

# **MAJOR INNOVATION GRANT APPLICATION GUIDELINES**

## **PENNSYLVANIA DEPARTMENT OF EDUCATION OFFICE OF COMMONWEALTH LIBRARIES LIBRARY SERVICES & TECHNOLOGY ACT (LSTA) GRANT PROGRAM**

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## HOW TO APPLY

### *Step A – Log-In (Step A continues to page 5)*

Go to the PDE website (<http://www.education.state.pa.us>) and click on ‘Access Services’ in the left margin. Click on the ‘E-Grants’ link, and then click the Library Development (LSTA) link located in the blue navigation menu. You will see a screen with a ‘Sign Up Your Agency’ link. What follows provides information needed in order to be able to log-in to the application you need.

If your Agency has not used the eGrants system for any grant application, you must follow the steps listed under ‘**Agencies New to the eGrants System**’ before you can log-in to the eGrants system to access this grant application.

If your Agency has already used the eGrants system, you must follow the steps listed under ‘**Agencies Currently Using the eGrants System**’ to access this grant application.

#### ● **Agencies New to the eGrants System**

This section pertains to Agencies who have not yet used the eGrants system for any other grant application.

#### *eGrants security roles.*

There are several roles within eGrants to allow Agencies to distribute responsibility as they wish. One user may have the authority to create projects and another to actually submit them to PDE. One person may enter the information and another may have read-only access. The Agency must review the eGrants roles and determine how they want to setup their security:

- UserAdministrator – This role is automatically assigned to the login id specified on the Sign Up Your Agency form. It can also be assigned to other users. A user with this role can add or modify users for a particular Agency.
- ProjectView – All eGrants users must have this role in addition to the other applicable roles. This role is required to be able to view the project.
- ProjectCreate – This role allows a user to create new projects, renewals, or revisions.
- ProjectEntry – A user with this role can enter data and mark sections complete.
- ProjectSubmit – This role allows a user to submit the project to PDE.

*Determine the person within the Agency who will initially administer eGrants security for all grant programs within the eGrants system.*

This person must be the contact entered on the Sign Up Your Agency form. This form is used to create an eGrants login id and password for the contact person. They will be automatically assigned as the User Administrator for the eGrant system and will have the capability of adding more users to the eGrants system. They may also create additional User Administrators.

*Sign Up Your Agency* – Follow the log-in steps on page 2.

Select the 2012-2013 program year. Click the “Grant Application” link located in the center menu. A list of applications will appear for the current program year. Select the link for the appropriate application.

Complete all required information on the form. If your Agency has done business with PDE, your Agency name may appear in the “Existing Agencies” drop-down box for selection. If it does not, click “New Agency” and enter your Official Agency name (no abbreviations). Click the Save button at the bottom of the form to send the request to the Bureau. An email will be sent to the grant program administrator notifying them of your request.

You will receive an email notice when your Agency is approved or declined. Once your Agency is approved, and security has been set-up, you may complete the grant application by following Steps B- F beginning on page 5. You may also add more users to the eGrants system by following the steps listed under ‘Adding New eGrants Users’ (page 4).

● **Agencies Currently Using the eGrants System**

This section only pertains to Agencies that already use the eGrants system.

*Determine the person within the Agency who will be the contact person for this grant application.*

This person must be the contact entered on the Sign Up Your Agency form. This form is used to create an eGrants login id and password for the contact person if they do not already have an eGrants login id. If there are no other eGrants User Administrators within the Agency, they will be automatically assigned as the User Administrator for the eGrant system. They will only be assigned the role of ProjectView for this grant application however. They must add the appropriate eGrants role for this grant application. They will also have the capability of adding more users to the eGrants system, including other User Administrators.

However, if there are other eGrants User Administrators within the Agency, the contact person will only be assigned the role of ProjectView. They must contact one of the existing Agency User Administrators to add the appropriate eGrants role for this grant application. A list of the existing User Administrators and their email addresses will be listed on the eGrants home page for this grant application after the contact person logs into eGrants.

*Sign Up Your Agency*

**Helpful Hint:** If the contact person already has an eGrants login ID for the Agency, they must first login to eGrants before completing this step.

Follow the log-in steps on page 2.

Select the 2012-2013 program year. Click the “Grant Application” link located in the center menu.

A list of applications will appear for the current program year. Select the link for the appropriate application.

Complete all required information on the form. If your Agency has done business with PDE, your Agency name may appear in the “Existing Agencies” drop-down box for selection. If it does not, click “New Agency” and enter your Official Agency name (no abbreviations). Click the Save button at the bottom of the form to send the request to the Bureau. An email will be sent to the grant program administrator notifying them of your request.

You will receive an email notice when your Agency is approved or declined. Once your Agency is approved, and security has been set-up, you may complete the grant application by following Steps B- F beginning on page 5. You may also add more users to the eGrants system by following the steps listed under ‘Adding New eGrants Users’ below.

### **Adding New eGrants Users**

Once an eGrants User Administrator has been created, they can create new eGrants users for the Agency and assign the remaining security roles.

#### *Step 1 Add other security roles to the User Administrator or the grant application contact*

After logging on to the eGrants system as the User Administrator, click the Add/Modify User link located in the center menu on the eGrants home page. If the User Administrator or the grant application contact will have other eGrants responsibilities, click the “Edit” link next to the login id that needs the additional roles. Scroll down and select the appropriate role from the Role drop-down box. (Click the “Help” button to see role definitions. Normally the other roles that need to be added are ProjectCreate, ProjectSubmit and ProjectEntry.) Once the role is selected, click the “Add Role/Program” button. Repeat this process to add the other roles. Once all roles have been added, click the Save User button to complete the process. Scroll to the top of the page and click Exit to return to the eGrants home page.

#### *Step 2 Add new users and assign their eGrants security roles*

If other users need to be added, on the Add/Modify User Page, click the “Add User” button. Complete all information and click the “Add User” button to add the user. Add their roles using the same process as before.

### **eGrants Contacts**

There are three different levels of Agency contacts that eGrants uses to administer security and communicate eGrants updates and project status information.

### **Agency Contact**

The Agency contact person is the person listed as the main administrator contact in EdNA,

<http://edna.ed.state.pa.us/>, (i.e. Executive Directors, Directors, Superintendents, CEOs, etc.). All official correspondence that eGrants generates as letters are addressed to this individual. If the Agency is listed on EdNA but there is no administrator contact listed, the name of the project contact will be substituted.

If the Agency is not listed in EdNA (i.e. they have not yet been approved as an Agency by PDE personnel), the name of the eGrants contact will be substituted temporarily until the Agency is approved.

### **eGrants Contact**

The eGrants contact is the person who initially signs up the Agency on the eGrants system. Their userid is automatically assigned the security role of User Administrator for the eGrant system and will have the capability of adding more users within their Agency to the eGrants system. Administering security is the only function this person has within the eGrants system once their Agency is entered in EdNA. All other eGrants communications are addressed to the Agency or project contacts.

### **Project Contact**

The project contact is the person who completes the Project Contact information for the Request for Grant Application (RFGA). Their name and email address is used for all unofficial correspondence that eGrants generates as emails. Examples include the grant builder RFGA approval and rejection emails and project status update emails.

### ***Step B – Select “Create A Project”***

After receiving approval to access the application, you may Log-In using your Login and Password. Select ‘New Project’ and click the Create button. Complete all required information and click the Create Project button.

### ***Step C – Complete each section of the eGrant***

The Main Menu of this window has a variety of sections that must be completed before the entire application is ready for submission. Each section on the site has basic directions to help you through the e-grant process. All sections must be completed prior to grant submission. A *blue* check mark will appear before each section title on the main menu when that section is complete.

**Helpful Hint:** If there are additional instructions for a section, a blue button with an exclamation point (!) will appear in the title bar along with the Guidelines button. If there are additional instructions for a question, a blue help button will appear next to the question.

**\*Remember to save each section periodically, as the electronic grant system has a built in time-out factor. (The remaining time is indicated in a small box on the top right hand side of the screen you are working on).**

### ***Step D – Submit the grant online***

A submission button will appear at the bottom of the menu page when all sections have been completed. You will not be able to submit the application until all sections are marked as complete, and unless a User Administrator has assigned the 'Submit' role to you.

**Helpful Hint:** Scroll down to the bottom of the main menu page to see the submit button. If no button is present, look to see if there is a blue check mark in front of each of the items on the main menu. If there are any missing, go back in and save that section as complete. If you still do not get a blue check mark, or if you do not see a submit button, contact the e-grant help desk at (717) 783-6686 or email at [ra-egrantshelp@state.pa.us](mailto:ra-egrantshelp@state.pa.us).

**Step E – Mail** (do not fax) original copies (no “whiteout” or pen/pencil corrections on the original) of the required letters and CIPA forms by the application deadline to:

LSTA Administrator  
Pennsylvania Department of Education  
Office of Commonwealth Libraries  
Bureau of Library Development  
333 Market Street  
Harrisburg, PA 17126-1745

**Step F** – You will receive a letter after the review process is complete.

## BACKGROUND INFORMATION

### Priorities

The Office of Commonwealth Libraries is seeking projects that are innovative on a state wide basis, and is accepting applications for Library Services and Technology Act (LSTA) grants to aid libraries in developing projects that can enhance library services statewide that are both exemplary of better ways to serve and that support the LSTA priorities. **Please note that funding is contingent upon the Office of Commonwealth Libraries receiving its full fiscal year 2012 funding award from the Institute of Museum and Library Services.**

No more than \$50,000 will be awarded to any individual project.

Size of service area will be taken into account when scoring the reasonableness of the budget and making grant awards.

Libraries in the Department of Corrections or in the Department of Public Welfare may apply for a group throughout the agency.

Both single type and multitype library applications will be accepted.

LSTA Priorities:

- 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;
- 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;
- 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;
- Developing public and private partnerships with other agencies and community-based organizations;
- 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;
- 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.
- Developing library services that provide all users access to information through local, State, regional, national, and international collaborations and networks; and
- Carrying out other activities consistent with the LSTA purposes, as described in the Office of Commonwealth Libraries' LSTA Five-Year Plan.

### Source of Funds

Funds are available from the Federal Institute of Museum and Library Services through a program

stipulated by the Library Services and Technology Act (LSTA). This program is administered in Pennsylvania through the Office of Commonwealth Libraries for assisting libraries in providing all users access to information, developing partnerships, and increasing information access for persons who have difficulty gaining it. Assistance is available to all types of Pennsylvania libraries.

LSTA funds are used for both statewide projects and for competitive grants. All types of libraries are eligible to apply for competitive grants. The statewide projects include activities such as professional development, public awareness, youth services, and statewide database projects.

### **Restrictions on the Use of LSTA Funds**

The Office of Commonwealth Libraries will not approve grant awards for projects already under way or complete at the time of the grant application or before the grant is approved.

LSTA funds may not be used for basic operating costs of a library.

LSTA funds may not be used to supplant previously available local funds.

LSTA funds may not be used for capital improvements.

Requests to use LSTA funds to purchase furniture will be given lower priority.

Applicable federal and state laws govern LSTA funds.

Grant recipients may make no financial commitments of grant funds until the library receives the fully executed agreement containing the signatures of the appropriate officials.

The Office of Commonwealth Libraries will not approve indirect costs, overhead charges, or contingency funds in program budgets submitted by libraries or other agencies applying for grants for their own purposes. An administrative fee is allowed for a library performing a service on behalf of the Office of Commonwealth Libraries. An administrative fee, not to exceed 4%, is allowed for a library applying for a grant on behalf of another library or libraries. Costs (e.g., supplies and secretarial support, as well as other administrative costs) must be identified and enumerated in the budget sections.

LSTA funds may not be used to pay the salaries of current staff unless the cost is for hours added specifically to support the LSTA project.

### **Submission Deadline**

Applications must be submitted via the PDE e-grant system to the Pennsylvania Department of Education by close of business **(5:00 P.M.) Friday, September 9, 2011**. The request option to access the eGrant system to apply will be closed within twenty-four (24) hours of the due date.

## **ELIGIBILITY REQUIREMENTS, POLICIES & PROCEDURES**



**Public libraries** must be recipients of state aid during the grant year. To qualify for state aid, public libraries must be organized and governed in accordance with The Library Code and must meet applicable library standards found in the Pennsylvania Code. Public libraries must conduct official actions, and deliberations leading up to official actions, at public meetings. Public libraries must guarantee citizens access to public records.

Applications from independent public libraries or systems, or from municipal agencies on behalf of public libraries, must be submitted through the appropriate District Library Center (DLC). Two letters must be sent to the Office of Commonwealth Libraries; one from the executive Director or Administrator of the independent library or system, and one from the DLC administrator or Consultant Librarian. These letters should comment on the relationship of the proposed activity to present programs in the District and/or District wide plans for the development and improvement of services. The letter from the DLC Administrator or Consultant Librarian must show that the Consultant Librarian was involved in the planning process for the proposed project.

Where a DLC is also a member of a system, the system and DLC must show a letter of consultation with each other if both wish to apply for separate grants. If the DLC and system share the same geographic area, we will accept an application from one or the other.

The system headquarters must submit applications that the system board approves for projects in member libraries. If the project is awarded funding, the contract will be written with the system board.

An application submitted by a DLC for a project for the district must be reviewed by the District Advisory Council. Applications from DLCs must have a letter sent to the Office of Commonwealth Libraries from the District Administrator. This letter must describe the relationship of the proposed activity to current programs and services of the District Center as a local library or system headquarters, and it must comment on the relationship of the proposed activity to present programs in the District and/or District wide plans for the development and improvement of library services.

Public library proposals must be appropriate as to the current long-range plans of the library and its District. If the library is a member of a system, then the proposal must be appropriate as to the current long-range plans of the system and its District.

**Academic libraries** must be a part of an accredited institution incorporated or chartered by the Commonwealth, entitled to confer degrees, with a line item in the budget going to the library for library materials. The library must be supervised by a librarian who has a Masters Degree in Library Science from an accredited academic program. The library must also have an organized collection, and provide some opportunity for service to the public and have a strong commitment to resource sharing.

Applications from academic libraries must be approved by, and a letter must be sent to the Office of Commonwealth Libraries from, the college president. This letter must comment on the relationship of the proposed activity to present programs and plans for the development and improvement of library service.

***Special collections libraries.***

**A.** State institution libraries must have a librarian who has a Bachelors degree and has completed at least nine hours of library specific coursework from an accredited academic program *or* eight years of experience working as Director of a library. This person must also be a member of a library professional association at the local, state or national level *or* have earned at least 6 hours of professional development related to their position in the library per year for the past two years. The library must also have an organized collection, adequate space, a materials budget, and a minimum of 20 hours of service per week. There must be a strong commitment to resource sharing.

Libraries in institutions that are part of the Department of Public Welfare or the Department of Corrections fall under this category. Applications must be submitted by the appropriate state agency. A letter signed by the head of the agency and the librarian coordinating the project must be sent to the Office of Commonwealth Libraries. Commonwealth Libraries is only interested in coordinated group approaches to improving library services throughout the state. Applications from individual institutions will not be accepted.

Institution libraries that are not part of the Department of Public Welfare or the Department of Corrections, but do receive 50% or more of their funds directly from the state, may submit individual applications through their parent agency.

**B.** Other special libraries, such as Historical Society Libraries, Museum Libraries and Hospital Libraries must have a librarian who has a Bachelors degree and has completed at least nine hours of library specific coursework from an accredited academic program *or* eight years of experience working as Director of a library. This person must also be a member of a library professional association at the local, state or national level *or* have earned at least 6 hours of professional development related to their position in the library per year for the past two years. The library must also have an organized collection, adequate space, a materials budget, and a minimum of 20 hours of service per week. There must be some opportunity provided for service to the public and a strong commitment to resource sharing.

Applications from special libraries must be approved by, and a letter must be sent to the Office of Commonwealth Libraries from, the president of the parenting agency. This letter must comment on the relationship of the proposed activity to present programs and plans for the development and improvement of library service.

***Consortiums*** must be comprised of established libraries that each have an appropriately trained librarian, an organized collection and provide some opportunity for service to the public.

Applications from consortiums must be approved by, and a letter must be sent to the Office of Commonwealth Libraries from, the executive or individual authorized or designated to enter into contracts. This letter must comment on the relationship of the proposed activity to present programs and plans for the development and improvement of library service. If the consortium is not incorporated, the application must be submitted by a library eligible under the eligibility requirements, or such a library's parent agency. If the project is approved, the contract will be

written with that library or agency.

### ***Multiple Participants***

If more than one library will be participating in the proposed project, letters of support from each participant must be sent to the Office of Commonwealth Libraries. In addition to the Grants for K – 12 School Libraries, school libraries are eligible to participate in consortium proposals.

**Note to all types of libraries:** Scanned copies of all the required letters and Children’s Internet Protection Act (CIPA) compliance for your application should be merged into a single document and uploaded into the Background section of the application. The originals must be sent to the address on page 6.

### **Other Policies**

Libraries that have been recipients of LSTA or Keystone funds in the past and have shown poor management of those funds will be given lower priority. Examples of poor management include not submitting reports on time, submitting incomplete reports, or not spending all money allocated.

Grant recipients will be required to add their holdings to the Access Pennsylvania Database, if they have not already done so, and commit to updating their holdings in the Database to reflect additions, changes, and deletions regularly for at least a five-year period following the grant.

It is the policy of the Office of Commonwealth Libraries to facilitate the use of technology to improve access to library services. The Office of Commonwealth Libraries may make requirements to ensure technological compatibility or to provide access to bibliographic records.

The Office of Commonwealth Libraries will not fund requests to replace or upgrade library automation systems.

The Office of Commonwealth Libraries is interested in evaluation. All grant recipients will be expected to conduct an evaluation of their project that includes outcomes. Specific data collection activities may be required. Some grant recipients may be selected for project review by an outside evaluator.

Successful applicants must agree to share the results of their projects with other libraries. This includes onsite visits, as appropriate, and at times convenient to the grantee.

Recipients of LSTA funds are required to deposit the funds into a non-interest bearing account.

Some libraries receiving federal grant funds, such as LSTA, may be responsible for performing a single audit under provision to the single Audit Act of 1994, as amended, and all rules and regulations promulgated pursuant to the Act. All libraries receiving LSTA funds are advised to retain files on awarded projects that include documentation on any activity associated with the

project for at least five years after completion of the project.

All public libraries that request LSTA funds must certify compliance with the Children's Internet Protection Act. If funds are not sought for Internet access, the guidelines will direct you to the appropriate choice. See pages 22 – 25. Please send paper originals of any required letters, as well as the complete and appropriate CIPA compliance form, to the LSTA Administrator, PA Department of Education, Office of Commonwealth Libraries, 333 Market Street, Harrisburg, PA 17126-1745.

**APPLICATION QUESTIONS**

**The following worksheet is provided for your convenience to prepare the application questions for copying and pasting:**

**Abstract**

Describe the project, i.e. say what you plan to do. (Up to 500 Characters)

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How much money will this project cost? \_\_\_\_\_

How much money in LSTA funds are you requesting? \_\_\_\_\_

**Background**

Provide the name, title, address, telephone number and email address of the contact person for this application. (Up to 200 Characters)

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Provide the information requested for your library. Add lines that supply the same information for any participating libraries. You will need to re-key this information into the online application because this section cannot be copied and pasted.

Name of Library	Type of Library	Population Served	Library Materials Budget

What is the applying agency's Federal Identification number \_\_\_\_\_ (15 Character Limit)

Provide the applying agency's four-digit zip code extension, or the U.S. Congressional District it is in. \_\_\_\_\_ (20 Character Limit)

Describe the planning process involved in developing the project. Talk about who is involved in the proposed project, research you've done to make sure the project will be successful, and any meetings that have occurred to discuss it. Include best practices you've read about, sites you've visited and experts you've consulted with that relate to the proposed project. (Up to 6,000 Characters)

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Upload a document of the scanned required letters and Children's Internet Protection Act (CIPA)

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compliance by clicking on the link below. To upload, the letters and CIPA compliance will need to first be scanned into a single document in electronic format and saved to a file that you have access to. (Link will be provided.)

### **Needs Assessment**

Use statistics and/or demographic information to describe the current situation and help support the need for the proposed project. (Up to 10,000 Characters)

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Describe observations and provide comments to help support the need for the proposed project. (Up to 10,000 Characters)

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### **Goals and Activities**

Goals (Desired outcomes, or what it is you want to improve for your library users.) Think in terms of a change that you will want to measure success for. You will need to re-key this information into the online application because this section cannot be copied and pasted.

Goal	Description

(Provide a brief label)

(Provide a fuller definition)

Activities – You will need to provide at least one activity that will be done to help achieve each goal. You will need to re-key this information into the online application because this section cannot be copied and pasted.

Goal (the label goes here)	Activity

### **Projected Time-Line**

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Describe what you expect to happen during the first quarter of the grant year. (Up to 1,000 Characters)

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Describe what you expect to happen during the second quarter of the grant year. (Up to 1,000 Characters)

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Describe what you expect to happen during the third quarter of the grant year. (Up to 1,000 Characters)

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Describe what you expect to happen during the fourth quarter of the grant year. (Up to 1,000 Characters)

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### **Project Evaluation**

#### **Evaluation Plan**

Describe how the impact of the project on your library users will be measured. The plan must include at least 1 qualitative and 1 quantitative method. (Up to 5,000 Characters)

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Complete the table below. A ‘Goal’ is the outcome you want for your users. A ‘Data Source’ is the tool, chart, or report you will use to collect data to evaluate the goal. ‘Applied to?’ is the target audience such as researchers or parents. ‘Who does it?’ is the person responsible for the evaluation. ‘When?’ is when information is collected and analyzed. If you are showing an increase, include under ‘Data Source’ the baseline data that will be used for comparison.

Where you are using more than one evaluation method for any goal, list the goal again. You may use up to 250 characters for each block. Note: You will need to re-key this information into the online application because this section cannot be copied and pasted.

Goal	Data Source (measurement tool)	Applied to? (target audience)	Who does it?	When?

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### **Budget Narrative**

#### **Justification and Sustainability**

Explain how each line item in your project's budget, as listed in the 'Budget Detail' section, will be expended to make the project possible. (Up to 6,000 Characters)

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Describe how the program will be sustained after the grant year. Be specific as to how much money will be needed and how it will be supplied. (Up to 6,000 Characters)

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**Budget Detail** – There will be a drop down menu of Budget Expenditure items to choose from. For this worksheet, you will only be able to complete columns two through five. Then, when you are online, you will choose the appropriate Budget Expenditure item from the drop down menu for both requested and local funds. The last two columns are required for equipment purchases. You will need to re-key the other information into the online application because this section cannot be copied and pasted.

<b>Budget Expenditure</b>	<b>Amount</b>	<b>Description</b>	<b>Quantity</b>	<b>Proposed Location</b>

**Budget Summary** – This section will complete itself automatically after the Budget Detail section is complete.

<p align="center"><b>CRITERIA FOR EVALUATING APPLICATIONS FOR MAJOR INNOVATIVE GRANTS</b></p>
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**Criterion #1.** The extent to which the project is appropriate under the priorities of LSTA and Commonwealth Libraries' *LSTA Five Year Plan*. The extent to which a summary of the project is clear and concise. **(0-5 points)** (Relates to the Abstract Section.)

4 or 5 points	2 or 3 points	0-1 points
The abstract focuses on what the grant will be used to purchase and accomplish. It is appropriate to the LSTA and is clearly written.	The abstract is not entirely focused on what the grant will be used to purchase and accomplish. It is a bit vague and not fully LSTA appropriate.	The abstract is not focused, nor is it clearly written or LSTA appropriate.

**Criterion #2** The extent to which the project is well-planned, and, where more than one library is involved, the extent to which the project includes the active participation of partners. **(0-12 points)** (This mostly relates to the Background Section.)

7 – 12 points	2 – 6 points	0 – 1 point
<p>Process described includes meetings and demonstrates participation of all involved.</p> <p>All agencies named as being involved in the project have written support letters.</p> <p>Applicant demonstrates a thorough knowledge of what entails implementing the proposed project and has demonstrated that ways to meet the need have been thoroughly researched.</p> <p>All application procedures were followed, all required eligibility requirements are met, and all required documents were submitted.</p>	<p>Process described includes meetings and participation of at least a majority of those involved.</p> <p>75% of agencies named as being involved in the project have written support letters.</p> <p>Applicant demonstrates knowledge of what entails implementing the proposed project.</p> <p>All but one of the application procedures were followed, all eligibility requirements are met, and all but one of the required documents were submitted.</p>	<p>The proposal does not demonstrate a planning process with meetings of those involved.</p> <p>Few agencies named as being involved in the project have written support letters.</p> <p>Applicant does not demonstrate an adequate knowledge of how to implement the proposed project.</p> <p>More than one procedure not followed, all eligibility requirements are not met, and more than one required document not submitted.</p>

**Criterion #3** The extent to which the proposal demonstrates that the applicant's library users need the project. **(0 - 13 points)** (This relates to the Needs Assessment Section.)

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8 – 13 points	2 – 7 points	0 – 1 points
The need is well supported with statistical and/or demographic information, patron requests and/or other measurable data. The need is expressed clearly.	The need is supported by some statistical and/or measurable data. The need is expressed fairly well.	The need is not supported by statistical or measurable data. The need is not clearly focused.

**Criterion #4** The extent to which the goals and activities describe outcomes that will meet the need and are reasonable. **(0 - 15 points)** The goals should include measurement and the activities should focus on expected results. This relates to the Goals & Activities Section.

10 – 15 points	3 – 9 points	0 – 2 points
Each activity supports a project goal by providing a means by which the goal will be met. The goals and activities will satisfy the need described in the application Needs Assessment.	The goals and activities are not clearly defined or are not correctly labeled, but they will satisfy the need described in the application Needs Assessment.	The goals and activities are not clearly defined or are not correctly labeled. It is not clear if goals and activities listed will satisfy the need described in the application Needs Assessment.

**Criterion #5** Can the project be accomplished within the time frame of the grant year. This relates to the Timeline Section **(0-13 points)**.

7-13 points	2-6 points	0-1 point
The proposal demonstrates, or it is clear, that the project can be completed within a calendar year. The timeline is logical	The proposal demonstrates, or it is clear, that the project can be completed within a calendar year, <b>OR</b> the timeline is logical.	The proposal does not demonstrate, or it is not clear, that the project can be completed within a calendar year. The timeline is not logical.

**Criterion #6** The extent to which the proposal includes a strong evaluation plan that will measure the impact of the project on library users, that is, the success of the goals and objectives. **(0 – 17 points)**. (This mostly relates to Project Evaluation Section.)

11 – 17 points	5 – 10 points	0 – 4 points
The evaluation plan includes measurement that will determine to what extent the project benefited library users and was successful. Shows how it will be determined if the goals of the	The evaluation plan does not include measurement, but does determine if the project will benefit library users and was successful. There is a link to the goals. The evaluation plan includes	The evaluation plan does not include measurement and does not clearly determine if the project will benefit library users. There is no link to the goals. The evaluation plan includes

## LSTA Major Innovative Grant Application Guidelines – 2012

project have been met, and uses corresponding measurements. The evaluation plan includes both quantitative and subjective methods.	either a quantitative or subjective method.	either a quantitative or subjective method.
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**Criterion #7** The extent to which the proposal explains each budgeted line item and how the program will be sustained after the grant year, including how much money is needed and how it will be provided. **(0 – 15 points)** This relates to the Budget Narrative.

10 – 15 points	6 – 9 points	0 – 5 point
The proposal defines how each item in the budget will be used to implement the proposed project, and the proposal explains how the program will be sustained after the grant year. .	The proposal defines how all but one item in the budget will be used to implement the proposed project. The proposal does not completely explain how the program will be sustained after the grant year.	The use of more than one item in the budget toward implementing the proposed project is not defined in the proposal. The proposal does not explain how the program will be sustained after the grant year.

**Criterion #8** The extent to which the budget is reasonable and reflects what the project will cost. **(0-10 points)**. This relates to the Budget Detail Section.

7 – 10 points	3 - 6 points	0 - 2 points
The cost is reasonable and the purpose for each item is clear. Breakdowns, where needed, are provided and appropriate	The cost is somewhat reasonable and item purposes are somewhat clear. Breakdowns, where needed, are provided	The cost is not reasonable and item purposes are not clear. Breakdowns, even though needed, are not provided.

The Office of Commonwealth Libraries  
will determine the penalty and will deduct points  
for previous poor management of LSTA projects.

Final grant decisions will take into account balancing of types of libraries and geographical distribution of funded projects.

### GUIDELINES FOR COMPLETING THE INTERNET SAFETY CERTIFICATION FOR APPLICANT LIBRARIES

## LSTA Major Innovative Grant Application Guidelines – 2012

The following questions are provided to assist an applicant library determine the appropriate certification to make in conjunction with any application for funds from a State Library Administrative Agency (SLAA) under the Library Services and Technology Act (LSTA). ***These guidelines are provided as technical assistance from the Institute of Museum and Library Services to State Library Administrative Agencies (SLAAs) in order to facilitate the collection of Internet Safety certifications by SLAAs from applicants.***

1. Is the applicant library a public library, a public elementary school library, or a public secondary school library?

Yes

Please proceed to question 2.

No

Requirements regarding Internet safety only apply to these types of libraries. The applicant library is not required to make any certification.

2. As of the date of this application, is the applicant library receiving services for Internet access at discount rates under Section 254(h)(6) of the Communications Act of 1934 (the “E-Rate” program)?

Yes

Entities receiving E-Rate discounts for Internet access do not need to make an additional certification with regard to Internet safety under the LSTA. You will indicate that you are in compliance.

No

Please proceed to question 3.

3. Will the applicant library use LSTA funds to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet?

Yes

Please proceed to question 4.

No

You will indicate that no funds will be used to access the Internet.

4. Does the applicant library already have in place the following, as provided by 20 U.S.C. Section 9134(f)(1):

- (i). A policy of Internet safety for minors that includes the operation of

LSTA Digitization Grant Application Guidelines - 2012

a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are: (1) obscene; (2) child pornography; or (3) harmful to minors; and the library is enforcing the operation of such technology protection measure during any use of such computers by minors; and

- (ii). A policy of Internet safety that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are (1) obscene; or (2) child pornography; and the library is enforcing the operation of such

Yes

No

Such libraries are in compliance with 20 U.S.C. Section 9134(f)(1).

You will indicate that you are in compliance.

**NOTE: The appropriate CIPA Compliance Form(s) immediately follow this page. Please complete, sign and mail to: LSTA Administrator, PA Department of Education, Office of Commonwealth Libraries, 333 Market Street, Harrisburg, PA 17126-1745.**

**INTERNET SAFETY CERTIFICATION FOR APPLICANT  
PUBLIC LIBRARIES  
PROGRAM YEAR 2012 FUNDS**

As the duly authorized representative of the applicant public library, I hereby certify that  
(*check only **one** of the following boxes*)

- A. ☐ The applicant public library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.
- B. ☐ 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 elementary school or secondary school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended, for accessing the Internet.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Applicant Library/Program

**INTERNET SAFETY CERTIFICATION FOR CONSORTIA  
OR OTHER GROUP APPLICANTS  
PROGRAM YEAR 2012 FUNDS**

As the duly authorized representative of the applicant consortium or group, I hereby certify that (*check only **one** of the following boxes*)

- A. ☐ 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 elementary school or secondary school library, the applicant consortium or group will collect and retain a duly completed Internet Safety Certification from every constituent public library or public elementary or secondary school library in accordance with requirements of Section 9134(f) of the Library Services and Technology Act.
- B. ☐ The requirements of Section 9134(f) of the Library Services and Technology Act do not apply to the applicant consortium or group 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 a public elementary school or secondary school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Applicant Consortium/Group