**Evergreen International Conference 2013**

*LSTA Grant Application Instructions*

*Thank you for your interest in attending the 2013 Evergreen International Conference!* This page will provide you with general application guidelines to reference as you prepare your application for submission.

**Grant Guidelines**

Applicants are eligible to receive a grant up to $1500 toward the cost of attendance at the 2013 Evergreen International Conference.

Allowable expenses will include conference registration, airfare, hotel, transportation to and from airport (at home and in Vancouver), and meals (alcoholic beverages excluded).

LSTA grants are **reimbursement** grants so you will be responsible for all up-front expenses and your library will be responsible for submitting an LSTA Sub-Grant Reimbursement Claim form with all receipts. Please be sure to attach **itemized** receipts for every expense for which you are requesting reimbursement.

Applicants will be required to a present a session at the 2013 Evergreen Indiana Annual Conference on what they learned at the Evergreen International Conference.

**The 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.

**Application Submission**

Applications are due **Friday, February 15, 2013.**

To apply, **you must** **mail or hand deliver** one signed original of the application form, a budget worksheet, and any required supplements to the LSTA Grant Consultant at 315 W. Ohio St. Indianapolis, IN 46204. **You must** **ALSO e-mail a copy** of all application materials to LSTA Grant Consultant Jennifer Clifton at jclifton@library.in.gov.Please refer to your grant guidelines for more information.Faxed applications will **not** be accepted.

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| INDIANA STATE LIBRARY |
| **LIBRARY SERVICES AND TECHNOLOGY ACT GRANT APPLICATION**State Form 53456 (R4 / 9-12)INDIANA STATE LIBRARY |
| **GENERAL INFORMATION** |
| Grant Program*please mark with an X* | InnovativeTechnology |
| **X** |
| Project Title | **Evergreen International and Open Source ILS Advancements Sub-grant** |
| Organization |  |
| Full Mailing Address  |  |
| Web Address |  |
| Organization Director |  | E-mail |  |
| Telephone Number | **( )** | Fax | **( )** |
| Project Director *contact for grant purposes*  |  | E-mail |  |
| Telephone Number | **( )** | Fax | **( )** |
| Fiscal Agent *responsible for fiscal reporting* |  | E-mail |  |
| Telephone Number | **( )**  | Fax | **( )**  |
| Federal Congressional District(s) |  | County |  |
| Estimated Number of People Served by Project During Grant Period |  | LSTA Amount Requested |  |
| Source of this Number*US Census, library circulation records, etc.* |  | Amount of Cash Match |  |
| FEIN Number/Tax ID Number |  | Total Cost of Project |  |
| Federal DUNS Number*If unsure of this number, call 1-866-705-5711*  |  |  |  |
| **FEDERAL LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) PRIORITIES** |
| **□ Mark ONLY ONE with an X to indicate the PRIMARY purpose that best describes your project.** |
|  | *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.* |
|  | *Establish or enhance electronic and other linkages between and improve coordination to improve library services.* |
| X | *Provide training and professional development to enhance the skills of the current and future library workforce.* |
|  | *Develop public and private partnerships with other agencies and community-based organizations.* |
|  | *Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, with disabilities, and with limited functional literacy or information skills.* |
|  | *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.* |
|  | *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.** |
|  | ***Information Access-*** *Indiana libraries will provide up-to-date, reliable access to information by utilizing effective telecommunications, technology, and resources. (Includes projects involving technology, digitization, and resource sharing)* |
|  | ***Enhanced Services****- Indiana libraries will improve services to residents, including services that support lifelong learning, employment, and civic engagement. (Includes projects involving the following special populations: Children, Institutional, unserved/underserved, blind and physically handicapped, and unemployed)* |
| X | ***Capacity Building****- Indiana libraries will improve the capacity of libraries through staff development and training opportunities.* |

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| **P A R T I.** |
| **Why is your attendance at the Evergreen International Conference important?** |
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| **What is your role related to Evergreen in Indiana?** |
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| **P A R T II.Funding** |
| **Funding** |
| **How much funding are you requesting to attend, including registration, hotel, and travel?** |
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| **THIS GRANT IS PROVIDED AS A REIMBURSEMENT. WILL YOU OR YOUR LIBRARY COMMIT TO PAYING THE COSTS UP FRONT, AND SUBMITTING RECEIPTS AFTER YOUR RETURN?** YES OR NO |
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