

CALIFORNIA STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT
LOCAL AND COLLABORATIVE COMPETITIVE GRANT OPPORTUNITIES

GRANT INFORMATION

FISCAL YEAR 2021/2022

Purpose Statement

The California State Library's competitive LSTA grant opportunities:

- help California's libraries respond effectively to local needs and align services with local community aspirations;
- support experimentation and R&D in California's libraries; and
- provide training and support in grant writing and grant management for the California library community.

We invite libraries to apply for funding to support local and collaborative projects that address community needs, align with community aspirations, and are from agencies that support equity, diversity, and inclusion. We are especially interested in:

- projects that focus on underserved and vulnerable populations, sustainability, and workforce development;
- applications from library jurisdictions and branches of library jurisdictions that have not received LSTA funding in the last five years;
- collaborative projects that represent a variety of regions, library sizes, and populations.

However, we welcome applications from all California library jurisdictions and library consortia, and on any topic and serving any group.

For questions about this process, please contact Lynne Oliva, LSTA Coordinator, at lynne.oliva@library.ca.gov.

[Eligibility requirements for LSTA grants.](#)

Definitions

1. "Underserved and vulnerable populations" are defined as populations who access or receive fewer services and who encounter barriers to accessing services.

2. “Sustainability” is defined using the [American Library Association’s “triple bottom line” framework of sustainability](#): the intersection of environmental stewardship, economic feasibility, and social equity.
3. “Workforce development” is defined as efforts to support employment, economic opportunities, and economic development, and improve individuals’ employment potential.

Resources on equity, diversity and inclusion in public libraries

[Advancing Racial Equity in Public Libraries: Case Studies from the Field](#), Government Alliance on Race & Equity (GARE)

[Equity, Diversity, Inclusion, and Social Justice](#), Public Library Association (PLA)

[Advancing Racial Equity in Your Library](#), PLA

[Understanding Power, Identity, and Oppression in the Public Library](#) (PLA)

[Statement on Race and Social Equity](#), Urban Libraries Council

[Equity, Diversity, and Inclusion: An Interpretation of the Library Bill of Rights](#), American Library Association (ALA)

We welcome you to share other great resources about equity, diversity, and inclusion, by contacting Lynne.Oliva@library.ca.gov.

Funding Period

The funding period starts when the California state budget is signed (typically July 1) and ends June 30, 2022. Projects will be selected in the spring; however, awards cannot be made until federal IMLS funding levels are confirmed for 2021-2022 and the 2021-2022 California State budget has passed.

If the full grant amount is \$20,000 or more, ten percent (10%) of the grant award is withheld until the end of the project period. It is payable only if the grant recipient fulfills all project reporting requirements and expends all funds, or returns all unspent grant funds, by the time specified in the grant program.

A typical payment schedule is:

- 45% upon execution of the agreement and the State Library’s receipt of the awardee’s claim form
- 45% upon the State Library’s receipt of the first quarter financial report, submitted by grantees in October
- 10% upon the State Library’s receipt of all final reporting forms and any unexpended funds

Please note: It can take up to ten weeks for a grantee to receive funds from the State Library after the signed claim form and/or reports are received by the Fiscal Office.

Project Partners and Community Connections

Applicants must work with project partners and/or community connections to implement their projects.

- A **project partner** is a cooperating institution, designated through a formal, signed agreement, which contributes resources (materials/funds/staff) to one or more of the project activities as outlined later in the application.
- A **community connection** is a cooperating institution or agency with whom the applicant will work to achieve project goals but with whom the applicant might not have a formal, signed agreement. Organizations or individuals who are contractors under the project are not considered project partners or community connections.
- Agencies applying for a local competitive grant and requesting \$75,000 or above, and agencies applying for a collaborative competitive grant must plan to work with a project partner (in addition to the collaborative applicant group) and must have at least one project partner in place before a full application is submitted.

Information Sharing

To support local, regional, and statewide information sharing, and help ensure that LSTA funding has the greatest impact, successful applicants will be grouped into cohorts around similar project areas and will be convened during the project year, via Zoom, to share their progress, successes, and lessons learned with other grant recipients.

Types of Grant Opportunity

Two types of grant opportunity are available:

- **Local Competitive Grants** support projects that focus on one library jurisdiction and can include projects focusing on one branch in one library jurisdiction.
- **Collaborative Competitive Grants** support projects that are implemented by three or more library jurisdictions.

Local Competitive Grants

- **Eligibility:** The local competitive grant opportunity is open to California libraries. Libraries with up to 14 outlets may apply for one local grant; libraries with between 15 and 30 outlets may apply for two local grants; libraries with 31 or more outlets may apply for three local grants. Libraries applying for a local competitive grant may also apply for a collaborative competitive grant.
- **Award Amounts:** Awards range from a minimum of \$10,000 to a maximum of \$100,000.
- **Community Connections:** Applicants should have at least one community connection in place before submitting a Full Application. Applicants do not need to have a community connection confirmed before submitting the Intent to Apply form.

- **Project Partners:** Applicants requesting \$75,000 or above should have at least one project partner in place before submitting a Full Application. Applicants are not required to have a project partner confirmed before submitting the Intent to Apply form.
- **Project Budgets:** Applicants are expected to contribute a local match to the grant funds in the form of a cash match and/or in-kind contributions.
- **Using Project Funds:** All proposed expenditures must comply with federal restrictions on the use of LSTA grant funds.
- **Using Project Funds:** Project funds can only be provided to and accepted by agencies that submit a successful Intent to Apply form and Full Application. Grant recipients may not “re-grant” or distribute LSTA funds to another agency.

Collaborative Competitive Grants

- **Eligibility:** The collaborative competitive grant opportunity is open to California libraries, library consortia, and library-focused non-profit organizations.
- **Eligibility:** A library, library consortium, or library-focused non-profit may apply for, and participate in, up to two collaborative competitive grant opportunities;
- **Eligibility:** Libraries that apply for a collaborative competitive grant may also apply for a local competitive grant.
- **Application Criteria:** Collaborative competitive grant applications must include at least three California libraries. Submissions must be signed by representatives from all participating libraries. Collaborative competitive applications may not be submitted speculatively on behalf of other agencies.
- **Application Criteria:** Collaborative competitive Intent to Apply forms and Full Applications may be submitted by one lead agency or by multiple participating agencies (e.g. three partnering library jurisdictions). Agencies that apply separately for funds to support a joint project must:
 - connect with the State Library’s LSTA Coordinator before submitting so that their submissions can be linked;
 - apply for no more than a combined total of \$250,000.
- **Award Amounts:** Awards range from a minimum of \$50,000 to a maximum of \$250,000. Requests are expected to align with the project’s scope and anticipated impact.
- **Community Connections:** Applicants should have at least one community connection in place before submitting a Full Application. Applicants do not need to have a community connection confirmed before submitting the Intent to Apply form.
- **Project Partners:** Applicants should have at least one project partner in place before submitting a Full Application. The project partner should not be a library or library consortium. Applicants must provide a Memorandum of Understanding (MOU) to support the partnership. Applicants are not required to have a project partner confirmed before submitting the Intent to Apply form.
- **Project Budgets:** Applicants are expected to contribute a local match to the grant funds in the form of a cash match and/or in-kind contributions.
- **Using Project Funds:** All proposed expenditures must comply with federal restrictions on the use of LSTA grant funds.

- **Using Project Funds:** Project funds can only be provided to and accepted by agencies that submit a successful Intent to Apply form and Full Application. Grant recipients may not “re-grant” or distribute LSTA funds to another agency.

Application Process

The competitive LSTA grant application process has two phases:

Phase One: Intent to Apply form (non-binding)

- All potential competitive grant applicants must complete the Intent to Apply form.
- Agencies that submit an Intent to Apply form may choose not to submit a Full Application; however, only agencies that have submitted an Intent to Apply form will be eligible to submit a Full Application.
- Intent to Apply forms will be reviewed by State Library staff and Project Advisors and selected applicants will be invited to complete a Full Application.
- State Library staff will connect applicants working on similar projects to support information-sharing and identify possible areas of collaboration.
- Applicants are provided with a planning tool and are advised to use it when preparing their Intent to Apply form.
- Applicants may receive guidance on project plans and budgets before being invited to complete a Full Application.
- An invitation to submit a Full Application is not a guarantee of funding.

Phase Two: Full Application

- A Project Advisor will be assigned to each applicant.
- Project Advisors will provide coaching and will support applicants in completing the Full Application.
- Application forms will be reviewed by State Library staff and Project Advisors. Advisors will not review applications for which they provided coaching and support.
- Applicants are asked to submit a planning tool with their Full Application. The planning tool is intended to help State Library support applicants in implementing their projects; the matrix will not be used to evaluate submissions.
- Applicants are asked to submit a library logic model describing outcomes with their Full Application. A sample logic model will be provided but applicants may choose to use their own. Applicants that do not submit a logic model and are awarded funding should submit the logic model within one month of receiving an award letter. The logic model will be used by the State Library to provide support to grantees.
- Not all applicants are guaranteed to receive funding.
- Successful applicants will be assigned (a) a Grant Monitor who will receive reports, provide guidance on IMLS regulations and California State Library processes, and monitor compliance, and (b) a Project Advisor who will provide guidance and coaching on implementing, evaluating, and reporting on the project.

Timeline

October 12:	Intent to Apply Form opens.
November 20:	Intent to Apply Form closes.
December 18:	State Library staff notify applicants of decisions and make available full application materials.
February 24:	Application Form closes.
April 9:	State Library staff notify applicants of decisions.*
July 2021-June 2022:	Libraries implement their activities. Grantees meet to share strategies, resources, ideas, successes and lessons learned.
Fall (2022):	LSTA Coordinator surveys grantees for feedback on the grant process. Project Advisors conduct informational debriefs with grantees to discuss successes and lessons learned to share.

* Projects will be selected in the spring; however, awards cannot be made until federal IMLS funding levels are confirmed for 2021-2022 and the 2021-2022 California State budget has passed.

Evaluation Criteria

As a whole, the funded competitive local and collaborative projects will serve a variety of geographic areas, audiences, and communities.

Intent to Apply forms and Applications will be assessed according to the following criteria. Points assigned by reviewers are one part of a holistic grant review and are not the sole factor determining reviewers' decisions. Scores will also be used to inform the support provided to agencies that are invited to submit Full Applications.

Maximum points available: 16

1. Community knowledge and assessment. Is there a demonstrated need or aspiration for this project and is the applicant aware of community assets?
2. Does the project respond to the stated community needs and/or aspirations?
3. Will the targeted audience be involved in program planning and implementation in a meaningful way?

Maximum points available: 12

4. Does the project include an effective evaluation plan that relates to the stated needs?
5. Does the project include strong and relevant project partners and/or community connections?

Maximum points available: 8

6. Is the budget realistic?
7. *(Full Application only) Does the applicant have a plan for continuing, sustaining, and sharing information about the project if it is successful?*

Reviewer options: yes, somewhat, no

1. Does the applicant agency or agencies demonstrate a commitment to equity, diversity, and inclusion?
2. Is this a well thought-out project?
3. Is the project feasible?
4. Is the project likely to have an impact?
5. Does the project align with one or more of the State Library's focus areas?
6. Has the library received an LSTA grant in the last five years?
7. (For collaborative competitive projects) Does the project include a variety of library sizes and communities?