

**DEPARTMENT OF STATE
TENNESSEE STATE LIBRARY AND ARCHIVES
LIBRARY SERVICES AND TECHNOLOGY ACT
GRANT PROPOSAL GUIDELINES
FY 2009-2010 DIRECT SERVICE GRANTS FOR THE DISADVANTAGED**

DEADLINE FOR SUBMISSION: Monday, February 2, 2009

Basic Requirements for Grant Applications:

1. Any public library recognized by the Tennessee State Library and Archives as being in compliance with Tennessee Code Annotated, Title 10, Chapter 3 may apply.
2. A public library seeking a grant must submit a completed grant proposal postmarked no later than Monday, February 2, 2009.
3. Any public library seeking a grant must be able to contract with the State of Tennessee and administer the grant funds independently.
4. Grant funding must not result in a decrease in local appropriations for the applicant library.
5. Libraries that plan to use the grant as start-up funding for new projects/programs, rather than a continuation or diversification of existing library projects or programs, will be given preference. However, applications showing significant change to out-dated, existing library programs will also be considered.
6. The Project Coordinator will be required to provide detailed narrative and financial reports as requested.
7. Two signed assurance forms are mandatory:
 - a. Assurance that the library is in compliance with the Children's Internet Protection Act (if any equipment and/or software providing Internet access is purchased with LSTA grant funds).
 - b. Assurance that a library receiving Regional Library Services has met Maintenance of Effort requirements and submitted signed Public Library Service Agreement.

Grant Review Process:

These grant proposals will be reviewed by the professional staff of the Tennessee State Library and Archives (TSLA) using the point system outlined in this packet. The Tennessee State Library and Archives reserves the right to deny funding to any library with a prior history of mismanagement of LSTA funds or for failure to complete all requirements of the grant application process.

Types of Available Grants:

A. Job-Training Centers in Libraries (\$7,500 grants)

Purpose of Grant Project: To provide a special collection of print and non-print materials and professional services designed to teach new skills to displaced workers, to provide information about career choices, and to offer resume writing and job application assistance. To provide at least one computer and appropriate software dedicated to the project.

Requirements of Grant Project:

1. Proposals should emphasize community cooperation and collaboration by libraries working with other local agencies such as workforce development agencies, Adult Education centers, technology centers, community colleges, extension offices, English as a Second Language groups, high school vocational offices, local businesses, etc.
2. Participating libraries must agree to offer a minimum of eight two-hour classes in resume-writing, job search techniques, interviewing skills, techniques for survival during economic downturn, etc. during the grant year.
3. Each jobs-training center and library class must include written and oral instruction on the use of the Tennessee Electronic Library as a jobs-training resource. Project director and key grant personnel must attend a mandatory TEL jobs-training session before the project begins.
4. All classes and collection development related to the grant must take place in a public library facility.
5. Funds for the projects should be budgeted approximately as follows:
 - \$2,500 --- Professional fee for job training specialist(s) to teach library classes (includes travel)
 - \$1,500 --- Collection development of print and non-print library materials supporting the project
 - \$3,000 --- Technology needs, e. g.
 - _____ At least one PC workstation loaded with basic Office software with access to the Internet
 - _____ An LCD projector to use in training
 - _____ Grant-specific job-training software

 - \$ 500 --- Publicity materials for marketing the project; postage; advertising fees
 - \$7,500 TOTAL

Evaluation requirements: Each grant library must issue workshop participants a written survey to be completed at the end of each class to determine what

new jobs skills have been learned. Three months after the class, a second survey with return postage attached should be mailed or emailed to every participant. TSLA will provide necessary wording for the surveys, although participating libraries may add localized information as necessary. Participating libraries will provide detailed analysis of the surveys in a final written report to the State Library and Archives.

B. Community Building through Video Games (\$5,000)

Purpose of grant project: To provide technology resources for video games that introduce and reinforce a variety of curricular, social and life skills for all ages. To provide programming and instruction in the use of video games for varied age groups.

Requirements of grant project:

1. Each proposal should emphasize community cooperation and collaboration by a library working with other local agencies such as senior citizen centers, family centers, after school programs, YMCA, health department, Girls and Boys Club, etc.
2. Each participating library must agree to offer a minimum of four video game programs designed for teens/young adults, two sessions designed for senior citizens, and two sessions designed for families during the course of the grant.
3. Space requirements: A minimum of 12 x 12 feet unobstructed space in the library facility is required. (Furniture could be moved for gaming programs after regular hours.) All classes and collection development related to the grant must take place in a public library facility.
4. Project director and key grant personnel must attend mandatory training provided by the Tennessee State Library and Archives before grant projects begin.
5. Funds for the projects should be budgeted approximately as follows:

\$ 100	– Travel costs for skilled trainers (optional)
\$ 400	– Library books or magazines about video games
\$2,900	– Hardware (game consoles), accessories, and games for use in programming and collection development
\$1,200	– Equipment for use in training and programming e. g. LCD projector, projection screen, etc.
\$ 400	– Publicity materials for marketing the project; advertising fees; postage
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\$5,000	TOTAL

Evaluation requirements: Each grant library must issue each workshop participant a written survey to be completed at the end of each class to determine what new skills have been learned. TSLA will provide necessary wording for the surveys, although participating libraries may add localized information as necessary. Participating libraries will provide detailed analysis of the surveys in a final written report to the State Library and Archives.

Grant Timeline:

12/08	Required Grants-Writing workshops
2/2/09	Proposals postmarked and mailed to TSLA
2/15/09	Proposals reviewed and scored Sample contract sent for review by Sherlene Holt
3/1/09	Contracts Distributed
3/15/09	Signed Contracts Returned to TSLA
3/16/09	Contracts sent to Contract Review
5/20/09	Fully Executed Contracts Distributed
6/01/09	Project Year Begins
6/30/10	Project Year Ends