

2023 LSTA Mini Grant Application (cycles 1 and 2)

Applicant	Shelly Alexander
Applicant ID	APP-000522
Company Name	North Las Vegas Library District
Recipient Address	North Las Vegas Library District 2400 West Deer Springs Way North Las Vegas, NV 89084
Phone	702-839-2980
Email	alexanders@cityofnorthlasvegas.com
Status	Submitted
Funded	<input type="checkbox"/>

Application Title: Learning & Enrichment at the Library

Description:

The Learning & Enrichment grant aims to implement an array of in-library programming for various age groups (adults, teens and kids) that will provide opportunities for the residents of North Las Vegas to learn, grow and improve themselves and become more engaged with the library.

Pre-Application

Pre-Application Questions

- Application Instructions and the Pre-application Guidelines are here: <https://nsla.nv.gov/2023LSTA/Competitive#s-lg-box-29781019>
- Archived LSTA Webinars are here: <https://nsla.nv.gov/2023LSTA/webinars>

Question: Have you read the Pre-application Guidelines and Application Instructions?

☒ Yes

☐ No

Question: Did you attend/view the March 24, 2023 Application webinar?

☒ Yes

☐ No

Library Information

Applicant library information.

Question: Library Name

North Las Vegas Library District

Question: Library Type

- ☒ Public
- ☐ K12
- ☐ Academic
- ☐ Special/Research
- ☐ Tribal
- ☐ Consortia

Question: Unique Entity Identifier (UEI)

MJ9NM8SSYRD1

Question: Library Description

The North Las Vegas Library District is comprised of 3 library branches, 26 FTEs and 5 PTEs. It is located in the City of North Las Vegas and has a population of 270,000+ residents. It is a diverse city; 41% Hispanic/Latino, 21% African American, 7% Asian and .08% Native American (US Census, 2020). 15% of families live below the poverty line (US Census, 2020) and 8.8% are unemployed (DETR, 2021). 92% of residents are families with children under the age of 18 (World Population Review, 2021). North Las Vegas (NLV) card holders total 62,434, which indicates that approximately 23% of the NLV population are library users. (Approximate because a library card is not required to utilize some library services.)

Contact Information

Contact information for the library director and project manager.

Note: project emails and reminders will be sent to the project manager.

Question: Library Director First Name

Forrest

Question: Library Director Last Name

Lewis

Question: Library Director Email

lewisf@cityofnorthlasvegas.com

Question: Library Director Phone

702-633-1070

Question: Project Manager First Name

Shelly

Question: Project Manager Last Name

Alexander

Question: Project Manager Email

alexanders@cityofnorthlasvegas.com

Question: Project Manager Phone

702-839-2980

Project Information and Statement of Need

This section serves as the project overview. It contains essential project information (Target Audience, IMLS Intent) as well as your Statement of Need. **It is worth 20% of the total score.**

Target Audience

All of your project activities and outcomes will be aimed at meeting your target audience's needs. For the application, first select either *Library Workforce* or *Library Users*; next, provide a description that will help define this group. Include enough descriptive information so that evaluators can get a good sense of this specific community. If your project targets your entire service population, you would list General Population and describe your patron group as a whole.

- The *Library Workforce* category encompasses professional staff, paraprofessionals, Boards, and volunteers/Friends groups.
- If you select *Library Users*, describe pertinent demographic information. You can use behavioral and/or demographic attributes, such as age (0-5), economic situation (underemployed), geographic distribution (rural), etc.

A Statement of Need is the rationale behind your project and demonstrates your library's understanding of the target audience's needs as well as your ability to address those needs. Your Statement of Need should be accessible, easy to understand, and concise; it should answer the question of "Why we should care." Your Statement of Need should include the following elements:

- A description of your target audience;
- A description of the situation/challenge that your target audience is facing;
- An explanation of how you know that this problem is real and not perceived;
- Problem implications (what happens if the problem is not addressed);
- Your proposed solution to elements of the problem;
- Verification that your solution is not duplicating efforts of other community organizations;
- Outcomes/benefits to your target audience that are achievable during the timeframe of your project (the impact).

All of these elements will be high-level overviews. More details regarding your project implementation and outcomes will be required in subsequent sections.

Tips:

- Your Statement of Need **MUST** be substantiated and should be compelling (if your need is not compelling, your project won't be either).
- Do not use circular logic (Problem: we don't have xx; Solution; we will create xx).
- Data should be comparative; if you cite statewide or national data, explain how this data has local relevance/significance.
- Don't conflate your organizations Wants with your target audience's Needs.

Question: Target Audience

- ☐ Library Workforce
- ☒ Library Users - General
- ☐ Library Users- Targeted

Question: Target Audience Description

The residents of North Las Vegas (NLV) are the target audience, with the goal of providing more learning opportunities for our residents. Specifically, the library is hoping to bring in some of the 77% of residents who are non-library users, whether they are kids, teens and adults, expose them to the products and services available and help them to become regular library users.

Question: IMLS Intent

Lifelong Learning -- Improve users' general knowledge and skills

Question: Statement of Need

Libraries face the challenge of staying relevant, in the age of technology, when information is as

close as your smart phone. By expanding programming, the library is offering knowledge, personal growth and skill building, to the residents of North Las Vegas, all for free. During the 2023 Summer Learning Challenge, class participants were surveyed and the results of programs were not only overwhelmingly positive with 99% of participants agreeing or strongly agreeing that they learned something from the program and gained knowledge about the library, but that they were more likely utilize other library resources because they attend the class. Comments indicated that many class participants were new to the library and wanted more programming.

Library programming impacts the community in a variety of ways depending on the type of programming. It may be educational (teaching a skill, building literacy skills, generating an interest in learning & discovery), or cultural (exposing people to new ideas, building understanding and compassion in the community), or personal development (exploring career options, finding a new hobby or engaging with others in the community). These things benefit the individuals, who gain skills and knowledge, but they also have a positive impact on the community. Educating people results in a community that is highly engaged, productive and satisfied. NLV community is not currently utilizing the library's resources, as 77% of residents are not library card holders. This may be due to the fact that 21% of NLV residents are foreign born and unfamiliar with the concept of a free public library. By offering more programming, increasing outreach & promotion, the library plans to entice non-library users into becoming library users.

Outcomes, Evaluation, Goals

This section addresses project impact: how your Target Audience will benefit from the Activities, how you'll measure the impact, and how your project advances strategic library priorities. **It is worth 20% of the total score.**

Goals, LSTA and Local

Each LSTA project must advance one of Nevada's LSTA goals as well as strategic goals for your library and or community. For these questions, you will describe exactly how your project will do so.

Outcomes

What do you wish to accomplish, how will your project "move the needle" for participants? What changes in behavior, attitude, skill, knowledge, or understanding do you hope will occur? Identify your target audience's current circumstances and describe the impact/how their circumstances will change. Explain how this outcome was selected and how you determined that your approach will provide the best solution.

Evaluation

Evaluation tracks outcomes and measures results. Consider how project success will be defined and measured. (What are your metrics? Where is the Target Audience starting and what point do you expect them to reach during your project period? How will you know you're headed in the right direction?) Describe the data you'll collect and the tools you'll use to evaluate the extent to which your project is achieving its expected outcomes. Examples include pre- and post-assessments, surveys, benchmarks, and observations.

A note on Goals, Objectives, Activities, and Outcomes:

Goals reflect the big picture (30,000-foot view -- the forest looks like a big green/gold forest). For LSTA, the Goals are prepopulated for you (one of the 4 Nevada LSTA Goals plus your own local strategic goals).

Objectives are the LSTA projects you do to meet the Goals (mid-level view -- you know it's a forest but can distinguish pines from oaks).

Activities (which you will describe in the next section) are where you DO the measurable things to make the Objectives and your project happen -- they're the trees/weeds part of the forest analogy.

Activities are the heart of your project; they're distinct and real; they're where you'll get actual stories and can collect data and measure impact that will help you understand Outcomes (the good your project has done).

Outcomes, measured by all of the Activity data, demonstrate you've met your big-picture LSTA and Local goals.

Question: LSTA Goal

- ☐ Goal 2: Capacity, Training, and Sustainability. Build capacity of libraries to ensure robust and sustainable operations.
- ☐ Goal 3: Partnerships and Sharing. Encourage Nevada libraries to develop and use partnerships and collaboration with other libraries to maximize user access to resources and services throughout the state.
- ☒ Goal 4: Services and Resources. Nevada libraries will provide mission-focused and accessible resources and environments.

Question: LSTA Goal, Description

This grant will provide learning and enrichment opportunities for the NLV community through a variety of programs and activities for all ages and abilities. These programs will be utilized to create an environment of learning and personal development to encourage participants to explore other library products and services. Some of the classes, such as the sewing & crafting workshops could segue into entrepreneurship. Outreach and promotion will be of vital importance in getting the word out into the community. In 2023, the library added 2 new outreach positions to expand our reach into the community, with their primary responsibility focusing on bringing people into the library. As the NLV community is 41% Hispanic, one of the new outreach staff is Spanish speaking to be able to connect with that population.

Question: Local Goal(s), Description

This project aligns with the library's mission, to provide the educational resources to support students, grow careers, and enrich lives. While many people equate libraries with books, not all learning comes from books. More and more, libraries are becoming places of experiences. By expanding our programming, we are offering the residents of NLV a variety of learning experiences that will not only help the gain skills, but enrich their lives. This project also aligns with the School Ready, College Ready and Work Ready Initiatives in the 2021 NLVLD Strategic Plan. Several of the programs (Engineering for Kids classes & Grab & Go Activities) will focus on STEM learning as outlined in the School Ready Initiative. Some of the classes, such as the sewing & crafting workshops could segue into teen entrepreneurship or small business development as identified in the College Ready or Work Ready Initiatives. Other programs will

speak to cultural enrichment and encouraging reading behaviors over the summer months to prevent the summer slide.

Question: Benefits/Outcomes to Target Audience

The NLV community will gain knowledge and skills, as well as overall enrichment from attending programs and participating in activities. They will also gain awareness of library products and services that may benefit them as well. The library would expect to see increased participation in library programs as well as an overall increase in general library statistics such as door count, circulation and new library cards.

Question: Evaluation Methods

Surveys and statistics will be the primary form of evaluation. Each program will be surveyed and include the required LSTA survey questions, plus questions regarding if the person has a library card and how frequently they use the library. Surveys will be available in English and Spanish and available in both printed and digital formats. Anecdotal information will be noted by staff to gain additional insights. Number of programs and program attendance will be tracked. Secondary statistics that may show increased library use would be circulation and door count.

Implementation Activities

This section covers all your project's implementation Activities -- what you will do. **It is worth 20% of the total score.**

Implementation Activities

How will you implement your solution? What concrete things will you create/buy and what activities will you do as part of your Solution to the Need? Describe the activities, programs, outreach efforts, plans produced, people served, collections developed, etc., that will be purchased and created during the course of your project. For each Activity description, explain the activity's purpose, methods, and target audience, plus any high-level results that you anticipate. These should all be geared towards delivering the solution to your target audience's needs, but should also produce measurable data, such as circulation, statistics, and program attendance.

To be considered an Activity, the action must account for at least 10% of the total amount of resources committed to the project.

Note: Please separate your Implementation Activities into one of these 4 categories. If your project is funded, this is how your final report will be structured:

- **Instruction:** the transfer of knowledge or skills through interaction and user engagement;
- **Content:** materials/collections/information resources;
- **Procurement:** The purchase of equipment/supplies, hardware/software, or other materials that are not content related, but support library infrastructure.

Question: Activity: Instruction. Describe classes, performances, presentations, drop-in sessions, etc., that center on instruction. How/why did you choose these topics? How will they support project outcomes?

High level results for all activities are to encourage more people to visit the library & engage in learning activities.

Crafternoons are bi-monthly workshops for adults & teens. Workshops will tentatively include: sewing, paper crafting & self care (ex. bath bombs & lip balm).

Purpose: Build skills, encourage creativity & reduce stress.

Methods: In-person workshops at the Alexander and Aliante Libraries.

Materials Needed: 10 sewing machines + notions, scrapbook paper, coconut oil, beeswax, lip balm containers, etc.

Target Audience: Adults & teens

Dia will feature a cultural performance group (tentatively Native American Youth Dancers, dance & storytelling)

Purpose: Celebrate children, reading & multiculturalism

Materials Needed: Cost of performers

Target Audience: General, program for all ages

Grab & Go kits will be available during June & July. 6-8 activities kits will be created (various ages), possible kits include: mini canvases & paint, bird feeders, and sundials.

Purpose: Encourage participation in the Summer Learning Challenge (SLC); must be registered to get a kit.

Materials Needed: STEAM materials such as craft sticks, yarn, paint, mini canvases, paint brushes, paper plates, glue, paper bags, etc.

Target Audience: Bags will be created for ages: 0-5, 6-11, 12-17 & 18+

Engineering 4 Kids will teach 1 STEM class at each library.

Purpose: Encourage STEM learning over the summer.

Materials Needed: Cost of the workshops

Target Audience: ages 6-11

Local magician, John Lewitt, will kick-off the SLC with a magic show, utilizing the theme: Adventure Begins at Your Library.

Purpose: Encourage kids to sign up for the SLC.

Materials Needed: Cost of the workshops

Target Audience: ages 6-11

Question: Activity: Content. Describe the books, information, or materials you will acquire/create/digitize for your collection. How/why did you choose them? How will they support project outcomes?

Not Answered

Question: Activity: Procurement. Describe essential project items you will purchase that are NOT collection related but support project capacity (ex: equipment and software)

Not Answered

Resources, Timeline

This section covers the infrastructure aspects of your project's activities: when you will do your activities (timeline), who will be doing them (staff resumes), how will you let your community know (promotion), and who in your community will help (partners). **It is worth 5% of the total score.**

Timeline

Download, complete, and upload this [Timeline Template](#). List all project implementation activities, staff responsible, and indicate when they will occur during the project period.

Staff Resumes

Describe the qualifications of key project staff listed in the timeline (track record, training, expertise, etc.).

Promotion

How will you let your target audience, and the community as a whole, know about this project and the Activities listed above? Examples: press releases, social media, newspaper articles and ads, word of mouth/personal networking, school flyers, service clubs, and community calendars.

- **IMLS must be recognized in all publicity materials.** You can tag IMLS on social media as well.
- NEW for 2023: If funded, you must submit at least one project artifact, clearly crediting IMLS, LSTA, and NSLAPR with the final report.
- When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving IMLS appropriated funding shall clearly state:
 1. The percentage of the total costs of the program or project which will be financed with Federal money;
 2. The dollar amount of Federal funds for the project or program; and
 3. Percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

Partners

List project partners and indicate whether they are Formal or Informal. Describe their roles and contributions to project Activities. If Formal partners, you **must** attach a partnership agreement/MOU, explain how you will monitor their deliverables, and implications if the partners do NOT meet deliverables.

Question: Timeline

[14 Month Timeline Template_NLV Learning and Enrichment.pdf](#) (11/7/2023, 6:48 PM)

Question: Staff Resumes

Shelly Alexander is the project manager for this grant. She has 22 years of public library experience and has been administrating grants for 10 years. She worked in the Family Services Department focusing on early literacy for over 10 years, and has 6 years experience in adult programming.

Glenda Billingsly is the Outreach Manager and has over 20 years experience in the library handling outreach with children and families and creating partnerships in the community.

Ruben Garcia-Perez is an Outreach Assistant. He has 20 years of experience working in libraries and several years experience with community outreach. He is fluent in Spanish and will

be instrumental in connecting with the Hispanic community.

Patrick Hinrichs is a Public Services Librarian with 15 years experience in youth services. His experience includes both early literacy, STEM programming, and outreach.

Elizabeth Lucchesi is a Family Services Librarian with over 20 years of library experience and 5 years experience as a librarian. She has experience in both STEM programming and early literacy programming.

Rina Huettner is an Associate Librarian. She has 7 years experience in libraries and has created programming for both teen and adults. For the past 12 years she has been sewing and utilized her skills to create her own successful online business.

Evan Vick is an Associate Librarian with 17 years of library experience, 4 years as a librarian. He had been doing adult and teen programming for the last 2 years.

Jessica Arguetta is a Library Assistant II with almost 5 years of library experience. She has 3 years of experience with early literacy programming and 3 year of experience with promotional material creation.

Kerri Armand is a Library Assistant II with 20 years experience as an elementary school teacher.

She has a plethora of experience with STEM concepts and lesson plan creation.

Erika Camacho is a Library Assistant II. She is currently going to school to be a teacher and has

5 years of library experience. Erika is fluent in Spanish and can present programs in Spanish, translate both verbally and in writing and will assist with marketing materials.

Marleen Ochoa-Urbe is a library Assistant II in the Family Services Department. She has less than 1 year experience in the Family Services Department, however she is fluent in Spanish and

can present programs in Spanish and translate both verbally and in writing. She will assist with creating marketing materials.

Question: Promotion

Promotion of the library programs will include: flyers, the library calendar (printed and online), social media posts through both the library and the City of North Las Vegas, as well as the North Las Vegas Council newsletters. All marketing materials will include the IMLS logo and the State Library logo, as well as the tag line relating to the funding. Patron Point, will be utilized to send emails to library card holders with program information on a monthly basis. Outreach will be of critical importance in connecting with non-library users. The outreach team will highlight programs at table events in the community as well as reach out to existing contacts to spread the word.

Question: Project Partners

This project will not have partners.

Budget, Sustainability

The Budget is worth 20% of the total score.

Budget Detail Instructions: download, complete, and upload this [Budget Template](#)

- Whole dollar amounts only. The Budget Template autocalculates.

Budget significance: Your project budget = the "inputs" that make your project come alive. Keep in mind that it is money that serves as the transformative change; it should be very clear to evaluators what this money will help you achieve in this project.

Allowable costs: Prior to completing the budget section, familiarize yourself with LSTA Allowable Costs: https://nsla.nv.gov/ld.php?content_id=27558383

Indirect Costs: If greater than 10%, attach your negotiated Indirect Costs rate documentation.

Match: A cash or in-kind match of 10% of awarded LSTA funds is required. Matching funds may come from the library's operating budget, Friends of the Library groups, gift funds, or project partners. Other federal funds may not be used towards match. Match must be documented.

Sustainability: Describe your plans for this project's future after the grant funding period ends. If continuation is warranted, how will your library be able to sustain, maintain, and/or expand the project? How will your library continue the momentum? Will existing resources be reallocated, partnerships and/or alternative funding sought? Describe how evaluation efforts will drive future decisions. For planning grants, explain how you will implement the processes, programs and/or services developed as part of the planning grant.

Advanced Payments: NSLAPR will offer advanced payments for this project. If you opt for Advanced Payments and your project is funded, an advanced payment schedule will be written into your Grant -in-Aid agreement. After receiving the advanced payment, you must still submit all of your expenditure backup (copies of invoices, receipts, and proof of payment) before your next advanced payment is approved. Failure to submit expenditure documentation will impact any future advanced payments and/or grant awards.

Question: Budget Detail (Please download Budget Template above; fill out; upload completed version)

[Budget Template NLV Mini Grant 2023.xlsx](#) (11/7/2023, 7:20 PM)

Question: Budget Overview/Narrative

Paid programmers will be utilized for some programming: 3 Engineering for Kids STEM Workshops, 3 cultural programs for DIA, and 3 Magic Shows for the Summer Learning Challenge Kick-off. The majority of funds will be used for supplies to support staff lead programs and activities. The Grab & Go Activity Kits will be for various ages (kids, teens and adults) and will focus on STEAM learning. Sewing equipment and basic craft materials will be purchased for Crafternoon programs. Matching fund will be in the form of salary for grant administration.

Question: LSTA Funds Requested (\$) (must be the same as the amount entered in Overview)

\$10,000.00

Question: Matching Funds (\$)

\$1,925.00

Question: Total Project Costs (\$)

\$11,925.00

Question: Sustainability

This project will elevate programming & give the opportunity to explore new ideas and gauge interest/engagement. If successful, the library may allocate more funds to programming or seek additional grant opportunities. The sewing equipment in particular will continue to be utilized. During the grant period, the focus will be on having classes to train library patrons how to safely & successfully utilize the equipment, making smaller projects. Later, the library plans to move into having sewing classes that support recycling & sustainability; teaching patrons to utilizing existing materials & making them new; t-shirt tote bags, unpaper towels & drawstring produce bags. There are also plans to tie sewing to classes on how to start your own Etsy Shop or side hustle.

Question: Advanced Payments

☒ No, I will not need advanced payments

☐ Yes, I would like advanced payments. I will work with NSLAPR on an advanced payment schedule.

Question: Equipment over \$5,000?

☐ Yes

☒ No

Question: Equipment over \$5,000 narrative

Not Answered

Question: Equipment over \$5,000 spec sheet and vendor quote

No Attachments

Innovation

Innovation is worth 3% of the total score.

Per the Project Overview: "LSTA competitive funds are intended to be used as seed money for sustainable projects. Libraries are encouraged to envision projects that will support new/improved programs or services that will solve a specific problem or meet an identified need of the library's current or potential users."

How does this project bring new and innovative services (something that doesn't exist or is significantly different than what currently exists) to your library and community?

Question: Innovation

This project will expand programming, providing more opportunities for people to learn and grow at the library and help us discover the impact on other library products and services. The sewing workshops in particular, are the jumping off point for multiple classes that can be very impactful to the community; teaching people a skill, how to repurpose materials, and how to turn a hobby into a small business. While all of the other proposed programs do not necessarily have the long term viability, as the materials are consumable, they will significantly increase our programming offerings, and encourage library engagement and bring new people into the library.

Attachments

Attach/upload any supporting materials.

Supporting Materials examples:

- Indirect Costs rates
- Letters of support (encouraged for informal partners and key stakeholders)
- Partnership agreements (required for formal partners)
- Photos and layouts
- Sample evaluation tools
- Job descriptions (required for LSTA-funded salaries)
- RFPs/Scopes of Work (if contracted services are a major component of your budget)
- Anything else that you feel will help reviewers understand your project and budget.

Note: The review panel often requests hard copies of application packets. Anything that is not printable (videos, websites, etc.) cannot be included in printed copies of your application packet.

Question: Attachments

No Attachments

Technical-Information Only

Attention to technical details (spelling and math; attachments) is worth 2% of the total score.

Please review your application for: spelling/grammar and math errors as well as required attachments and supporting documents, including:

- Partner agreements & letters of support
- A completed and signed application certification

- A completed Budget Template and Timeline
- Technical specifications and costs for equipment over \$5,000
- Indirect Costs documentation (if over 10%)

Information Only

Overall Merit-Information Only

Overall Merit is worth 10% of the total score.

A strong application will present a clear and convincing case for funding. All aspects of the project will be perceptive and explicit. In addition, Evaluators will look at how the following are woven into the fabric of the entire application (these questions are meant to serve as guidance, not to be a checklist):

Significance

- Does this project address an important need or opportunity?
- If the aims of the application are achieved, how will library users benefit?

Approach

- Are the project framework, design, methods, and analyses adequately developed, well-integrated, and appropriate to the goals of the project?
- Does the applicant acknowledge potential problem areas and consider alternative tactics?

Concept

- Does the proposed project employ appropriate concepts, approaches or methods?
- Are the aims appropriate?
- Does the project challenge existing paradigms or develop new methodologies?

Environment

- Does the environment in which the work will be done contribute to the likelihood of success?
- Do the proposed activities take advantage of unique features of the community/library? Do they employ useful collaborative arrangements?
- Is there evidence of institutional support?

Measurable Impact

- What difference does the project make beyond what would have happened without it?
- Does the applicant's plans/methods, timeline, and measurable impact give evidence of experience commensurate with their stage of growth and funding request level?

Organizational Capacity Challenges

- What portion of the funding request addresses capacity challenges?
- Will they receive funding elsewhere to address those challenges?

Experience

- What level of experience do project staff have?
- Do they have proven ability to grow their reach?

Budget

- Does the budget match the program priorities?
- Are the descriptions of each request sufficient?

Information Only

Project Agreement

Question: Agreement. By checking the boxes, I agree that if my LSTA Grant Project is funded, I will:

- ☒ Expend 100% of LSTA funds in the allowable costs categories as noted in the budget section and submit receipts/backup documentation for reimbursement/reconciliation
- ☒ Conduct surveys as required by IMLS - see <https://nsla.nv.gov/2023LSTA/Surveys>
- ☒ Provide local matching funds of at least 10%
- ☒ Submit final reimbursement requests by Sep. 20, 2024
- ☒ Submit a completed final report by Oct. 31, 2024
- ☒ Acknowledge the source of project funding in all publicity.
- ☒ Retain all grant related documents, including copies of reimbursement requests and payments received, per federal retention schedules (through Jan. 31, 2032 for Federal Fiscal Year 2023 grants)

LSTA Required Forms

Certifications, LSTA required Forms, and LSTA Eligibility

1. Please download, sign, and upload this REQUIRED [LSTA Application Certification](#)
2. Please download, sign, and upload this REQUIRED [LSTA Eligibility Certification*](#)
3. Please download, sign, and upload a complete set of [2023 LSTA Signature Forms*](#)

*If you have been awarded a 2023 LSTA grant, we have this on file. No need to resubmit.

Note: If your library is not governed by a Library Board, the person authorized to apply for federal funds on behalf of the applicant jurisdiction, as determined locally, should sign the LSTA application certification.

Question: Please download the documents listed above; fill out; upload completed versions

[ApplicationCertification \(2\).pdf](#) (11/13/2023, 9:32 AM)