

**Learn About LSTA 2022 Grants**

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Arizona State Library, Archives & Public Records

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**A Little Bit About Me**

- Over 30 years in and around libraries
- Former CE Coordinator and Grants Consultant for the Arizona State Library
- Managed the Copper Queen Library and Round Valley Public Library
- Two-time LSTA grant recipient

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**Agenda**

- It all starts with YOU and your community
- Overview of LSTA grants in Arizona
- Considerations before applying
- Steps to completing the application
- The review process
- What to expect if you're awarded a grant

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## Your project idea


Digital literacy class for seniors in Parker



Engaging young readers in Buckeye



Accessibility Lab at Coolidge Public Library



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## Your project idea


Community-driven archives from Arizona State University



Greenlee Makerspace



Eat Local event in Cochise County



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## Your project idea

Zoom for community meetings in Prescott




**OBSERVING POLLINATORS**  
Identify and count pollinators as they visit flowering plants.

Easy



**MEASURING LIGHT IN THE NIGHT**  
Help gather light pollution data.

Medium



Two of the Citizen Science kits available through SciStarter

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## Post-pandemic era



- Virtual programming supplies and services
- Subscriptions to
  - digital learning platforms
  - movie licenses for outdoor presentations
  - call-in storylines and resource hotlines
- Improving ADA compliance for websites
- VR/AR/XR devices for education and workforce development
- Home Office To Go
- Homework help

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## Identifying community needs

Researching demographics and trends on a national scale is good.

Finding out what would strengthen your specific community is even better!



What audiences are you targeting with this project and why?



What community need or opportunity does your project address?



How do you know this is a need?



How does this project relate to your library's mission or strategic plans?

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## Is an LSTA grant right for you?



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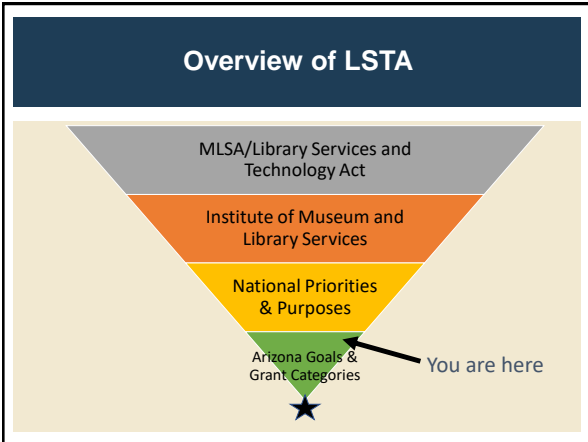
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### Overview of LSTA

#### AZ LSTA Statewide Five-Year Plan

- The State Library, with the assistance of an outside consultant and Arizona library staff, developed the 2018-22 LSTA Five Year Plan.
- Grant proposals must address the goals and needs outlined in the plan.
- Please review the LSTA Five-Year Plan on the State Library's Web site at <https://www.azlibrary.gov/libdev/funding/lsta>

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### Breaking down the AZ LSTA goals

- ▶ Information Access
- ▶ Informal Education
- ▶ Inclusive Communities
- ▶ Institutional Improvements

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### Information Access Project Examples

- access to ebooks and elearning
- materials for the visually impaired or those with other disabilities
- digitization and preservation of historical materials
- outreach delivery
- electronic resource development
- Collection And Programming (CAP) Express Grant

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### Informal Education Project Examples

- early literacy STEM programs
- coding clubs
- digital literacy classes
- creative aging workshops
- school readiness
- reading programs
- Citizen Science Express Grant
- Teen Connections Internship Express Grant

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### Inclusive Communities Project Examples

- job help programs
- health literacy programs
- community conversation programs
- community referral
- pop-up libraries
- library "outposts"
- Community Memory Express Grant

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## Institutional Improvements Project Examples

- continuing education
- data and statistics
- specific Express Grants (see page 9-10 of the 2022 LSTA Guidelines):
  - **Staff Development** – Used to provide an all-staff training.
  - **Wi-Fi Expansion** – Supports library infrastructure by replacing modems, buying wireless access points, or other necessary devices to support access to wireless.
  - **Wi-Fi Hotspot Lending** – purchasing wi-fi hotspots and data plans for patrons to borrow.

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## Subgrant program

- Subgrants help all of us to achieve our LSTA goals in Arizona.
- Subgrants are for all eligible libraries.



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## Considerations before applying

- Types of LSTA grants
- Discuss your project
- Partnerships are welcomed
- Rules and regs
- Timeline
- You are going to wear many hats!



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## Types of LSTA Grants

General Grants

- Flexible values
- Focus on innovation

Express Grants

- Fixed values
- State has pre-selected purposes

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## General Grants

**Innovation is awesome!**

From the 2022 State Guidelines  
*LSTA grants are awarded for **innovative** ventures as well as for more traditional projects.*

From IMLS (20 U.S.C. § 9121 – Purpose of LSTA)  
*Enhance the role of libraries within the information infrastructure of the United States in order to support research, education, and **innovation***

**Outcomes matter, not just outputs!**

We look for robust qualitative outcomes in general grants.  
 Scalable and replicable across Arizona.

**Capacity is important!**

Do you have or can you tap into enough resources to complete a large project?  
 Is it sustainable?

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## Express Grants

**Express Grants advance the four AZ LSTA Goals:**

- Information Access**
  - Collections and Programming (CAP)** – Specifically used to grow collections to serve a targeted audience.
- Informal Education**
  - Citizen Science** – Bringing science-based programming to your community with the assistance of simple, convenient, and ready-to-use kits.
  - NEW! Teen Connections Internships** – Supports career and college readiness through connected learning library internships for teens.
- Inclusive Communities**
  - NEW! Community Memory** – Supports communities and individuals on their personal archiving and digital preservation journeys.
- Institutional Improvements**
  - Staff Development
  - WiFi Expansion
  - WiFi Hotspot Lending

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## Talk it over!

### With your boss

- Does your project idea align with the library's plans?
- Is there institutional capacity to carry out the project?
- Make sure procurement and finance know.

### With Library Development

- Not required, but strongly recommended.
- Consultant or Project Specialist becomes familiar with your idea.
- Can help with pitfalls and opportunities.

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## Partnerships are welcomed

### Why partners?

- Funders like them!
- Mutual benefits
- Allows for resource sharing
- Increased recognition in the community
- Could be a model for future projects
- Sustainability



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## If you have a partner...

- Talk formally about your project idea.
- Know what you “bring to the table” and have in mind what the partner might contribute.
- Be open to new ways or ideas for accomplishing your goals.
- Determine the roles and expectations for each partner.
- Write up a plan describing how you’ll work together.
  - Will you set up a regular schedule of meetings?
  - Will you talk once a week on the phone?
  - Will you set up an online collaborative workspace?
- Get a letter of support on letterhead.

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## A few rules and regs

### What you CAN apply for

- LSTA funds are targeted for **new projects** that serve as models or pilots.
- Libraries may apply for **phases** of a project.
- Libraries may apply for funding of an ongoing project if it reaches **new audiences**, incorporates **new methodologies** or significantly **expands the reach** of the project.

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## A few rules and regs

### What we currently DON'T fund

- Major infrastructure upgrades (e.g. RFID technology)
- Replacement desktops and laptops
- Vehicles and trailers
- Furnishings not associated with a specific project
- Computers and other electronic devices not associated with a specific project

See page 6 of guidelines at [azlibrary.gov/libdev/funding/lsta](http://azlibrary.gov/libdev/funding/lsta)

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## Unallowable costs

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Apparel</li><li>• Bad debts</li><li>• Construction</li><li>• Contributions and donations</li><li>• Entertainment / Performances</li><li>• Fines and penalties</li><li>• Food</li></ul> | <ul style="list-style-type: none"><li>• Gifts, models, souvenirs</li><li>• Interest and other financial costs</li><li>• Existing staff salaries and benefits</li><li>• Under-recovery of costs under other grant agreements (excess costs for one grant application is not chargeable to another grant application)</li></ul> |
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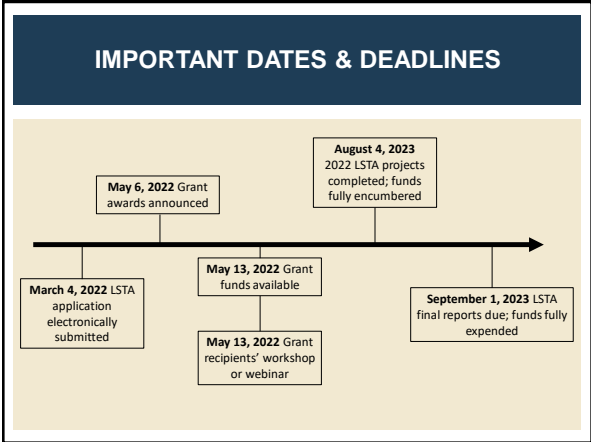
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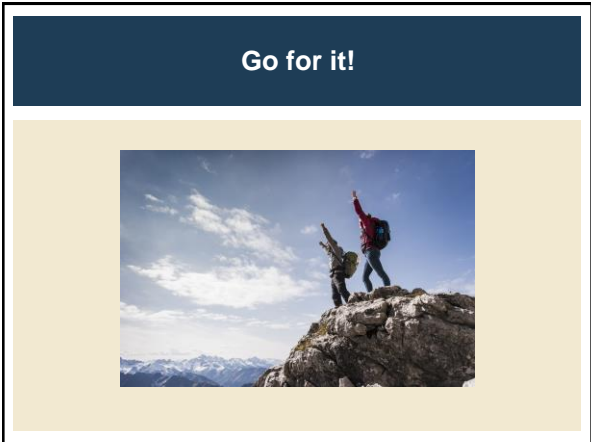
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## Completing the application

Start with an application link on <https://azlibrary.gov/libdev/funding/lsta>

Please Sign In

Welcome to the Arizona State Library, Archives & Public Records Grants Management System for LSTA and SCIA.

Returning applicants, please enter your email address and password.  
First time here? Please click [New Applicant](#) to register.

E-mail  Password

[New Applicant?](#) [Forgot Password?](#)

You should receive an email when you first register with a link to your dashboard. Check your junk folder!

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## Completing the application

You can save your application any time and return to your dashboard.

Thank you! Your application has been saved. You should receive an e-mail confirmation shortly.

Applications Requirements

**Applications**

Below is a list of your applications.  
Use the dropdown menu to show applications in progress or applications submitted.

Application Name

2021 Staff Development Day Grant Application

LSTA 2022 Application

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## Completing the application

The dashboard allows you to return to in progress applications, view submitted applications, allow others to view the application, and more.

Show

Hide Viewer Only Applications

Action

**NOTE: Always go back to your dashboard. DON'T try to access an in-progress application by clicking an application link on our LSTA webpage. You'll just start a new one!**

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## General LSTA application sections

- Organization Information
- Project Contacts
- Project Information
- Budget Information
- Beneficiaries
- Risk Self-Assessment
- Certification

<https://azlibrary.gov/libdev/funding/lsta>

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## Organization Information

- The **new** Unique Entity Identifier (UEI) is a 12-character, alpha-numeric value that replaces the DUNS in federal databases and systems.
- You -- or more likely someone in your finance department - must log into the System for Award Management website at SAM.gov to find your new UEI.
- If your entity (municipality, school district, etc.) is already registered in SAM, you've already received the new UEI.
- If you aren't already registered, you should be able to request a UEI in SAM.gov. No SAM.gov entity registration will be required to make this request.
- For more information, go to [fsd.gov](https://fsd.gov) and click the big **green** HELP ON UEI TRANSITION button.

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## Project Information

- This is the heart of the application and includes the needs assessment; project outcomes, activities and evaluation; personnel; and timeline.
- Use the Application Worksheet on pages 12 – 13 in the guidelines to draft your application.
- We highly recommend working offline and pasting your information into the online form.

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## Your project must have intent

**General Project Information**

Choose One Category  
 Information Access     Informal Education     Inclusive Communities

\* Project Title

\* Select a Primary Project Intent. Please Check one.

**Select One**

- Improve users' ability to participate in community conversations around topics of concern (Civic Engagement)
- Improve users' ability to use and apply business resources (Economic Employment Development)
- Improve users' ability to use resources and apply information for employment support (Economic Employment Development)
- Improve users' ability to apply information that furthers their parenting and family skills (Human Services)
- Improve users' ability to apply information that furthers their personal or family health & wellness (Human Services)
- Improve users' ability to apply information that furthers their personal, family or household finances (Human Services)
- Improve users' ability to discover information (Information Access)
- Improve users' ability to obtain information resources (Information Access)
- Enhance library's workforce (Institutional Capacity)
- Improve library's operations (Institutional Capacity)
- Improve library's physical and technology infrastructure (Institutional Capacity)
- Improve users' formal education (Lifelong Learning)
- Improve users' general knowledge and skills (Lifelong Learning)

\* Briefly summarize the project, by completing the following: The goal of this project is \_\_\_\_\_, funds will be used to \_\_\_\_\_, Community me

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## Your project will have activities

Types of activities	How activities are delivered	Formats for activities
Instruction	Workshops, classes Presentation or program Consultations	In-person Virtual Combination of both
Content	Acquisition Creation Preservation	Physical Digital Combination of both
Planning and evaluation	Focus group Survey	In-person Virtual Combination of both
Procurement	N/A Report on number or amount of items procured	N/A Report on number or amount of items procured

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## Evaluate your project

**Why evaluate?**

- To know if the program or activity met the goal
- Document ideas for future improvements
- To communicate program impact to management
- To satisfy the partners' and funders' need to know that the resources were well spent

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## Evaluate your project

### Quantitative

- Outputs = “number of...”
- Workshops
- website hits
- books checked out
- program participants

### Qualitative

- Outcomes = “here’s what happened...”
- Changes in knowledge, skill or behavior
- Surveys
- Focus groups
- Observations

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## Examples of outcomes

Outcomes are achievements or changes in:

- |                |   |  |
|----------------|---|--|
| Skill          | → | Acquire information literacy, Develop proficiency using Excel  |
| Knowledge      | → | Learn about quilting, Learn causes of diabetes   |
| Behavior       | → | Complete homework, Read to children  |
| Attitude       | → | Eliminate fear of using computers, Support recycling   |
| Status         | → | Use library resources, then pass the GED   |
| Life condition | → | Learn to follow a healthy, nutritious diet and exercise to control diabetes, Become employed after learning resume writing |

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## Budgeting tips

- **\$** Costs must be reasonable, necessary, allowable and allocable.
- **£** Do your window shopping so your budget is reasonable.
- **¥** Match is required but should be simple to track.

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### Budgeting tips

- Read the definitions for the budget categories carefully.
- No budget limits for general grant categories, only Express Grants.
- Typical general grant range: \$10K to \$50K.
- Would your project be more manageable with consultant or contract help?

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### Budgeting tips

- To repeat: Talk with someone in your procurement office. Avoid ugly surprises about state contracts and purchase orders.
- Watch out for subscriptions! All activities must cease by the end of the period of performance (August 4, 2023).
- All funds must be completely spent by September 1, 2023.

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### A word about marketing

Include marketing costs for project, but LSTA funds **cannot** be used to market the library itself or its services **UNLESS** they are used to address the needs of underserved individuals such as individuals from diverse socioeconomic backgrounds, with disabilities, or with limited literacy skills.



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**Project summary**

By this point in the application, you should be able to write the project summary:

- The goal of this project is \_\_\_\_\_.
- Funds will be used to \_\_\_\_\_.
- Community members will benefit because \_\_\_\_\_.

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**Why are there risk assessment questions?**

They are there to better understand the level of monitoring that we will require with an award. They are NOT there to influence an application outcome.

- How many years of experience does the project manager have specifically managing grants?
- When was the library's most recent reorganization?
- How many years has the project manager been employed in the applying library's system?
- Does your accounting system identify and track expenditure and receipt of program funds separately for each grant award?

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**The final touches**

- Read the guidelines.
- Write for non-librarians. Avoid acronyms and jargon.
- Ask someone to review and proofread.
- Don't wait until 11:59PM on March 4 to submit!

The guidelines can be found at [azlibrary.gov/libdev/funding/lsta](http://azlibrary.gov/libdev/funding/lsta)

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## Certify and Hit Submit

- The application must be certified by providing the name and title of the Authorizing Official. This person is authorized on behalf of your institution to approve the submission of proposals and accept any resulting sponsored project grants or contracts.
- You can view and allow others to view your submitted application through the grants management system dashboard.
- Submissions are final.
- Late submissions are not accepted.

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## The review process

- Library Development team leads the review process.
- Colleagues, peers and qualified people from outside the State Library usually participate.



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## The review process

- See page 7 of the guidelines.
- Is the project clearly explained?
- How well does the project address the Arizona LSTA goals outlined in the Five Year Plan?
- Is a community need clearly identified?
- Is the project plan thoughtful, realistic, and does it address the identified community need?
- Are the time, personnel, and financial resources identified appropriate and realistic for the scope and scale of the project?
- Is the project likely to make a significant, sustainable difference in the community, now or in the future?

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**Grant Recipient Training required**

- It is required that the project contact for each 2022 LSTA funded project attend a Grant Recipients workshop or webinar.
- This workshop or webinar covers data collection and evaluation, reporting, and other project management details.
- If an in-person workshop is offered, it will be held on May 13, 2022 from 9AM to Noon in Phoenix.
- Details will be emailed to grant recipients.
- Dates for the webinar are still to be determined, and it will be recorded.

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**There will be forms!**

- General federal certifications
- Non-construction assurance
- CIPA compliance
- Request for payment

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## Telling your LSTA story

- You'll be asked to share the news about your award and your project with stakeholders. We'll supply some templates that should help.
- Inform the State Library Grants Coordinator when there are new developments.
- Share your experiences with your colleagues as well.

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## Reporting requirements

- We will ask for an interim report and a final report.
- **Full disclosure:** These types of data are required for **both** General and Express Grants.
- We supply a spreadsheet to help you track everything.
- Key attributes of the reports:
  - How much was spent, and on what.
  - What activities were completed, and their outcomes.
  - Number of programs, number of attendees, standardized survey questions for participants.
  - Who your consultant was, where did you travel to, what courses were taken, what supplies were purchased.
  - What your match was, and how it relates to the project.

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## You're never alone on your grant journey!

<ul style="list-style-type: none"><li>• Community Memory Express Grants</li><li>• Wi-Fi Express Grants</li><li>• Digital Inclusion</li></ul> <p>• numayam@azlibrary.gov • (602) 926-6271</p> <p>Nicole Umayam </p>	<ul style="list-style-type: none"><li>• Information Access</li><li>• CAP Express Grants</li><li>• Tribal Libraries</li><li>• Electronic Resources</li></ul> <p>• mvillegas@azlibrary.gov • 602-542-6255</p> <p>Mary Villegas </p>	<ul style="list-style-type: none"><li>• Inclusive Communities</li><li>• Staff Development Express Grants</li><li>• Continuing Education</li></ul> <p>• ACreegan@azlibrary.gov • 602-542-6263</p> <p>Ann Marie Creegan </p>
<ul style="list-style-type: none"><li>• Informal Education</li><li>• Teen Connections</li><li>• Internship Express Grant</li><li>• Youth Services</li></ul> <p>• dthrockmorton@azlibrary.gov • (602) 542-6257</p> <p>Donna Throckmorton </p>	<ul style="list-style-type: none"><li>• State Data Coordination</li><li>• Technology</li><li>• Citizen Science Express Grants</li></ul> <p>• cguerra@azlibrary.gov • (602) 542-6267</p> <p>Chris Guerra </p>	<ul style="list-style-type: none"><li>• Grants Coordinator</li><li>• Library Development Administrator</li></ul> <p>• jball@azlibrary.gov • 602-542-6266</p> <p>Jaime Ball </p>

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An LSTA Grant Can Accelerate  
Your Library's Contributions to  
Your Community.

Go For It!

**\*\*Email: [jball@azlibrary.gov](mailto:jball@azlibrary.gov) EMAIL IS BEST\*\***  
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1700 W. Washington St. B-002 Phoenix 85007



**KATIE HOBBS**  
SECRETARY OF STATE

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