



## **SPR Filing Guidelines**

*Please contact your program officer if you have any questions or need further guidance.*

### All-encompassing Projects

“Library development” includes many activities. These must be split into separate projects based on specific activities.

### Categorization of Projects

The SPR allows multiple choices for primary and secondary service descriptors. Please be selective when choosing descriptors and avoid including descriptors that are only marginally applicable to a project.

### Project Description

The project title, purpose and activities/methods should focus on the service or program delivered and not on the staff or consultants paid with project funds.

Project activities/methods should describe how the project was carried out. For example: What were the steps from inception to completion? How were workshops conducted? How was the service promoted?

Project outputs should describe the number of services or products provided. For staff/consultants, indicate how many people or FTEs were involved; for equipment or materials, indicate the number and type of items.

### Cash Match

If the project involved a cash match, include it in this section.

### Partnerships

Check the partnership box if the project involved collaboration between a library and one or more organizations for the benefit of all participants. Identify the partners. The partnership can be either formal or informal.

### Statewide

Check the statewide box if the project potentially benefits the entire state (even if it is not an SLAA-administered project). Statewide projects are a general service made available to all residents of the state such as interlibrary loan, summer reading, or electronic databases.

### Number of Persons Served

Indicate the number of persons who used or benefited directly from the services under the project. The number should not include the potential population to be reached. For statewide projects, provide a realistic number; leave the field blank for the LSTA Administration project.

*Issued: 10-1-2011*