

**INSTITUTE OF MUSEUM AND LIBRARY SERVICES**

**LIBRARY SERVICES AND TECHNOLOGY ACT  
COMPETITIVE GRANTS FOR THE  
PACIFIC TERRITORIES, FREELY ASSOCIATED STATES,  
AND U.S. VIRGIN ISLANDS**

**2012**

**APPLICATION PACKAGE**

**Application Deadline  
April 2, 2012**

**LIBRARY SERVICES AND TECHNOLOGY ACT  
COMPETITIVE GRANTS FOR THE PACIFIC TERRITORIES, FREELY ASSOCIATED  
STATES, AND U.S. VIRGIN ISLANDS  
2012 GUIDELINES**

**GENERAL**

The Library Services and Technology Act (20 USC Chapter 72, Sec. 9101–9176, *et. seq.*) (LSTA) provides an opportunity for the State Library Administrative Agencies of the Pacific Territories, Freely Associated States, and the Virgin Islands to apply for funds under a competitive grant application. Pacific Resources for Education and Learning (PREL) administers the application review process and the Institute of Museum and Library Services (IMLS) awards grants based upon recommendations by PREL. These grants are to be used to address the following LSTA priorities:

- (1) 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) establishing or enhancing electronic and other linkages and improved coordination among and between libraries and entities, as described in 9134(b)(6), for the purpose of improving the quality of and access to library and information services;
- (3)(A) 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
  - (B) enhancing efforts to recruit future professionals to the field of library and information services;
- (4) developing public and private partnerships with other agencies and community-based organizations;
- (5) 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) 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 incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved;

(7) developing library services that provide all users access to information through local, State, regional, national, and international collaborations and networks; and

(8) carrying out other activities consistent with the purposes set forth in section 9121, as described in the State library administrative agency's plan.

These funds are available only to the authorized certifying official of the LSTA program in each of the following:

**Territories:** American Samoa, Commonwealth of Northern Mariana Islands, Guam, and the U.S. Virgin Islands

**Freely Associated States:** Federated States of Micronesia, Republic of Palau, and the Republic of the Marshall Islands.

Individual basic proposals may be for no more than \$30,000. However, if supplemental funds become available, IMLS will contact applicants individually to submit a supplemental budget. Applicants may also be granted an amount less than that requested.

The application deadline is April 2, 2012. Applicants must be compliant in submitting required documentation and final reports for previously awarded grants from IMLS in order to submit an FY 2012 application.

**Applicants must also have an active Central Contractor Registration ([www.ccr.gov](http://www.ccr.gov)) in order to be eligible to apply for or to receive a grant.** As an applicant/grantee, you must maintain the currency of your information in the CCR. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information.

Applicants for this competitive grant do not need to submit to IMLS a five-year plan or a five-year evaluation of library services. While IMLS does not require submittal of these two documents in order to apply for this grant, IMLS strongly supports the development of a five-year plan to guide the implementation of library services and the completion of a long term evaluation to help structure future efforts. Therefore, in the evaluation criteria, applicants are asked to explain how the current proposal for funding relates to their library's long range goals.

If you have questions about any required documentation, contact James Lonergan via e-mail at [jlonergan@imls.gov](mailto:jlonergan@imls.gov), telephone at 202-653-4653, or fax at 202-653-4602.

## **APPLICATIONS**

All applications must be sent to PREL. Printed applications must be postmarked no later than April 2, 2012. Please send the application package via some type of express mail or commercial carrier so that it will arrive at PREL within a week of the deadline.

Send applications to: Jane Barnwell  
Pacific Resources for Education and Learning  
900 Fort Street Mall  
Suite 1300  
Honolulu, Hawaii 96813

Electronic applications are encouraged but not required. If you wish to submit your application as an electronic file, you may do so as long as it is transmitted to PREL by midnight of April 2, 2012. It is recommended that if your email system provides a delivery receipt option, that you use that option for proof of delivery. If you send the application electronically, no paper copies of the main application are required. However, the face sheet and program assurances/certification forms must be sent in hardcopy to PREL since IMLS requires original signatures on those documents. Electronic signatures or PDF copies are not acceptable as original signatures.

Questions about applications should go to Jane Barnwell at:

E-mail: [barnwellj@prel.org](mailto:barnwellj@prel.org)  
Phone: 808-441-1320  
Fax: 808-441-1385

PREL will determine whether an applicant meets the deadline and whether an application is complete. PREL may contact applicants for information needed to make an eligibility determination or a decision on completeness. Incomplete applications are subject to rejection without evaluation. Applicants will be notified by mail and e-mail if they are rejected. If an application passes this initial review, it will be rated by a panel of reviewers who will use the same evaluation criteria that are included in this application.

PREL will notify IMLS of their recommended slate for funding and grant awards will be issued no later than July 2012.

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**APPLICATION CONTENTS**

Your application **must** contain the following sections in this order. Number the pages sequentially from page 1 to the last page of the application.

**FACE SHEET**

Complete the Face Sheet provided in this packet. Use or duplicate as needed. IMLS and PREL will send communications (e-mails, faxes, and letters) about the application or grant to the person designated on the face sheet as the person responsible for the grant project (item #1). The IMLS grant award notification document will contain the name of the designated authorized certifying official (item #15), who was identified by the Territorial or State Attorney General. **The face sheet must be signed by that authorized certifying official (item #17).**

**ABSTRACT**

An Abstract of no more than one page, single spaced (600 words maximum) shall describe the primary goals of the proposed activities, present an overview of the design of the project to achieve those goals, and describe anticipated results.

**NARRATIVE**

A Narrative of no more than ten (10) single-spaced one-sided pages should address the **Evaluation Criteria** included in this packet. Follow the directions for organizing your Narrative in the section called Evaluation Criteria. The Narrative should provide sufficient information for reviewers to evaluate all criteria but be clear and **concise**. If the application is a continuation of a previous year's project, please give a short summary of progress to date. The Budget Narrative is a separate section and not part of the ten-page project narrative.

The Narrative must conform to the space limits. Do not exceed the ten (10) pages. Use 8.5" by 11" paper. Leave a margin of at least 1 inch on all sides. IMLS recommends that you produce the application Abstract and Narrative using word processing. Failing availability of computers, a typed copy is required. Handwritten applications will not be accepted. Use a standard typeface that contains no more than six lines per vertical inch, has standard spacing between letters and is not a condensed typeface. Use a point size equal in size to Times New Roman 12. It is essential that your Narrative be legible so reviewers can easily read the information you provide.

**SCHEDULE OF COMPLETION**

The applicant must provide a Schedule of Completion that shows when each major project activity will be completed and how grant funds will be expended throughout the project. The Schedule of Completion must correspond to the activities described in the Narrative. Include the projected expenditure of grant funds for each activity including indirect/administrative costs. A sample Schedule of Completion is provided in the packet. The applicant may elect not to follow the sample form but should provide the same information, indicating milestones for completion of each major project activity and showing how grant funds are to be spent over the course of the project.

## **BUDGET**

The Budget consists of two parts: 1) the Budget Form and 2) the Budget Narrative.

The **Budget Form** must be completed and indicate costs to be supported by IMLS as well as matching funds and in-kind contributions. **Round off amounts to the next dollar.** Any costs to be supported by other federal agencies should be indicated on the Face Sheet. All costs, whether supported by grant funds, matching funds, or in-kind contributions, must be reasonable, necessary to accomplish project objectives, allowable in terms the applicable federal cost principles, and incurred during the grant period.

If the applicant chooses to create a spreadsheet instead of using the application budget form, the budget items must be listed in the same order as the items on the IMLS budget form.

The total IMLS contribution toward a project may be no more than \$30,000 in the basic application. If additional funds become available, IMLS will notify applicants and will require an addendum to the budget narrative and the budget form at a later date. A budget addendum for funds over \$30,000 will not be part of your initial application package due April 2, 2012.

The Freely Associated States (FAS = Federated States of Micronesia, the Republic of Palau, and the Republic of the Marshall Islands) **must** include matching funds of at least 34% of the **total costs** for each project (not just 34% of funds requested from IMLS). Any supplemental funding will also require 34% matching funds. Additional in-kind contributions are allowed. **Other federal funds may not** be counted as matching funds or in-kind contributions.

For example, if a Freely Associated State requests \$30,000 from IMLS, the minimum allowable match is \$15,455. This amount is calculated by dividing \$30,000 by 66% (or .66). Take that total, \$45,455, and subtract the grant amount, \$30,000 to determine the amount that equals 34% of the total project costs, which is \$15,455.

The Territories of American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands are not required to provide matching funds, but should they choose to do so, the second column on the Budget Form is available. This also includes any funds supplied by partners and from any other sources (except federal funds) for a cash match or in-kind contribution. Lack of matching funds will not adversely affect the selection process for grants to the Territories.

**Administrative expenses** for all applicants, either direct and/or indirect costs, **may not exceed 4%** of the total IMLS funds applied to the grant.

The **Budget Narrative** should explain and provide justification for **all costs** including items within the broad categories of personnel (salaries and wages, fringe benefits, consultants), travel, supplies and materials (e.g. books, periodicals, CDs etc.), equipment, services, and any other expenses. Provide price lists/quotes for equipment and services. The reasonableness and necessity of each major budget item should be addressed in the Budget Narrative in the same order as items are found on the Budget Form. The Budget Narrative should clearly and specifically identify and explain any sources of matching funds and in-kind contributions where applicable.

*Example of a budget narrative justification for one cost item:*

To staff the project, one additional person with expertise in multimedia production will be contracted at \$20/hour x 8 hours a day x 5 days a week x 18 weeks for a total salary cost of \$14,440.

Additionally, airfare for this person will cost \$1,000. There is currently no person locally that has the skills needed to produce the videos that are critical to the success of this project. However, since this person will be an independent consultant, there will be no fringe benefits.

Following the application review process, project budget negotiations between IMLS and the applicant typically take place in May - June. If the project director for the grant is unavailable for budget discussions during this time, notify IMLS who will be able to discuss the budget on the project director's behalf. Delays in negotiating budgets affect all applicants because grants may not be awarded until the budgets of all applications are finalized.

### **PARTNERSHIP APPLICATION**

This section is mandatory only if you have partners in your project. For each partner, describe the activities agreed upon. If needed, a sample group application agreement is provided in this packet. Partner application agreements should confirm that all partners understand that programmatic requirements apply to them as well as to the primary applicant.

### **APPLICANT and PARTNER ORGANIZATIONAL PROFILES**

The official applicant and each partner **must provide** an organizational profile of not more than one page that identifies the organization's mission, service area and levels of service, placement within a parent organization (if applicable), and where within the organization the responsibility for the management of the proposed project activities would be assigned.

### **ATTACHMENTS**

Resumes or vitae of no more than two pages per person for key personnel **must be included** even if they were submitted in a previous year. Special information that shows justification or need for the project such as results of surveys, focus groups, planning reports, etc. may be included.

### **ASSURANCES**

To participate in this grant program, applicants must submit four forms to IMLS.

- 1) *State Legal Officer's Certification of Authorized Certifying Official* (signed by the Attorney General designating the authorized certifying official for the Territory or State)
- 2) *Certifications Regarding Debarment, Suspension and Other Responsibility Matters* (signed by the authorized certifying official)
- 3) *Assurances – Non-Construction* (signed by the authorized certifying official)
- 4) *Program Assurances* form for the current fiscal year (signed by the authorized certifying official)

Form numbers 1-3 above should already be on file with IMLS unless the authorized certifying official changed recently. This application package contains form # 4, *Program Assurances* for the current fiscal year. This form requires an original signature in blue ink of the authorized certifying official, the person identified on the form, *State Legal Officer's Certification of Authorized Certifying Official*. Electronic signatures, stamped signatures, or PDF files with signatures are not acceptable.

If you are unsure of whether any of the forms mentioned above are on file with IMLS, please check with your program officer (James Lonergan, [jlonergan@imls.gov](mailto:jlonergan@imls.gov)) prior to the submittal of your application. Grants will not be awarded unless all required forms are on file at IMLS.

### **How to Assemble Your Application**

Your application must include the sections listed above **organized in the order listed**. Before submitting the application, it is a good idea to ask a person not familiar with the application to proofread it for accuracy, completeness and clarity. If submitting a paper application, submit one original (with original signatures by the LSTA authorized certifying official) and one copy of the complete application. **Do not staple the original or place the original or copy in binders or notebooks** because the application is photocopied for the review process. No submitted materials will be returned. See page two of this application for information on submitting your application electronically.



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**FACE SHEET**

1. Name of person responsible for grant project ►
2. E-mail address ►
3. Business Phone ►
4. Fax Number ►
5. Applicant (name of library, school, organization, etc.)
  
6. Applicant Mailing Address
  
7. City, State/Territory, Zip Code
  
8. Employer Identification Number (required) ►
9. DUNS Number (required) ►
10. Grant Amount Requested \$
11. Matching Funds for Project (if required) \$
12. Grant Period July 2012 to September 30, 2013
13. Identify other Federal agencies that either have contributed support or have a pending proposal for support of these project activities and indicate the value of contributed or requested aid.

Name of Agency	Note if Contributed or Pending	Amount
----------------	--------------------------------	--------
  
14. In the space below, include the names of any organizations that are official partners of the project.
  
15. Name and Title of Authorized Certifying Official ►
16. E-mail address of Authorized Official ►
17. Certification: \_\_\_\_\_  
Signature of Authorized Certifying Official Date

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**EVALUATION CRITERIA**

In the application narrative, you must address the evaluation criteria in the same order in which they are listed below. Each criterion should be used as a heading in bold type followed by a comprehensive description addressing the bulleted items. Since reviewers base their evaluations on the information presented in your application, it is important that you prepare a clear, concise, well-organized document. The first five criteria listed should be addressed in the application narrative. The sixth criterion, the budget, should be addressed in a separate section.

**1. Statement of Need**

Include a statement of need for the services/project described in this proposal as it relates to the library and the community. Include information such as:

- a brief description of the community,
- current status of the library and its services, and
- the needs that will be met by this project and how those needs were determined.

**2. Project Design**

Include a description of the proposed project plan. If this application continues a project from the previous year, give a short summary of the progress to date. Include information such as:

- clear goals and objectives,
- how this project relates to the library's long range goals,
- action steps and activities to implement the project,
- appropriate application of technology including strategies to service, maintain and upgrade proposed hardware and software if technology is part of the project,
- the library's plan to maintain and continue the positive changes after the period of federal funding.

**3. Management and Personnel**

Describe the strategy for completing a successful project. Include information such as:

- evidence that the applicant will effectively complete the project by managing the appropriate resources including funding, facilities, equipment, and supplies;
- evidence that the project personnel demonstrate appropriate experience and expertise and will commit adequate time to accomplish project goals and activities; and
- a description of the reporting relationships for personnel (supervisor/subordinate) and their oversight responsibilities for the project.

Note: You must attach resumes for all people who will serve on this project. Maximum length of resumes: two pages per person. For new positions to be paid from grant funds, include a position description. You do not need to identify persons to be hired for new positions.

#### **4. Evaluation**

Describe the approach and methodology to be used for monitoring and assessing the activities of the project. Include information such as:

- baseline data and final data, relating to library services or to a service population, illustrating how much was achieved through the project,
- evidence of ongoing evaluation to assess progress,
- measurement of the impact of new or improved services for the community, and
- the library's plan for documenting final results – both expected and unexpected.

#### **5. Regional Impact**

Describe how this project could serve as a model for other Pacific Region or island libraries and how information about this project will be shared within the library community. Include information such as:

- evidence of cooperation by two or more organizations or Pacific entities if relevant to the project,
- evidence of adaptability of projects to other Pacific Region or island environments,
- how the library plans to share project results (including technical knowledge gained during project) locally and regionally using a variety of appropriate media.

#### **6. Budget**

Demonstrate that the budget is appropriate, reasonable, and cost effective. The budget narrative should address the project and all items of cost listed on the budget form. The budget section should contain:

- a budget narrative including an explanation/justification of all project funds including funds requested from IMLS, cash match funds, and in-kind contributions and
- a completed budget form.

## Schedule of Completion Sample

This page is a sample format for a schedule of completion. Prepare yours in a similar manner, listing each major project activity discussed in the narrative. Dates on your schedule of completion must correspond with the project dates on your Face Sheet. Identify summary costs for each activity. The total should equal the amount of funds requested from IMLS, including indirect or administrative costs.

Activities	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	<u>Cost</u>
Admin. Costs		07/12	_____												09/13	\$ 1,200	
Name of activity 1		07/12	_____										04/13		\$11,600		
Name of activity 2										02/13	_____		06/13				\$ 1,700
Name of activity 3		08/12	_____											07/13	\$ 6,000		
Name of activity 4										01/13	_____		05/13				\$ 9,500
																<b>TOTAL</b>	<b>\$ 30,000</b>

**LIBRARY SERVICES AND TECHNOLOGY ACT  
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PROJECT BUDGET FORM**

(Round off amounts to the nearest dollar)

Name of Applicant ►

<b>Direct Costs</b>	<b>IMLS</b>	<b>Match (**)</b>	<b>Total</b>	
Salaries and Wages	\$	\$	\$	(# of people: )
Fringe Benefits	\$	\$	\$	(% of salary: )
Consultant Fees	\$	\$	\$	(rate: )
Travel (# of trips____)	\$	\$	\$	(# of people: )
Supplies & Materials	\$	\$	\$	
Equipment	\$	\$	\$	
Services	\$	\$	\$	
Other	\$	\$	\$	
<b>Total Direct Costs</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b>Administration/ Indirect Costs (4 %*)</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b>Total Costs</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	

**Amount of Cash Match (\*\*)** \$

**Value of In-Kind Contributions (\*\*)** \$

**TOTAL Cash Match + In-kind\*\*** \$

**TOTAL AMOUNT REQUESTED FROM IMLS** \$

**TOTAL AMOUNT FOR PROJECT** \$

\* Only 4 % of a grant may be used for Administration. All direct Administration costs and total Indirect costs combined may not exceed this amount..

\*\* U.S. Territories are not required to match federal funds; but the Freely Associated States must provide matching funds. The **required match is at least 34% of the total project costs** (not just 34% of funds requested from IMLS).



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**APPLICATION CHECKLIST**

Please attach this checklist to the top of the original copy of your application. See the section on Application Contents for instructions on how to assemble the application package.

**Check off the items included in your application.**

- FACE SHEET** ▶
  
- ABSTRACT** ▶
  
- NARRATIVE** ▶
  
- SCHEDULE OF COMPLETION** ▶
  
- BUDGET**
  - Budget Narrative** ▶
  - Budget Form** ▶
  
- PARTNERSHIP AGREEMENT** ▶  
(if applicable)
  
- APPLICANT AND PARTNER(S)** ▶  
**ORGANIZATIONAL PROFILES**
  
- ATTACHMENTS**
  - Resumes** ▶
  - Other** ▶
  
- PROGRAM ASSURANCES FY 2012** ▶