

**Full Grant Proposal Form
Library Services and Technology Act FFY 2016**

This form is available for download in Microsoft Word on our web site via:
<http://www.oregon.gov/osl/LD/Pages/LSTAcomp.aspx>.

The LSTA Advisory Council requires that applications be submitted in 12 point Times New Roman, with one inch margins. Do not change the words on this form. Email a Word or PDF of your proposal to ferol.veyand@state.or.us Include letters of recommendation or appendices in the electronic copy.

The deadline for receipt of the signed full proposal is **1:00 pm on Friday April 15, 2016**. There are no exceptions. If requesting indirect costs, attach the appropriate section of a current federally-approved indirect cost plan.

Part I: General Information

1. Project title:
2. Applicant:
3. Mailing Address:
4. Contact person:
Phone:
Email:
5. Fiscal agent (if different than applicant):
6. Project URL (if any):
7. U.S. Congressional District:
8. DUNS number:
9. List geographic target area to be served by the project:
10. Estimated number of persons benefiting from the project:
11. Description of persons benefiting from the project:
12. List partnering organizations. All partnering organizations must also sign section IV.1. See instructions for guidance on partners versus participants.
13. Project abstract (one paragraph):

14. Provide the text of the single most relevant goal from the Five-Year State Plan 2013-2017 that will be addressed by the grant project.
15. Briefly describe how the LSTA project will continue after the grant ends, especially noting local support.
16. List letters of support for the project (name, affiliation) that are attached to this application. Do not include letters from project partners listed in #12.

PLEASE FILL IN THE FOLLOWING INFORMATION ABOUT THE ANTICIPATED LENGTH OF YOUR GRANT PROJECT:

(Check applicable boxes)

THIS IS THE ☐ 1st YEAR OF A ☐ ONE YEAR GRANT PROJECT
☐ 2nd YEAR ☐ TWO YEAR
☐ 3rd YEAR ☐ THREE YEAR

For projects that are multi-year be sure to include an estimate of the funds anticipated to be needed for the future years in the budget discussion.

THIS IS PRIORITY _____ OF THIS ORGANIZATION'S PROPOSAL(S)

Part II: Project Budget

Proposed project budget (use this format only – do not alter):

(Double click on the table to enter data. Before closing the table, be sure to scroll to the top of it)

Item	Local Cash	Local In-Kind	LSTA	TOTAL
Personnel				\$0
Benefits				\$0
Travel				\$0
Equipment				\$0
Supplies				\$0
Contractual				\$0
Library Materials				\$0
Total Direct Charges	\$0	\$0	\$0	\$0
Indirect Charges**				\$0
Total Budget	\$0	\$0	\$0	\$0

** If requesting indirect charges, you MUST attach the relevant portion of a current federally-approved indirect cost plan or an estimate of indirect costs if there is not a current federally-approved plan.

Proposed second year LSTA amount: _____ Proposed third year LSTA amount: _____

Part III: Project Narrative

(Attach additional pages. See the criteria for grant proposal evaluation in the Grant Guidelines as well as the Grant Application Instructions for more information on this section. If you are submitting a digital collections proposal, please address the digital collection requirements in this section.)

Background of Applicant (describe the agency's ability to undertake this project)

Detailed statement of problem

Describe the proposed solution that the project will implement. Indicate the project goal, and the quantified objectives that will be used to measure whether the goal is accomplished. Describe the activities that will be undertaken to meet each objective. (include timeline)

Budget narrative

Evaluation method and publicity (clearly listed the outcomes of this project)

Part IV: Certification of Application

1. Documentation of project support. Partners listed in Part I, number 12 must sign. The grant applicant signs IV.3.d. If the fiscal agent is different than the applicant, they sign IV.3.e.

I HAVE READ THE PROPOSAL PRESENTED ON THE PRECEDING PAGES. I AM AWARE OF THE OBLIGATIONS THAT PARTNERSHIP IN THE PROPOSED PROJECT WOULD ENTAIL. BY MY SIGNATURE I CERTIFY MY ORGANIZATION'S COMMITMENT TO SUPPORT THE PROPOSED PROJECT AS DESCRIBED IN THE PRECEDING PAGES.

Name	Library/Organization	Signature	Date
_____	_____	_____	_____

2. Certification for Children's Internet Protection Act

Public and public school library applicants, and consortia with public or school members **must** check one of the options below (a, b, or c).

a.	The applicant public or public school library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. Every computer connecting to the Internet, public and staff, is filtered. The filter can be disabled upon request of adults.
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b.	<i>(for consortia only)</i> Prior to using any LSTA funds to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or a public school library, the applicant consortium or group will collect and retain a duly completed Internet Safety Certification from every constituent public library or public school library in accordance with requirements of Section 9134(f) of the Library Services and Technology Act. Every computer connecting to the Internet, public and staff, is filtered. The filter can be disabled upon request of adults.
c.	The requirements of Section 9134(f) of the Library Services and Technology Act do not apply to the applicant library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or public school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.

3. Certification of the grant applicant and/or fiscal agent (if different than applicant)

- a. I affirm that the jurisdiction or organization (henceforth, ORGANIZATION) is the designated fiscal agent for the project described in this application and is empowered to receive and expend funds for the conduct of the proposed grant project.
- b. I affirm that the information contained in this application is true and correct and that the ORGANIZATION for which I am an official has authorized me to submit this application for LSTA grant funds.
- c. I affirm that if this application were to result in the ORGANIZATION being awarded grant funds to carry out the project described in this application, that the ORGANIZATION would comply with all of the federal and state requirements for the administration of LSTA grants, including part IV.2 above and allowable costs described in Appendix B of the General Information and Grant Application Guidelines, Library Services and Technology Act.

d. Signature of grant applicant

Name of official authorized to enter into contractual agreements for the
ORGANIZATION

Title

Signature

Date

Email

Phone number

- e. Signature of fiscal agent (if different than applicant or if applicant is not a 501(c)3 or legally established entity or if applicant does not have contract authority for the ORGANIZATION)

Name of official authorized to enter into contractual agreements for the
ORGANIZATION

Title

Signature

Date

Email

Phone number

GRANT DEADLINE: April 15, 2016 by 1:00 PM

Choose one of the following methods for submitting your application so it is date-stamped by April 15, 2016. Applications must include appropriate original, faxed, or digital signatures.

- Email: ferol.weyand@state.or.us
- Fax: 503-378-6439
- Mail: Oregon State Library, LSTA Grant, 250 Winter St. NE Salem, OR 97301