purposes and priorities of LSTA and developed from the goals and outcomes identified in *Missouri State Library LSTA Program: Five-Year Plan for Years 2013 to 2017*.

Missouri State Library LSTA Five-Year Plan Goals

1. **Building and Sustaining Information Resources:** Missourians have expanded services for learning and equity of access to quality library resources, services and technology to support individuals' needs for education, lifelong learning, and digital literacy skills.
2. **Targeting Library and Information Services:** Strengthen and expand both quality and availability of library services appropriate to meet the educational, cultural, intellectual, workforce, personal and social development needs of Missourians, particularly persons with difficulty using the library and underserved rural and urban areas.
3. **Strengthening the Library Workforce:** Current library workforce and leadership possess enhanced skills to advance the effective delivery of library and information services.

In evaluating the needs of the Missouri library community in light of the LSTA purposes and priorities, the Missouri State Library submitted a plan to IMLS which would provide funding for competitive grant opportunities. Libraries seeking grants will be asked to identify which LSTA priority and Missouri State Library goal are addressed through the project and give specific examples of how the project will meet its identified need.

LSTA GRANT APPLICATION GENERAL INSTRUCTIONS

- Applications should be typed. Narrative portions should be single-sided and double-spaced on 8 ½ X 11 white paper. Do not use binders, folders, notebooks, or staples.
- The application will be photocopied for grant application review. Fill in the library's name at the top of each sheet. Number the pages. The application form and instructions may be photocopied as needed.
- Answer all questions. Failure to give the required information may eliminate an application from consideration.
- Double-check all math in the budget portion.
- Appropriate signatures, titles and dates must be included on the application, certifications, and assurances forms or the application will be ineligible for consideration.
- Proofread the proposal. Correct spelling, grammar, and typing mistakes before submission.
- Application must remain single-sided. Do not photocopy the application front and back.
- Submit the original completed application, certifications and assurances forms.

LSTA GRANT APPLICATION ITEMIZED INSTRUCTIONS

Part I: Application Form

- *Project number:* Leave blank.
- *Name of library:* Give the official, legal name of the library.
- *Federal Tax I.D. Number or Missouri Vendor Number if different:* Same as Federal Employee Identification Number (FEIN) or Tax Identification Number (TIN). Make sure this is the Missouri Vendor ID number under which payments should be made. If unsure of the identification number, contact the Missouri State Library for assistance.
- *DUNS Number:* All non-Federal entities are required to have a Dun and Bradstreet Universal Numbering System (DUNS) Number in order to apply for, receive, and report on a Federal award. This unique nine-digit sequence is recognized as the universal standard for identifying and keeping track of organizations. It is used by the government to track how federal funds are dispersed. You can register for a DUNS number online at <http://fedgov.dnb.com/webform>.
- *Address:* Give the physical and, if different, the mailing location of the library.
- *City, County, Zip Plus Four Code:* Give the city, county and zip+4 code of the library
- *Library Director:* Give the name of the director of the library or library system.
- *Library Director E-Mail Address and Phone Number:* Give e-mail address and phone number of the Library Director
- *Project Director or Continuing Education (CE) Participant:* Give the name of person who will oversee the project and serve as a contact for reports or the person who will be attending the continuing education event.
- *Project Director/CE Participant E-Mail Address and Phone Number:* Give e-mail address and phone number of the Project Director or CE Participant.
- *Project Title or CE Activity:* Provide a brief title for the project, program or continuing education activity
- *Total Library Budget:* Provide the library's total budget including personnel, facilities management, collection and other expenditures
- *Continuing Education Budget:* List the amount of funds reserved in the budget for continuing education activities for library staff
- *Staff Size:* Provide the size/number of staff in paid full-time equivalent
- *CE Activity Date(s) and Location:* Provide the date(s) and location of the CE event.
- *Additional participating agencies or institutions in the project:* Give the name of other entities partnering with the library for this project.
- *Total population of library's legal service area:* Using the latest available census figures, give the population of the legal service area for all participating agencies.
- *Estimated number of continuing education attendees, program participants or people who will be served by this project:* Give the number of people anticipated to benefit from the project or in the instance of a continuing education or program activity for a group, the anticipated number of people who will attend the event(s)
- *LSTA Funds Requested:* Show the total amount of LSTA grant funds being requested. Round down to the nearest dollar.
- *Local Match:* Show the total amount of local funds to be used for the project. Round to the nearest dollar.

- *Project or CE Description:* Provide a concise description of the project or CE activity, not to exceed 250 words and include the desired outcomes or knowledge to be gained.
 - In one or two sentences state the problem
 - In one or two sentences identify the goal of the project, what is hoped to be achieved. It should explain the direct benefit to the individual and/or community
 - In one or two sentences identify the solution, what will be done to solve the problem
 - The remainder of the proposal will provide the details

Part II: Program Narrative

This is the most important part of the application. Attach additional sheets with responses. Organize the narrative using the numbers and headings shown in the application. Type the library’s name in the upper right-hand corner of each additional sheet. Add page numbers. Do not use binders, folders, notebooks, or staples. Type and double-space.

Paperclip any support materials to the back of the application following the signature page. If the library is working with a community partner, attach a letter explaining the project resources provided by that partner. A letter must be included for each partner.

Part III: Budget Worksheet and Budget Narrative

Fill in the budget worksheet provided with the application to create a line-item budget to be submitted with the budget narrative. Round all figures to the nearest whole dollar. Check all math. The amounts should match the figures provided on the budget summary estimates on page one of the application.

Provide a budget narrative explaining all anticipated project costs listed on the budget worksheet. Requests for speaker/presenter costs must include fees, including travel expenses. Requests for staff costs must include justification for additional staff hours, the rate at which staff will be paid, and the total number of hours staff will work. Be sure LSTA funded items are fully justified and project specific. Budget categories and descriptions are provided below. Note that grants will vary as to the budget categories that will be eligible for funding as well as local match requirements.

BUDGET CATEGORY	DESCRIPTION
Equipment	Items with a single unit cost of \$5,000. 25% minimum local match required. 50% local match for items with a per unit cost of \$10,000 or higher. The description should include types and quantities of equipment to be acquired.
Technology and Software	Hardware such as computers, printers, whiteboards; and software such as print/time management or office production. 25% minimum local match required. Video gaming consoles and accessories are eligible only for public libraries and have a maximum LSTA funding of \$500 and require a 50%, dollar-for-dollar match.

Furniture	Desks, chairs, tables, etc. essential to the delivery of services to meet the <i>accessibility needs</i> of special populations
Consultant Fees	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. The narrative should include the consultant(s) name if known and area(s) of expertise.
Personnel including salary, wages, and benefits	Salaries and benefits for additional library staff or additional staff hours for existing, part-time staff.
Services	List services provided by a third-party contractor or vendor. Examples of services include training providers, program presenters, and media costs including magazines, newspapers, radio, television and online advertisements.
Supplies/Materials	Consumable items used during the project. Paper, art materials, toner, etc. Also includes manuals or workbooks needed to plan and implement projects or for Web-based CE activities.. Collection development purchases are also eligible and may require a dollar-for-dollar match. Resources related to promotional efforts such as paper and toner for flyers, brochures and information cards printed in-house are also budgeted in this category.
Travel	Mileage, lodging, airfare, meals, taxi, shuttle, etc. Mileage may be estimated at \$0.37per mile. Meal costs generally must be within the State of Missouri Meals Per Diem rate. (See http://content.oa.mo.gov/accounting/state-employees/travel-portal-information/state-meals-diem) Lodging costs generally must be within the Domestic Per Diem Rates Guidelines (CONUS) established by the United States General Services Administration: www.gsa.gov/perdiem .
Continuing Education for Individual Staff Member	Workshop or conference registration fees
Other	Items that do not fit into any of the above categories but are necessary to bring the project to successful completion. These items are typically funded locally. Examples include refreshments, prizes or incentives.

Indirect Costs	Those costs incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to a single project. Costs may be facilities or administrative in nature. See Clarifications on Allowable Costs for further information.
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Part IV—Certification and Signatures

Signature of CE Participant (if applicable): Used if the grant application is for an individual continuing education participant. **Use blue ink.**

Signature of Library Director: The application must be signed by the administrative head of the library, i.e., the library director, or other administrator, **in blue ink.**

Signature of Library Board President or Authorizing Authority: The library board president or other authorizing authority must sign the application form, **in blue ink.** This individual must have the authority to sign legal binding agreements. A signature and date on these lines indicate that the library board, school, or academic institution understands and approves the intent of the grant and will allow the designated project director or CE participant to oversee the project or attend the training.

Signature of School Principal or Superintendent (school library applicants): The school principal or superintendent must sign the application form, **in blue ink.** This individual must have the authority to sign legal binding agreements. A signature and date on these lines indicate that the school understands and approves the intent of the grant and will allow the designated project director or CE participant to oversee the project or attend the training.

Risk Assessment Review

Under the Uniform Guidance 2 CFR 200.331, the Missouri State library must evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring. The following rubric will be used to assess each subrecipient's risk. Use this rubric to verify that you are in compliance with the Federal statutes, regulations, and the terms and conditions of the subaward.

Risk Level

	Criteria	Low Risk =1 pt	Moderate Risk =2 pts	High Risk = 3 pts	Score
* 1	Size of the award - funding amount - Over \$25,000.00 = high risk, \$5,000.00 - \$24,999.99 = moderate risk, under \$5,000 .00 = low risk				0
* 2	Complexity of the project - a lot of deliverables and/or strong deadlines, research or IT projects, high visibility projects = high risk, previously listed factors of moderate complexity = moderate risk, very little complexity = low risk				0
* 3	Library Director/Project Director Experience – Directors have ample experience meeting the objectives = low risk, new Directors have sufficient experience meeting the objectives or may have no prior experience if complexity is not an issue = moderate risk, new Directors with no prior experience if complexity is an issue or continuing grantee that has had problems meeting program goals/objectives = high risk				0
4	Past history of performance - Institution met all prior program objectives specified in the grant agreement= low risk, Institution met most prior program objectives specified in the grant agreement = moderate risk, Institution had difficulty meeting most of the program objectives or there were significant issues= high risk				0
5	Audit - The most recent audit shows there are no significant unresolved audit findings = low risk, the most recent audit shows there were minor audit findings with pending corrective action = moderate risk, Institution has not had an audit or there are significant audit findings with pending corrective action = high risk				0
6	Reporting and payment requests - almost always submitted timely and are accurate = low risk, are frequently late and/or contain some errors = moderate risk, are frequently late and/or contain significant errors and/or omissions = high risk				0
7	Other concerns, examples include, but are not limited to staff turnover, activities allowed/disallowed, issues with allowable costs, match requirements, any other concerns pointing to irregularity - document and justify score, 1 = no concerns, 2 = minor concerns, 3= significant concerns				0
	Risk assessment: Choose an item. Low=7 to 12, Moderate=13-15, High=16+				0

Application Review

The following checklist will be used to determine if the grant application meets the criteria required for the grant to be awarded. Use this as a check to verify that you are submitting a qualified application.

Criterion	Comments	Score 1-10 1-Low 10-High
Project address the identified need(s)		
Project elements comply with guidelines		
Application demonstrates a strong project plan with a manageable timeline		
Appropriate and proactive promotional strategies. (Not applicable to Show Me Steps grants)		
Evaluation methodology provides strong project impact and measures		
Costs are allowable		
Budget detailed and justified		
Other comments affecting funding recommendation		
Priority recommendation Low=do not add points Medium = add five points High=add 10 points		
Point Total		

Definitions

A **public library** is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.

A public elementary school or secondary **school library** is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.

An **academic library** is a library which is controlled and operated by a two (2) or four (4) year college or university, either publicly supported or private, and which is designated primarily to serve faculty and students of that college or university.

A **special library** is a library established by an organization and designed to serve the special needs of its employees or clientele. A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public or a strong commitment to resource sharing. They include both private libraries and publicly funded libraries, such as those serving mental health facilities, correctional institutions, and government agencies.

A **library consortium** is any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.

Clarifications on Allowable Costs

General Purposes: The State Library receives funds for this program through the Library Services and Technology Act (LSTA) as administered by the Institute for Museum and Library Services (IMLS). IMLS does not allow the State Library to use LSTA funds in support of library management activities including leadership development, staff management, fundraising, advocacy, general marketing, or library design, redesign, space planning and construction.

Advertising: Advertising media includes magazines, newspapers, radio and television, direct mail, exhibits, bid announcements, electronic or computer transmittals, etc. Eligible as long as funds are used to promote the specific program detailed in the grant application and not the library in general.

Indirect Cost: These costs, often are referred to as “administrative” or “overhead” costs. Typical examples of indirect costs are general telephone service, postage, office supplies, office space expenses, and administrative or financial operations for an entire organization. Subgrantees have the following options regarding charging indirect costs to the LSTA grant:

1. The Federal Agency Acceptance of Negotiated Indirect Cost Rates will be accepted when supported by official documentation of the accepted negotiated rate

2. Any non-Federal entity that has never received a negotiated indirect cost rate may elect to charge a de minimis rate of 10% of 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, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of \$25,000.

3. A contractor or subgrantee may decline to receive payments for administrative or indirect costs.

Public Relations: Specific expenses involved in a project to inform the public or the press about the specific project. Public relations costs, such as brochures, bags and bookmarks, promoting a specific project are allowable. The items should provide concrete information about the program such as gives name and date of the program, specifies targeted audience, how to register, etc. Unallowable items are those that give a general message such as “come to the library and read...we have good books.” Also ineligible are costs associated with awards, models, gifts, and souvenirs even if they are specific to the program.

Promotional Items: To be eligible as a supply, the items must clearly be educational and/or informational in nature. The context of the item is paramount. Applicants should be able to clearly show how an item will legitimately relate to and be used as an integral part of an educational component of the program. Items cannot be purely award, prize, or incentive oriented.

Performers: Eligible if there is an educational or informational component that incorporates the theme and has a library tie-in. Think “informances” rather than “performances”. Book talks, displays, etc. can help to tie all elements of the program together.

Refreshments: Generally considered as part of entertainment and not integral to the program. Exceptions: breaks and meals associated with an extended **training** opportunity that lasts a minimum of 4 hours. Training for staff must involve participants from outside their own library or library district. The budget for food expenses must meet State purchasing guidelines. Please note the \$3.00 maximum for incidentals should be used when requesting food for breaks.