



# GRANTS

## Virtual Reference Service Demonstration Project 2003 Application



This grant cycle is supported with Library Services and Technology Act funding provided by the federal Institute of Museum and Library Services.

## APPLICATION CHECKLIST

The Washington State Library will accept application materials until the deadline of 5 pm, May 30, 2003. Applications will then be reviewed against the application checklist. Upon review by the Washington State Library, if the answer to any one of the questions in this checklist is "no", the application may be rejected without further consideration.

<b>CRITERIA / QUESTION</b>	<b>YES</b>	<b>NO</b>
An original application and one copy were submitted.	<input type="checkbox"/>	<input type="checkbox"/>
The application has been signed by the official with contract authority, the project director, and the fiscal agent.	<input type="checkbox"/>	<input type="checkbox"/>
The lead applicant is eligible to apply for this grant (see eligibility guidelines: <a href="http://www.statelib.wa.gov/libraries/lsta/eligibility.aspx">http://www.statelib.wa.gov/libraries/lsta/eligibility.aspx</a> ).	<input type="checkbox"/>	<input type="checkbox"/>
If the application is from a public elementary or secondary school library, or if the application is from a group of libraries or a library consortium that includes a public elementary or secondary school library, a CIPA certification form is included with the application.	<input type="checkbox"/>	<input type="checkbox"/>
The application contains only eligible activities and costs that conform to LSTA goals.	<input type="checkbox"/>	<input type="checkbox"/>
The request is within the funding limit specified within the program guidelines under which application is being made.	<input type="checkbox"/>	<input type="checkbox"/>
The project will conclude prior to August 31, 2004.	<input type="checkbox"/>	<input type="checkbox"/>
All questions have been answered.	<input type="checkbox"/>	<input type="checkbox"/>
The application was received at the Washington State Library prior to the application deadline of 5 p.m., May 30, 2003.	<input type="checkbox"/>	<input type="checkbox"/>

Amount of funding requested:

\_\_\_\_\_

Library Name \_\_\_\_\_

Type of library (public, academic, special, research, school, other): \_\_\_\_\_

Official with Contracting Authority \_\_\_\_\_ Title \_\_\_\_\_

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Project Director \_\_\_\_\_ Title \_\_\_\_\_

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Project abstract (50 words or less):

We affirm that the information included in this application is true. If this application is funded, we will sign a funding agreement and complete the activities in this application by August 31, 2004. We agree to participate in statistical information gathering as a part of a state-administered evaluation of the project.

\_\_\_\_\_  
Contracting Authority Signature/Date

\_\_\_\_\_  
Project Director Signature/Date

**VRS Demonstration Project  
2003 Application**

Federal Employer/Tax ID# (IRS issued) \_\_\_\_\_

Fiscal Agent Name and Title \_\_\_\_\_

Organization Name \_\_\_\_\_

Fiscal Mailing Address \_\_\_\_\_

Fiscal City \_\_\_\_\_ Zip \_\_\_\_\_

Fiscal Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Fiscal Email \_\_\_\_\_

As the Fiscal Agent, I am authorized by the applicant organization's governing body to obligate it to financial liabilities and I am accountable for the integrity of the official accounting system and the financial statements that system provides. I declare that the necessary fiscal policies and procedures exist to assure compliance with the Federal regulations in general and specifically with the Office of Management and Budget (OMB) Cost Principles applicable to the applicant organization, and conformance with generally accepted audit standards.

\_\_\_\_\_  
Fiscal Agent Signature/Date

**General Data (Please duplicate and complete this page for additional partners in cooperative proposals.)**

What is the population served by the library? \_\_\_\_\_

How many registered borrowers does the library have? \_\_\_\_\_

What is the maximum number of hours each week that the library provides public access to its outlet(s)? For example, if outlet A is open 72 hrs/wk and outlet B is open 60 hrs/wk, the maximum number is 72 hours per week.

\_\_\_\_\_

How many FTE staff does the library employ? \_\_\_\_\_

How many branches and bookmobiles does the library have? \_\_\_\_\_

How many patron workstations does the library have? \_\_\_\_\_

Does the library have Internet access? \_\_\_\_\_

Are patrons allowed access to the library's catalog via the Internet? \_\_\_\_\_

Please list other online services provided by the library via the Internet. \_\_\_\_\_

\_\_\_\_\_

How many database subscriptions does the library have? \_\_\_\_\_

Does the library maintain a Web site? \_\_\_\_\_

Does the library offer patrons a toll-free telephone number (800 or similar) to reach reference service? \_\_\_\_\_

**The following criteria will be used to review and evaluate all parts of the application. In addition, each section of the application will include specific criteria upon which that section will be evaluated.**

**In general, reviewers will look for:**

- A clearly presented and concisely written proposal with sufficient detail to understand the problem, need, or opportunity; to understand what is being proposed; and to understand how the proposal will be implemented.
- Inclusion of pertinent information, significant statistics, and/or anecdotal examples that document facts, support arguments, show interrelationships with other documents, and demonstrate participation and support.
- A strong relationship between the problem, need, or opportunity; the proposed solution; and the desired outcomes.
- A strong relationship between the proposed solution and the proposed work plan and budget.
- Evidence of planning both in terms of general library development and in terms of technology planning.
- A strong relationship between what is being proposed and the library's strategic plan. This includes specific goals, objectives, and priorities.
- Awareness of licensing issues, as applicable.
- Evidence of conformity with and advancement of federal and state goals and objectives as described in [Washington State Library Services and Technology Act Five-Year Plan FFY2003 – 2007](#), on the Web. If unable to access this site, please call the Grants Program at 360.704.5246, for the information.
- Representation of diverse geographic locations, types of libraries, and project focus.

**1. Describe the desired outcome that would result from the implementation of this proposal.**

Consider the following items in developing the response:

- Who and how many will benefit?
- How do they benefit?
- How will your library service change and what is the desired improvement as a result of implementation of this proposal?
- Other relevant factors specific to the situation

**Review and Evaluation**

This question worth 20 points. Reviewers will look for:

- Beneficial impact of the proposal on library operations
- Beneficial impact of the proposal on customers
- The types of change and how the level of benefit/service both to the library and to customers changes

**2. Describe the existing situation as it relates to the problem, need, or opportunity.**

Consider the following items in developing the response:

- Library and patron needs and opportunities
- How library operations are currently conducted
- The level of technology that is currently in use
- Staffing levels
- What is the problem, need, or opportunity?
- Who is affected?
- How are they affected?
- What are the consequences for the library as a result?
- Other factors specific to the situation

**Review and Evaluation**

This question worth 20 points. Reviewers will look for:

- Discussion of what is being done and why it is inadequate
- Impact on existing situation and service delivery
- Who is affected and how they are affected
- How many are affected

**3. What efforts have already been made to resolve the problem or need, or to take advantage of the opportunity?**

Consider the following items in developing the response:

- Changes to library operations and library systems
- Expenditures related to staffing, technology, library operations, collections, or other cost categories
- The use of local funding
- The use of other funding

**Review and Evaluation**

This question worth 5 points. Reviewers will look for:

- Concerted efforts to take full advantage of local resources first
- A continued need for further assistance

**4. Describe the solution to the problem or need, or the approach to take advantage of the opportunity. How does this solution alleviate or resolve the problem previously described? Why is this solution the best approach?**

Consider the following items in developing the response:

- What is proposed to resolve the problem, alleviate the need, or take advantage of the opportunity?
- What are the specific benefits of using this solution?
- How will the implementation of this proposal impact the ability to provide services? (effect on staffing, effect on capital budgets, effect on operation and maintenance budgets, other outcomes)
- Is the nature of the solution technological, procedural, organizational, jurisdictional, or a combination of these factors?

**Review and Evaluation**

This question worth 20 points. Reviewers will look for:

- A solution which takes advantage of current and evolving technology and trends
- A proposed solution that is appropriate for the problem, need, or opportunity described previously
- A project scope which is appropriate relative to the scope of service improvement
- Solutions which focus on unique aspects of service

**5. Describe any shared or cooperative responsibilities in this project and the relationship of the partners.**

Consider the following questions in developing the response:

- What technology and/or resources will be shared
- What is the customer base for each library, particularly in multi-type settings?
- What strengths does each partner bring to the project?
- How does cooperation contribute to the solution of the problem?
- Other relevant factors specific to the situation

**Review and Evaluation**

This question worth 10 points. Reviewers will look for:

- Solutions that balance the needs of each partner
- A project scope which is appropriate to the customers of all partners
- A collaboration that offers opportunities for future expansion

**6. Describe how the proposal fits into local plans and planning processes.**

Consider the following items in developing the response:

- Are there library planning or strategic planning documents that support this proposal? If so, what are they and how is this project referenced?

**Review and Evaluation**

This question worth 10 points. Reviewers will look for:

- Evidence that the proposal conforms to local library development planning and technology planning
- Evidence that this proposal is an identified need or provides an opportunity supporting the planning which has been completed

**7. Describe the ability of the library to implement and support the proposed activity.**

Consider the following items in developing the response:

- Who will implement the project and what is their level of expertise?
- How will the library continue to maintain and update the service?

**Review and Evaluation**

This question worth 20 points. Reviewers will look for:

- Evidence that the library has staffing (staff, contract resources, volunteers, community resources) and access to technical knowledge to successfully implement and maintain the project
- Evidence that the library understands the commitments and costs associated with continuing the project after the grant period
- Evidence that the library has steps in place that are necessary to continue the service into the future

**8. What other sources of funding were considered to support implementation of this proposal?**

Consider the following items in developing the response:

- Describe these sources of funding
- Has the library applied for or received funding from these funding sources? If not, why?
- What other funding will be used to implement this project?

**Review and Evaluation**

This question worth 5 points. Reviewers will look for:

- Full use of other funding sources to the extent possible
- Clear explanations of why other funding sources were not appropriate, or did not fully fund this proposal

9. List the major objectives and tasks that are required to accomplish this project. Include time frames with dates and identify the responsible party who will carry out the task. Include enough information to show reviewers that the process is logical and well thought out. List tasks in approximate chronological order to indicated anticipated project progression. A format for presentation of this information is included on the following page. Copy this format onto additional pages, if necessary.

Consider the following items in developing the response:

- Additional project planning and final design efforts
- The procedures to be followed for the necessary purchases
- The installation of these items
- System testing
- Evaluation and monitoring
- Grant administration requirements
- Other relevant factors specific to the situation

**Review and Evaluation**

This question worth 20 points. Reviewers will look for:

- A logical process of implementation
- A description of the tasks to be performed from contract execution to project closeout
- Recognition of grant administration requirements

WORK PLAN		
Tasks That Need to Be Accomplished for Successful Project Implementation	Proposed Time Frame with Dates for the Completion of Tasks	Responsible Party for the Completion of Task

**10. Fill out the budget on the following page. Describe how the budget was arrived at and why this budget is appropriate. Complete a short narrative statement for each of the budget categories, describing what items are included within the proposal.**

Consider the following items in developing the response:

- The cost factors necessary to implement the proposal
- The process used to arrive at the budget

**Review and Evaluation**

This question worth 20 points. Reviewers will look for:

- A budget that is complete and accurate
- A budget that is realistic for the project, with appropriate project costs relative to the scope of the service improvement
- Evidence of local commitment to the project, including the use of local sources of match

VRS Demonstration Project  
2003 Application

Category	Grant Funds Requested	Local Match (Cash)	Other Funding (Describe)	Description
All Staff Salary, Wages, and Benefits				
Personal Services Contracts				
Other Contract Services				
Equipment: Library Specific				
Equipment: Non-Library Specific				
Travel and Training				
Expendable Supplies or Materials				
Other-Itemized including software				
<b>TOTAL REQUEST</b>				

**11. Describe the measures that will be used to evaluate the project.**

Consider the following items in developing the response:

- Incorporation of an evaluation of this project into future planning and implementation efforts
- Communication and sharing of project outcomes as well as recommendations for changes with other libraries that want to develop similar projects
- Definition of outcomes that are indicators of success

**Review and Evaluation**

This question worth 20 points. Reviewers will look for:

- A clear description of the evaluation procedures
- A description of data to be collected and analyzed, and the method for collecting these statistics
- Measures appropriate to determining whether the project has been successful in achieving the desired outcomes
- A description of process improvement procedures
- The intention to share project successes with other libraries who desire developing similar projects