

**LIBRARY SERVICES AND TECHNOLOGY ACT PROJECT APPLICATION**  
**TECHNOLOGY GRANT**

Project # \_\_\_\_\_ Title: \_\_\_\_\_ Approved: \_\_\_\_\_

Please type, limiting your responses to the space provided. **Do not attach additional sheets.**

**SECTION A - ADMINISTRATIVE DATA**

1. Name of Agency administering project: \_\_\_\_\_

FEIN # \_\_\_\_\_ or SSAN # \_\_\_\_\_

2. Contact Person: \_\_\_\_\_

Position or title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

3. Name of project: \_\_\_\_\_

Beginning and ending dates of project: \_\_\_\_\_

Amount of grant requested: \_\_\_\_\_

4. Name of person responsible for financial reporting: \_\_\_\_\_

Position or title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**SECTION B - PROJECT DATA**

1. Number of Participating Libraries and Agencies

Public libraries \_\_\_\_\_  
School libraries \_\_\_\_\_  
Community colleges \_\_\_\_\_  
College/University \_\_\_\_\_

Hospitals \_\_\_\_\_  
Correctional \_\_\_\_\_  
Other \_\_\_\_\_  
Total \_\_\_\_\_

**SECTION C - STATEMENT OF NEEDS**

What problem(s) do you hope to address through this project?

**SECTION D - GOALS**

What solutions(s) do you hope to address through this project?

**SECTION E - IMPLEMENTATION**

Describe the steps you will take to achieve the goal(s) listed.

**SECTION F - EVALUATION**

Each competitive grant recipient is required to address the issue of evaluation. Evaluation methods include, but are not limited to, the following list (check all that apply):

- |                                 |                              |
|---------------------------------|------------------------------|
| _____ Focus groups              | _____ Advisory groups        |
| _____ Questionnaires            | _____ Use of Existing Data   |
| _____ Interviewing              | _____ Structured Observation |
| _____ Data or number collection | _____ Logs or Journals       |
|                                 | _____ Other (specify)        |

Evaluation can be done by library staff, library trustees, or an outside consultant. Please identify who will conduct the evaluation:

_____	_____
Name of person or organization	Title
_____	_____
Address	Phone

The evaluation will be a narrative explaining how the project was evaluated, what tools of measurement were used to determine the extent to which the project met its objectives, and who performed the collection and analysis of evaluation data. This narrative evaluation will be due no later than the conclusion of the federal fiscal year. Quarterly financial reports will be required until all project funds are expended. These evaluations will be included in or used to develop the annual and 5-year statewide evaluation of LSTA in Kansas.

**SECTION G - FINANCIAL DATA**

**CONTRACTUAL SERVICES:** Services performed by an agency, organization, firm or individual through contract with the applicant or project administrative agency.

**OPERATIONAL EXPENSES:** Supplies, Telephone, Postage, Rental Equipment, Rental of Space, Equipment Maintenance.

I.	PROPOSED EXPENDITURES	LSTA GRANT	LOCAL FUNDS	TOTAL
1.	Equipment	\$ _____	\$ _____	\$ _____
2.	Contractual Services	\$ _____	\$ _____	\$ _____
3.	Operational Expenses	\$ _____	\$ _____	\$ _____
4.	Totals	\$ _____	\$ _____	\$ _____

II. DETAILED LISTING OF EQUIPMENT AND CONTRACTUAL SERVICES EXPENDITURES

Type of Equipment or Type of Contractual Services

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

III. FUTURE FUNDING

Describe in narrative form your plan for continuing the project beyond the grant and/or the availability of other resources necessary to implement the grant.

## **SECTION H - ASSURANCES**

The applicant gives the following assurances with the filing of this application:

- THAT** the administrative agency for the project (under contract with the Kansas State Library) will submit quarterly expenditure reports and narrative reports as required, on forms provided by the Kansas State Library;
- THAT** the grant funds will be accounted for separate and apart from any other funds administered by the agency and that up-to-date financial records will be available at any time for review by State or Federal officials;
- THAT** these grant funds will be expended or legally encumbered by or on such date as is specified in the contract;
- THAT** if the amount of this grant exceeds \$300,000 of Federal funds, or if the total of Federal funds from any direct source to the applicant during the fiscal year exceeds \$300,000, the project will be audited in conformance with the Office of Management and Budget (OMB) Circular A-133, with the standards stated in *Standard for Audit of Governmental Organizations, Programs, Activities, and Functions* and these publications will be cited in the audit report and the audit specification statement;
- THAT** all records involved in any claim or expenditure which has been questioned by a Federal audit will be maintained until necessary adjustments have been made and such adjustments have been approved by the Institute of Museum and Library Services;
- THAT** these grant funds will be expended solely for the purposes as set forth in the approved applications and the contract under which this grant is made and that any funds lost or diverted to other purposes will be repaid to the Kansas State Library;
- THAT** the administrative agency for this project will submit an evaluative report within sixty (60) days following termination date as set forth in the contract;
- THAT** all records pertaining to this project will be retained by the agency for five (5) years after the close of the fiscal year in which the funds were granted, or until the Kansas State Library is notified of the completion of the Federal audit, whichever is earlier, and that such records shall include invoices for all materials purchased with these grant funds;
- THAT** the administrative agency receiving these grant funds will submit any other documents, reports, or information which may be required by the Federal government or the Kansas State Library;
- THAT** the administrative agency has filed a statement of assurance or reassurance of compliance with the Civil Rights Act of 1964;
- THAT** whenever items of equipment in which cost the Federal government has participated are no longer used for a purpose permitted under the ACT, or are sold and the proceeds from such sale are not used for such a purpose, the Federal government shall be credited with its proportionate share of the value of such equipment at the time of such diversion or sale, the value being determined on the basis of the sale price in the case of a bona fide sale or on the fair market value in the case of discontinuance of use or diversion for other than library purposes;
- THAT** Federal funds provided for this project will not be expended for partisan political activity or political purposes; and
- THAT** the applicant will comply with the requirements of the Children's Internet Protection Act (CIPA) as specified by the Institute of Museum and Library Services.

**CERTIFICATION**

I CERTIFY THAT ALL OF THE INFORMATION CONTAINED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE AND DO MAKE APPLICATION FOR FUNDS UNDER THE TERMS AND CONDITIONS STATED.

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Signature of Person Preparing Application

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Title of Above Person

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Signature of President of Board

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Date

**AMENDING THIS APPLICATION**

Once an application has been approved by the Kansas State Library, a grant approved, and a contract executed, the local project administrative agency may not deviate from plans as presented in the application which has become part of the contract. In the event changes are needed and desirable, the original applicant or agency designed as administering the project may request an amendment to the application by submission of a revised application to the Kansas State Librarian with a request that the amendment(s) be approved. No such amendments may take force until written approval is received from the State Librarian. In the event that "Proposed Expenditures" should vary more than 15% for any category an amendment should be submitted in order to avoid possible repayment of funds. Amendments must be submitted by revising the page where the amendment occurs. Amendments should carry a page number, which corresponds with the number of the page being amended.

Mail to: Roy Bird, Federal Projects Coordinator  
300 SW 10th Ave., Room 343-N  
Topeka, KS 66612-1593

## LSTA Technology Grant Applications Evaluation

Applicant: \_\_\_\_\_

City: \_\_\_\_\_

Criteria of Evaluation (5=highest, 1=lowest)

Comments (strengths, areas for improvement)

Need for service, readily apparent and clearly expressed (quantitatively and qualitatively)	5	4	3	2	1
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Priority consideration for applications for Internet connectivity	5	4	3	2	1
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Ability to produce enhancement to library service programs that is measurably the result of technology development	5	4	3	2	1
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Evaluation method, including <u>how</u> evaluated, <u>what tools</u> will be used and <u>who</u> will collect and analyze the data	5	4	3	2	1
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Innovation and creativity	5	4	3	2	1
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Quality of application, including evidence of planning, conciseness and clarity	5	4	3	2	1
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Clear statement of type of population served	5	4	3	2	1
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Recommend for funding:     Yes             No            Amount to fund: \_\_\_\_\_