LETTER OF INTENT APPLICATION
for 2019-2020 Project Grants

Library Services and Technology Act (LSTA) funds are awarded to the State Library of North Carolina by the federal Institute of Museum and Library Services (IMLS). North Carolina’s LSTA program information is available at <https://statelibrary.ncdcr.gov/ld/resources/lsta-grants>.

Libraries are invited to apply for funding that supports a new or improved program or service that will solve a specific problem or meet an identified need of the library’s current or potential users. This competitive grant program allows libraries to focus on meeting their users’ needs by developing a project that has an user focused need statement, defined outcomes, a timeline with a series of actions spread out over the funding period, and an evaluation that measures how well the outcomes were met. Projects need to support one of the goals from North Carolina’s LSTA Five Year Plan.

- **Goal 1: Strengthening Capacity.** North Carolinians have libraries with essential resources and capable staff that enable them to provide exceptional library programs and services.
- **Goal 2: Expanding Access.** North Carolinians have expanded access to resources for learning and success in school, work, and life.
- **Goal 3: Community Engagement.** North Carolinians have libraries that are more effective because they cooperate, coordinate, collaborate, and communicate to help the community address its needs.

**Project Grants** have a two-step process requiring 1) a Letter of Intent (LOI) Application and 2) a full application after the LOI is approved. These grants are for more complex projects that may be single or multi-year and are funded at a higher level than EZ Grants. The **minimum** that may be requested for Project Grants is $50,000; the **maximum** is $100,000 for single year projects and $150,000 per year for multi-year projects.

**Multi-year Project Grants**
The Letter of Intent must identify the intention to apply as a multi-year grant with an estimated project timeline and budget for each year of the project. The Letter of Intent must also address plans for sustainability of the service or program after the funding period has ended. In an effort to move the project toward sustainability, the local or matching contribution for all Multi-year Project Grants will increase in the second year to 33% (a ratio of 1 to 3), and in the third year to 50% (a ratio of 1 to 2). Multi-year Project Grants require quarterly reports and a mid-year monitoring visit before the second or third year’s application may be submitted. Funding is awarded for one year at a time; no project will be guaranteed funding for the second or third years. Once a Multi-year Project Grant has been awarded, the Letter of Intent is not required for future years of that project.

**IMPORTANT DATES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Early September 2018</td>
<td>Annual Program Plan posted</td>
</tr>
<tr>
<td></td>
<td>EZ Grant and Project Grant documents posted</td>
</tr>
<tr>
<td></td>
<td>Letter of Intent document posted</td>
</tr>
<tr>
<td>November 1, 2018</td>
<td>Letter of Intent Applications due</td>
</tr>
<tr>
<td>December 13, 2018</td>
<td>Letter of Intent applicants notified</td>
</tr>
<tr>
<td><strong>February 28, 2019</strong></td>
<td><strong>Applications due</strong></td>
</tr>
<tr>
<td></td>
<td>EZ Grants and Project Grants</td>
</tr>
<tr>
<td>June 6, 2019</td>
<td>Grant awards announced by</td>
</tr>
<tr>
<td>July 1, 2019</td>
<td><strong>Anticipated</strong> Start Date for awarded grants; beginning of grant period</td>
</tr>
<tr>
<td>June 30, 2020</td>
<td>End Date of grant period</td>
</tr>
</tbody>
</table>
Section 1, APPLICATION INSTRUCTIONS

A. Applicants are expected to review and understand the 2019-2020 Project Grants GUIDELINES and APPLICATION document; contact the State Library with any questions.

B. Use the Application Form in Section 2 to provide responses to numbers 1 - 10.
   - 5 page maximum for single year projects (including the budget table);
   - 8 page maximum for multi-year projects (including the budget tables).

C. Provide additional/supplemental information, as needed.

D. Complete and submit the Letter of Intent Online Signature Page.

E. Email the signed Letter of Intent Online Signature Page and the Application Form as one attachment to LSTA@ncdcr.gov by 11:59 PM on November 1, 2018.

1. PROJECT TITLE (20 character maximum)
   Provide a title that briefly describes your project. This will distinguish between multiple applications from the same library and it will help others who may be interested in the project’s topic to quickly know what it’s about.

2. ABSTRACT
   Clearly and concisely summarize the project in 90-160 words; use this same text in the Letter of Intent Online Signature Page. Abstracts for all grant awards will be available online so write for a public audience and avoid acronyms, abbreviations, individual’s names, dollar amounts, etc.

3. LIBRARY USERS AND NEED (use a - b to identify each response separately)
   a. Who are the current or potential library users this project will benefit?
   b. State the need and describe how the need was determined.

4. PROJECT DESCRIPTION
   What do you want to do to solve or address the problem stated in #3? Why was this solution selected? Why not something else? If this project is successful, what outcome(s) will result from this grant? How many years are proposed for this project? If more than a single year, explain why implementing the project requires more than one year.

   Provide a two-three page narrative of the entire anticipated project that is clear, succinct, persuasive, and is written for reviewers who may not be familiar with your library or with the technical aspects of your project.

5. PREPARATION
   Describe the process used to plan the proposed project. Did the library have a planning grant? What organizations were represented in the planning? What key steps have been carried out in the planning process, including meetings held by the planning group, etc.? What partners, if any, are anticipated in this project?

6. PROJECT TIMELINE
   Complete a table that shows: the anticipated timeline of project actions/activities, expected completion dates, and who is responsible for each action/activity part. Identify the percentage of time each staff member will dedicate to the project. The timeline should have at least one entry for each month that shows how the project is expected to unfold throughout the funding period.

   Multi-year Projects
   Provide a separate table for each year of the project.

7. BUDGET - use the following Budget Categories (A-F and H) to identify and describe all LSTA and matching
expenditures.

A. Salaries/Wages/Benefits
Include all salaries, wages, and benefits paid to staff at the lead library that are directly contributing to the project; include position titles (but not names) and number of FTEs (full time equivalent) in description.

B. Consultant Fees
All expenses related to acquiring the services of a consultant for a specific activity within the project are included in this category. Include all fees, travel, accommodations, and support services incurred and invoiced by the consultant.

C. Travel, library staff
Travel costs must be related to the project activities and incurred by library staff of the lead library working on the project. Costs include airfare, ground transportation, accommodations, meals, etc.; include number of travelers and types of travel expenditures.

D. Supplies/Materials
Costs for consumable items necessary to carry out the project, such as print books, e-books, audiobooks, DVDs and/or technology or hardware such as computers, laptops, tablets, printers, e-readers, etc. with a per item cost under $5,000. Group items together by type or program, for example: Instead of listing each of these items on a separate row, group them together like this – Supplies for Learning Center (6 sets of books, easel, sand table, board games, manipulatives, puzzles, rug).

E. Equipment that exceeds $5,000 per item
Only nonexpendable, tangible property with a per item acquisition cost over $5,000 should be listed here. Note that each item requires written approval from the State Library prior to purchase and each item will be inventoried annually for the remainder of its useful life.

F. Services
Activities provided by a third-party contractor or vendor; provide the name of the service, the vendor, and the cost for each vendor.

G. Subtotal
Total the Matching Funds and LSTA Funds columns.

H. Indirect Costs may not be charged against Matching Funds or Cost Share in this program. Calculate the Indirect Costs based off the LSTA Funds subtotal in row G.
Select ONE of the following:
- Option 1: The library chooses not to include Indirect Costs.
- Option 2: The library chooses a rate not to exceed 10% of modified total Direct Costs AND declares it is eligible for the 10% rate; supporting documentation will be required with the Grant Agreement.
- Option 3: The library has a rate of _____ % that has been negotiated with a federal agency; supporting documentation will be required with the Grant Agreement.

Budget Table
Use the table below to prepare your preliminary budget. List all proposed grant and matching expenditures with a brief description for each item that will help reviewers understand how the money will be spent in support of the project. Add rows as needed. Attach quotes where appropriate.

Multi-year Projects
Provide a separate table for each year of the project.
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Use separate row(s) for each staff person</td>
<td>1</td>
</tr>
<tr>
<td>B</td>
<td>Consultant Fees</td>
<td></td>
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<td></td>
<td>Use separate row(s) for each consultant</td>
<td>1</td>
</tr>
<tr>
<td>C</td>
<td>Travel, library staff only</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use separate row(s) for each staff person</td>
<td>1</td>
</tr>
<tr>
<td>D</td>
<td>Supplies/Materials</td>
<td></td>
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<tr>
<td></td>
<td>Group items together by type or program</td>
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<tr>
<td>E</td>
<td>Equipment that exceeds $5,000 per item</td>
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<td></td>
<td>List multiples of the same type on one row;</td>
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<tr>
<td></td>
<td>use separate row(s) for each different type.</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use separate row(s) for each service provider</td>
<td>1</td>
</tr>
<tr>
<td>G</td>
<td>Subtotal</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Indirect Costs (IDC): applicants must choose one, IDC may only be charged against LSTA Funds.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ The library chooses not to include Indirect Costs.</td>
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<tr>
<td></td>
<td>☐ The library chooses a rate not to exceed 10% of modified total Direct Costs AND declares it is eligible for the 10% rate.</td>
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<td></td>
<td>☐ The library has a rate of _____ % that has been negotiated with a federal agency.</td>
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</tr>
<tr>
<td>I</td>
<td>Total LSTA Funds Requested</td>
<td></td>
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<tr>
<td></td>
<td>Round up to nearest dollar; use this total to enter in Online Signature Page.</td>
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</tbody>
</table>

**LETTER OF INTENT ONLINE SIGNATURE PAGE**

The Project Manager is the primary contact between the applicant library and the State Library for the life of the project. It is expected that when questions arise about expenditures, reimbursements, reporting, and anything else related to the grant, the Project Manager will be the State Library’s primary point of contact.

It may take a few days or a few weeks for your organization to obtain the required signature so be sure to plan enough time for your local situation. Complete and submit the Letter of Intent Online Signature Page. Once submitted, the project manager will receive an email with a PDF file of the filled in form. Print the emailed PDF file, obtain the required signature in blue ink, scan the signed Letter of Intent Online Signature Page and the Application Form (in that order) and email as one attachment to LSTA@ncdcr.gov. Include the library name and grant category in the subject line.

**QUESTIONS?**

Contact your liaison consultant or lsta@ncdcr.gov or 919-807-7428.
Section 2, APPLICATION FORM

A. Using the format below, start the application by copying/pasting the numbered items below into a new document and typing responses under each number and heading.

B. Use a size 12 font and single spacing.

C. Insert the institution/library name, Project Title, AND page numbers in the document footer.

1. PROJECT TITLE

2. ABSTRACT

3. LIBRARY USERS AND NEED

4. PROJECT DESCRIPTION

5. PREPARATION

6. PROJECT TIMELINE
   Insert a table.

7. BUDGET
   Begin a new page; copy/paste the table from the instructions here, then complete it as directed.