

**FY 2009-2010 DIRECT SERVICE GRANT APPLICATION
LIBRARY SERVICES AND TECHNOLOGY ACT
FEDERAL FUNDS**

Please check the grant for which you are applying:

_____ **Job-Training Center (\$7,500)**

_____ **Community Building through Video Games (\$5,000)**

Library Name: _____

Street Address: _____

City/ State/Zip: _____

Project Director: _____

Email address: _____

Phone number: () _____

Approval Signatures:

Library Director **Date**

Library Board Chair **Date**

Please provide the information below on attached 8 ½ x 11 inch paper with Sections I – VII clearly labeled. No hand-written proposals will be accepted.

SECTION I. Community Need and Projected Users (100 to 300 words)

Which segments of your community would benefit from this grant? Please provide specific details about the target population(s) and their current needs. Cite the source of the data, e. g. newspaper articles, Chamber of Commerce studies, U. S. Census, Dept. of Economic and Community Development, etc.

Reasonably, how many of the target population(s) does your project hope to reach within the project year?

SECTION II. Community Collaboration (100 to 300 words)

Identify agencies/organizations with which the library will be working on this project. What will be their specific roles and responsibilities? Attach a letter of support or a memorandum of agreement from each entity.

SECTION III. Activities and Timeline

Explain in detail the timeline of activity month by month as necessary to complete your project during the grant year. Please be specific. This section will allow reviewers to determine your understanding of the steps necessary to complete the project successfully.

SECTION IV. Publicity and Marketing (100 to 200 words)

The Tennessee State Library and Archives will provide a template for workshop flyers. The template will have space for localized information to be inserted.

List the methods through which you will market and publicize the collection and programs sponsored through this grant. Describe plans for oral presentations to civic groups, local businesses, schools, Chamber of Commerce, or other agencies as appropriate in advance of the required workshops. Describe plans for professional printing, paid advertising, radio spots, etc. if relevant.

SECTION V. Budget Document

Please fill in the appropriate budget figures below. (Optional): If you plan to use local funding to supplement the project during the year, please indicate that as well. Do not include salaries of current staff.

	LSTA FUNDS REQUESTED	LOCAL FUNDS ANTICIPATED
1. Professional Fee**		
2. Supplies **		
Books		
Non-print materials		
Postage		
Printing		
3. Technology**		
Computer Hardware		
Software		
TOTAL		

Please provide Budget detail for the following (if budgeted):

**** 1. Who will be the trainer(s) hired to provide the workshops under the terms of this grant? Please attach a resume or summary of their teaching experience. Include all professional fees and any mileage reimbursement due to the trainers. Be specific as to how these terms were arranged.**

**** 2. Print and non-print library materials are considered “supplies” under state contract guidelines. Explain what types of materials you will be purchasing, approximately how many and in what format, and for what specific purposes of the grant.**

**** 3. What specific hardware and software do you plan to purchase and for what purpose?**

SECTION VI: Previous LSTA Direct Service Grants

Has your library received an LSTA Direct Service Grant in the past 4 years?
YES _____ NO _____

What was the amount awarded? _____

What was the purpose of the grant? _____

SECTION VII: Attendance at Mandatory Grant Workshop

Did you attend one of the Grant Workshops offered by the Tennessee State Library and Archives on December 8, 10, or 16, 2008?

YES _____ NO _____ If so, which one and what did you find the most helpful about the workshop?