

Library Services & Technology Act (LSTA) **2014** Grant Application

Library Development Office
Indiana State Library
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Indianapolis, IN 46202
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www.library.in.gov



Library Services and Technology Act Grant

2014 General Application Instructions

Thank you for your interest in a 2013 LSTA grant! This page will provide you with general application guidelines to reference as you prepare your application for submission. **Line-by-line application instructions are available** in a PowerPoint file downloadable from the Grant Application page of the Indiana State Library website: <http://www.in.gov/library/3732.htm>.

Grant Guidelines

A set of specific grant guidelines is accessible for each LSTA grant opportunity through the Indiana State Library main LSTA webpage: <http://www.in.gov/library/lsta.htm>.

Review the guidelines in their entirety; they not only describe the grant opportunity but also provide the **application deadline, submission mailing address and instructions for any required application supplements**. Incomplete applications will not be reviewed.

Application Form

Text boxes will expand as you type but please **limit your answers to any one question to a maximum of one page**. We do expect you will need **at minimum one paragraph** to answer most questions.

If you are unsure how to answer an application question, **please call the LSTA Grant Consultant** for help at **(317) 234-6550**.

Project Budget

With your application form, you will submit a Project Budget. The Project Budget will inform Part VIII of the application form, the Project Budget Narrative. For this reason, you will want to craft your Project Budget before you finish the application form. The Project Budget worksheet is located on our Grant Application webpage: <http://www.in.gov/library/3732.htm>.

Digitization Application Supplements

Supplemental questions for Indiana Memory Digitization grant applications can be found in *Appendix A* of the digitization grant guidelines. Submit a document answering each question in *Appendix A* with your completed application form and project budget.

Application Submission

To apply, **you must mail or hand deliver** one signed original of the application form, a budget worksheet, and any required supplements to the address provided in your grant guidelines. **You must ALSO e-mail a copy** of all application materials to the Library Development Office at LDO@library.in.gov. Please refer to your grant guidelines for more information. Faxed applications will **not** be accepted.



LIBRARY SERVICES AND TECHNOLOGY ACT GRANT APPLICATION

State Form 53456 (R6 / 12-13)
INDIANA STATE LIBRARY

GENERAL INFORMATION

Grant Program <i>please mark with an X</i>	Indiana Memory Digitization	Technology	Information Access for the Unserviced
	X		
Project Title	Digitizing Wanatah Mirror Newspaper collection 1896-1969		
Organization	Wanatah Public Library		
Full Mailing Address	114 S. Main St. PO Box 299 Wanatah, IN 46390-0299		
Web Address	www.WanatahLibrary.com		
Organization Director	Don Parker	E-mail Address	WanatahL@hotmail.com
Telephone Number	(219) 733-9303	Fax Number	(219) 733-2763
Project Director <i>contact for grant purposes</i>	Same	E-mail Address	Same
Telephone Number	()	Fax Number	()
Fiscal Agent <i>responsible for fiscal reporting</i>	Same	E-mail Address	Same
Telephone Number	()	Fax Number	()
Federal Congressional District(s)	1	County	LaPorte
Estimated Number of People Served by Project During Grant Period	2000	LSTA Amount Requested	\$2370
Source of this Number <i>US Census, library circulation records, etc.</i>	US Census	Amount of Cash Match	\$330
FEIN Number/Tax ID Number	35-6006812	Total Cost of Project	\$2700
Federal DUNS Number <i>If unsure of this number, call 1-866-705-5711</i>	159195767		

FEDERAL LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) PRIORITIES

Mark ONLY ONE with an X to indicate the PRIMARY purpose that best describes your project.

<input type="checkbox"/>	Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages.
<input type="checkbox"/>	Establish or enhance electronic and other linkages between and improve coordination to improve library services.
<input type="checkbox"/>	Provide training and professional development to enhance the skills of the current and future library workforce.
<input type="checkbox"/>	Develop public and private partnerships with other agencies and community-based organizations.
<input type="checkbox"/>	Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, with disabilities, and with limited functional literacy or information skills.
<input type="checkbox"/>	Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children from families with incomes below the poverty line.
<input checked="" type="checkbox"/>	Develop library services that provide all users access to information through local, state, regional, national and international collaborations and networks

INDIANA STATE LIBRARY LSTA GOALS

Mark ONLY ONE with an X to indicate the PRIMARY purpose that best describes your project.

<input checked="" type="checkbox"/>	Information Access - Indiana libraries will provide up-to-date, reliable access to information by utilizing effective telecommunications, technology, and resources. <i>(Includes projects involving technology, digitization, and resource sharing)</i>
<input type="checkbox"/>	Enhanced Services - Indiana libraries will improve services to residents, including services that support lifelong learning, employment, and civic engagement. <i>(Includes projects involving the following special populations: Children, Institutional, unserved / underserved, blind and physically handicapped and unemployed.)</i>
<input type="checkbox"/>	Capacity Building - Indiana libraries will improve the capacity of libraries through staff development and training opportunities.

PRIMARY PROJECT AUDIENCE

Mark next to **AT LEAST ONE** but **NO MORE THAN THREE** with an **X** to indicate your primary audience(s) for the project.

<input type="checkbox"/>	Pre-Schoolers (0-5)	<input type="checkbox"/>	Seniors (65+)	<input type="checkbox"/>	Urban Populations
<input type="checkbox"/>	Children (6-12)	<input type="checkbox"/>	People with Special Needs	<input type="checkbox"/>	Institutionalized Persons
<input type="checkbox"/>	Youth (13-17)	<input type="checkbox"/>	Library Staff	<input type="checkbox"/>	Non- or Limited English Speakers
<input type="checkbox"/>	Adults (18-64)	<input type="checkbox"/>	Rural Populations	X	Statewide Public

PART I. PROJECT SUMMARY

Provide an abstract describing all project components in 150 words or less.

Funds will be used to produce digital image records of the Wanatah Mirror, community weekly newspaper produced between 1896 and 1969. Records will be available online and searchable by date, to afford access to information on Wanatah community history and genealogy to all persons via internet access, for the purpose of preserving and enhancing knowledge of that history.

PART II. NEEDS STATEMENT

Describe the need or problem that generated this project and explain how you determined this need.

Currently the Wanatah Public Library holds the only known complete collection of the print version of the Wanatah Mirror, a community weekly newspaper produced between 1896 and 1969. The collection has been professionally conserved in bound volumes and on a small number (approx. 5, through a previous ISL grant) of complete microfilm copies. But both of those formats, and their age, have liabilities in terms of how long the collection would survive.

The granted funds and match will be used to produce a complete digital copy, which can then be disseminated widely, online, and without concern for the potential damage to either existing physical format due to periodic handling and use. Having the record online will also mean it is searchable from anywhere by persons interested in historical or genealogical research.

In addition, the Wanatah sesquicentennial in 2015 means that the community will see increased interest in its history, which this project will help to address.

Identify the goal from the *Indiana State Library's Five-Year LSTA Plan* (posted at <http://www.IN.gov/library/lsta.htm>) that your project will address and explain how your project will address this goal.

This project complies with Goal #2, 'Enhanced Services', of the Indiana LSTA Plan by improving services to Wanatah residents in furtherance of civic engagement and lifelong learning, through enhanced access to an important record of the community's history, on the verge of Wanatah's sesquicentennial in 2015.

PART III. OBJECTIVES, ACTIVITIES, & EVALUATION

OBJECTIVES

Describe the overall objectives of your project.

The Wanatah Mirror weekly newspaper of 1896-1969 will be recorded in digital form, with access which will be added from the Wanatah Public Library and other websites, with searchability by date.

ACTIVITIES

Describe all project activities in detail.

The Wanatah Mirror will be copied to digital files primarily from existing microfilm copies, and when necessary directly from the original documents. Such recording will be done off-site. Costs will include transport and/or shipment of microfilm copies, and when necessary bound originals, to the project vendor. The completed files will be loaded to the World Wide Web (the 'Cloud'), with a link and searchability added to the Wanatah Library web site. Hard copies on digital and /or magnetic form will also be produced as backups

Assurance will also be obtained in writing of clear copyright for that portion of the Wanatah Mirror still subject to copyright laws..

Identify project staff and detail their individual roles in your proposed project.

Project Director and ISL Liaison: Don Parker, Director, Wanatah Library: will handle all aspects of administration of the grant. SBS Group of South Bend Indiana has viewed the collection, provided cost estimates, and is one possible vendor to do the work of copying and placing the materials on the Web.

PART IV. COMMUNICATION PLAN

Grantees are encouraged and expected to publicize the project through available and appropriate media outlets. How will you promote your project to your target audience?

The digitized collection will be announced on the Library's web site and Facebook page, as well as publicized through the Wanatah Historical Society. Links will be made available to the Indiana State Library for inclusion in Indiana Memory. News articles describing the project and the resource's availability will be submitted to area news media.

How and when are you planning to share the results of your project beyond your local jurisdiction?

As noted, linkages will be offered to Indiana Memory; also, information will be sent to geneology sources, due to the value of the resource to geneological searching.

Is this project a model for replication? If so, please explain.

Yes; many communities formerly operated newspapers which may provide valuable geneological and historical information, but which are now hard to find, or in poor condition, and in need of preservation. In addition, placing the resource online means potential viewing by a larger audience, one that might otherwise be physically limited in ability to travel to the source to obtain desired information.

All funded grant projects are required to acknowledge the IMLS on all products.
For more information, go to <http://www.imls.gov/recipients/communication.shtm>.

PART V. EVALUATION PLAN

Outcomes Based Planning and Evaluation (OBPE) is the preferred evaluation method for your grant project.

Refer to <http://www.shapingoutcomes.org/course> for more information about Outcomes Based Planning and Evaluation (OBPE). If you are unfamiliar with the terms below, the site's [Glossary of Terms](#) is an excellent place to begin.

INPUTS

Records are presently kept for the number of times the Wanatah Mirror in its current format is accessed. Those records will be obtained for comparison.

OUTPUTS

Records will be maintained on the number of times the Wanatah Mirror in its new digital format is accessed from its web link. A simple survey to help determine type of use will be offered to the user, for the purposes of improving the offering.

OUTCOMES

It is expected, not only due to increased interest due to the Wanatah Sesquicentennial, but because of the ease of digital access, that the number of times the Wanatah Mirror is accessed in its new digital form will increase significantly over its existing print and microfilm forms.

EVALUATION PLAN OVERVIEW

Describe how you will determine *whether* the needs of your target group were met by your project. Then explain how you will *measure the impact* of the project on your target audience(s).

Since users accessing such records vary widely as to reasons, the evaluation will primarily measure the change of amount of use that the resource receives due to its being easier to access. Secondary factors such as reason for use will be collected as available voluntarily from users.

EVALUATION INDICATORS

Number of uses year-to-year

EVALUATION METHODS

Usage records tabulation

PART VI. PROJECT TIMETABLE

Using as few or as many rows as you need, complete a timetable of activities for each aspect of your proposed project that describes *what* will be done and indicates by *whom* and *when* it will be done.

PROJECT IMPLEMENTATION

ACTIVITY	WHO	WHEN (month and year or "ongoing")
Microfilm copy shipped to vendor	Wanatah Public Library (WPL)	June 2014
Vendor creates digital copy	Vendor	June - August 2014
Bound originals are shipped as needed for clear copies	WPL	July - August 2014
Original materials returned to WPL	Vendor	August 2014
Digital files placed online; linked to WPL	WPL & Vendor	September 2014
Project publicized	WPL	Ongoing after September 2014

COMMUNICATION

ACTIVITY	WHO	WHEN (month and year or "ongoing")
Communication with Vendor maintained	WPL / Don Parker	Ongoing for project duration
Publicity	WPL / Don Parker	Ongoing

EVALUATION

ACTIVITY	WHO	WHEN (month and year or "ongoing")
Use statistics reviewed for comparison	WPL / Don Parker	Ongoing after January 2015

REPORTING

ACTIVITY	WHO	WHEN (month and year or "ongoing")
First Quarter Progress Report	Project Director	August 31, 2014
Second Quarter Progress Report	Project Director	November 30, 2014
Third Quarter Progress Report	Project Director	February 28, 2015
Financial Final Report	Project Director or Fiscal Agent	June 30, 2015
Narrative Final Report	Project Director	June 30, 2015

PART VII. CONTINUATION PLAN

Explain how activities or benefits from the project will continue after the LSTA funding period has ended or if the program will not be continued, explain why.

The project will preserve the original Wanatah Mirror documents by reducing the need to handle and consult them directly for history and genealogy research. The digital files will be available by link from the Wanatah Library web site from anywhere, thus enhancing historical and genealogical search capability in perpetuity.

PART VIII. PROJECT BUDGET NARRATIVE

In narrative form by project budget category and funding source, describe your project budget items as listed in the Project Budget worksheet and briefly identify how they contribute to your proposed project. Be sure that each item for which you want LSTA funds is described in detail below. The Project Budget Narrative must match your Project Budget worksheet.

The Project Budget worksheet and guidelines on acceptable use of LSTA grant funds are available on our website:

<http://www.IN.gov/library/lsta.htm>.

PERSONAL SERVICES

Describe budget items to be paid with LSTA funds.

LSTA funds will pay for the duplication of the Wanatah Mirror from existing microfilm records to digital files, and when necessary in the event of poor microfilm quality, directly from the original source materials. Additionally, LSTA funds will cover shipping costs associated with moving the materials to and from the vendor for duplication. Primarily this will be the cost of shipping the microfilm copy; only when necessary to obtain a clear digital record will the original source materials be used. Finally, LSTA funds will cover the cost of setting up a digital domain from which the digitized files can be accessed and searched.

Describe budget items to be paid through cost sharing (local cash or in-kind contributions).

The Wanatah Public Library is prepared to contribute 10% of the total cost of the project.

SUPPLIES

Describe budget items to be paid with LSTA funds.

A small number of optical or magnetic copies of the digitized files may be created for the purposes of further ensuring redundancy in preservation.

Describe budget items to be paid through cost sharing (local cash or in-kind contributions).

The Wanatah Library anticipates creating hard copies as needed in optical or magnetic form (CD-R or thumb drive) from the existing pool of library supplies.

OTHER SERVICES & CHARGES

Describe budget items to be paid with LSTA funds.

N/A other than those already described.

Describe budget items to be paid through cost sharing (local cash or in-kind contributions).

N/A other than those already described.

CAPITAL OUTLAYS

Describe budget items to be paid with LSTA funds.

N/A -- No capital outlays.

Describe budget items to be paid through cost sharing (local cash or in-kind contributions).

N/A -- No capital outlays.

PART IX. ASSURANCES

The Institute of Museum & Library Services (IMLS) requires the Indiana State Library to obtain certification from its sub-grant applicants regarding federal debt status, debarment and suspension, non-discrimination, a drug-free workplace, and other applicable assurances. These requirements are incorporated in the Assurances Statement below. Review the Statement and sign the certification form. If you receive a grant, you must comply with these requirements.

By signing the application form, the authorizing official, on behalf of the applicant, assures and certifies that, should a sub-grant be awarded, it will comply with the statutes outlined and all related IMLS and ISL regulations. These assurances shall obligate the applicant for the period during which Federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

Certifications Required of All Applicants

1. Financial, Administrative, and Legal Accountability;
2. Debarment and Suspension;
3. Non-Discrimination;
4. Drug-Free Workplace Act of 1988
5. Lobbying
6. E-Verify Employment Eligibility Verification
7. State Ethics Laws
8. Information Technology Accessibility Standards; and
9. Telephone Solicitations Laws

Certification of Authorizing Officials

I have examined this application, and I hereby certify on behalf of the applicant organization that:

1. The information provided is true and correct;
2. All requirements for a complete LSTA Grant application have been fulfilled;
3. The applicant will comply with all applicable payment, accounting, and reporting requirements; and
4. The applicant will comply with applicable certifications regarding Items 1-9 listed above under Certifications Required of All Applicants.

We, the undersigned, hereby certify that should this organization receive a sub-grant, the organization and its leaders will comply with all LSTA regulations, all statutes outlined, requirements as defined by the Indiana State Library (*Managing Your LSTA Grant*), and all applicable Federal statutes and regulations.

Name of Organization	Project Title	Submission Date (month, day, year)
Wanatah Public Library	Digitizing Wanatah Mirror community newspaper collection	March 14, 2014
Title of Principal Officer	Signature of Principal Officer	Signature Date (month, day, year)
Director		March 14, 2014

STATE LIBRARY USE ONLY

Project Number		Approved		Not Approved		Amount Awarded	
Library Type	Public	School	Academic	Special	Multi-Type	SLAA	Institutional

PROJECT BUDGET

Your budget should provide an overview of all anticipated project costs from federal and local sources.

Round all amounts to the nearest whole dollar.

All amounts must match the amounts given in your Project Budget Narrative.

You are not limited to the space provided. Cells are set to expand as you type. Your budget may continue on to additional pages.

A row may be added anywhere by (1) right-clicking on the row above which you wish to insert the new row, (2) selecting *Insert* from the menu that appears and (3) selecting *Entire Row* from the next menu.

You are encouraged to obtain quotes for products and services to develop your application budget. Should your application be approved, your grant contract will include the project budget "as is" unless you request revision in advance. After contract, changes to the approved project budget must be requested of and approved by the Indiana State Library.

Line-by-line instructions in PowerPoint and PDF form are available to download from the Grant Application page of the Indiana State Library LSTA webpage: <http://www.in.gov/library/3732.htm>.

BUDGET ITEM	SOURCE OR METHOD OF COMPUTATION	LSTA GRANT FUNDS	COST SHARING	PROJECT TOTAL
Personal Services				
<i>Salaries & Wages</i>				
		\$0	\$0	\$0
<i>Employee Benefits</i>				
		\$0	\$0	\$0
TOTAL PERSONAL SERVICES		\$0	\$0	\$0
Supplies				
<i>Supplies</i>				
DVD or CD-R copies		\$0	\$0	\$0
TOTAL SUPPLIES		\$0	\$0	\$0
Other Services & Charges				
<i>Professional Services</i>				
	vendor estimate	\$1,500	\$150	\$1,650
<i>Communication & Transportation</i>				
	vendor estimate	\$500	\$50	\$550
<i>Printing & Advertising</i>				
		\$100	\$100	\$200
<i>Repair & Maintenance</i>				
		\$0	\$0	\$0
TOTAL OTHER SERVICES & CHARGES				
Capital Outlays				
<i>Furniture & Equipment</i>				
		\$0	\$0	\$0
<i>Print, AV, Electronic Resources & Collection Materials</i>				
		\$270	\$30	\$300
<i>Software</i>				
		\$0	\$0	\$0
<i>Other Capital Outlays</i>				
TOTAL CAPITAL OUTLAYS		\$270	\$30	\$300
BUDGET TOTAL		\$2,370	\$330	\$2,700

LSTA funds cannot be used to supplant local or system funds.

LSTA funds may not be used for administrative overhead.