LSTA Grant Manual: Sub-Grant Information & Guidelines

FFY 2018
(For sub-grants awarded in the first-year period October 1, 2018 – September 30, 2019)

South Carolina State Library,
Library Development Services

Library Service and Technology (LSTA) grants are made possible by the Institute of Museum and Library Services and are administered in South Carolina by the South Carolina State Library.
Introduction

*LSTA Manual: Sub-Grant Information and Guidelines* is provided by the South Carolina State Library to describe the federal LSTA grant funding program provided by the Institute of Museum and Library Services and administered by the State Library for the support of library services in South Carolina. Included in this manual are the funding categories and priorities for the allocation for Federal Fiscal Year 2018 / SC State Fiscal Year 2019, the requirements and criteria by which sub-grant applications will be rated, information about the grant application and grant award processes, and forms related to the administration of the program.

The LSTA was signed into law on September 30, 1996. FY97 was a year of transition, marking the end of the Library Services and Construction Act (LSCA) program and the beginning of the current Library Services and Technology Act (LSTA) program. Known originally as the Library Services Act, the LSTA program had been in existence, in various forms and with various priorities, since 1956. LSTA in its current form was most recently reauthorized in 2010. The LSTA program is administered at the federal level by the Institute of Museum and Library Services (IMLS). The Catalog of Federal Domestic Assistance (CFDA) number for LSTA is 45.310.

Each state creates a plan that determines the uses of LSTA funds for a five year period. The current five year period is 2018-2022. Each plan presents the Federal purposes for use of LSTA funds, and the service goals for the state. The current South Carolina Five Year Plan for 2018-2022 was submitted to IMLS in June 2017 and was approved. For information about the Five Year Plan contact Library Development Services at the State Library.

All LSTA subgrants in South Carolina are one-year grants. Funds are disbursed as *reimbursements* for grant-related expenditures made by awardee libraries, upon receipt of invoices/receipts submitted for approved expenditures.
Congratulations on your grant award! Your Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services (IMLS), administered by the South Carolina State Library (SCSL), is an outstanding achievement that should be shared with your community. In addition, as a grant recipient, you are required to acknowledge the support of IMLS and the State Library, and to take steps to extend the award’s impact on the community at large.

This Grantee Marketing/Communications Kit provides guidance for spreading the word about your grant project, first in order to attract an audience and acknowledge the grant funds that paid for the program or service, and then to publicly report on a successful program. There are many ways to do this before, during and after the event, as discussed in this kit.

The kit includes the following sections:

- Acknowledging the Grantors (page 2)
- Promoting Your Project (page 5)
- Media Tips (page 6)

I. Acknowledging the Grantors

Public funds (tax dollars) are funneled through national agencies such as IMLS to return services of value to local communities. Publicly acknowledging your grant is important, partly in order to keep such services in the public eye and in the eye of government so that services will continue to receive funding in years to come. It is appropriate to say thank you to the public that ultimately funds your programs, and to inform them about where their tax dollars are being spent. Such recognition also ensures visibility of local projects at the national level where funding levels are determined.

Furthermore, as a recipient of federal funds you are required to acknowledge the Institute of Museum and Library Services and the South Carolina State Library when undertaking grant-supported activities. This section of the kit contains some suggestions and materials to assist you in acknowledging the IMLS and SCSL and tips to help make sure your community knows about the good work you do.

Guidelines for IMLS and SCSL Acknowledgement

The Institute of Museum and Library Services and the South Carolina State Library require public acknowledgement of the activities they support. IMLS and SCSL support should be mentioned in all media and promotional activities (including flyers, bookmarks, websites, press releases, etc.) related to your award, using the standard tag lines below. IMLS and SCSL logos are recognizable symbols of these agencies, and should be used in all visual acknowledgements.
For more information about IMLS requirements, visit the IMLS website: [https://www.imls.gov/grants/grant-recipients/grantee-communications-kit](https://www.imls.gov/grants/grant-recipients/grantee-communications-kit). For assistance with any format please contact the SCSL Communications Department at (803) 734-8928 or email Dr. Curtis R. Rogers at crogers@statelibrary.sc.gov.

**IMLS and SCSL Logos**

The IMLS and State Library logos must be used in the following promotional efforts:

- On webpages about the project and in library websites
- In substantial printed items where library activities are highlighted, such as annual reports
- In printed and online newsletters
- On promotional posters and flyers
- On print or online pieces included in educational materials and handouts issued in conjunction with a project
- On signage and banners

IMLS and SCSL logos should be legible and no smaller than 1.75” wide.

The IMLS logo is available for direct download at this web address:

The South Carolina State Library and related program logos are available for download at this web address:

http://www.statelibrary.sc.gov/media-kit

**IMLS and SCSL Tag Lines**

A tag line is a brief statement acknowledging the support of the named agency. The following acknowledgment should be used in all narrative printed formats, with or without the logos, including all news releases and press kits and on invitations to events, and on posters and other visual pieces:

- This project is made possible by a Library Services and Technology Act grant from the Institute of Museum and Library Services administered by the South Carolina State Library.

For posters, use a font size for the acknowledgement for which the words “Institute of Museum and Library Services” and “South Carolina State Library” are legible from a comfortable viewing distance.

The following phrase may be added to the above statement, with or without the logo, wherever a longer written format makes its inclusion possible and appropriate:

- The Institute of Museum and Library Services is the primary source of federal support for the nation’s 123,000 libraries and 35,000 museums. The South Carolina State Library is a national model for innovation, collaboration, leadership and effectiveness. It is the keystone in South Carolina’s intellectual landscape.

Verbal acknowledgement must be given whenever appropriate, such as during the introductory remarks at a library public program. The following is a sample script:

- “The Anytown Public Library welcomes you to this event and wishes to thank the Institute of Museum and Library Services and the South Carolina State Library for funding this program with Library Services and Technology Act grant funds.”
II. Promoting Your Project

The kind of promotion you give to your grant-funded project, program or service is dictated by the activities. A program that will draw an audience from your community needs widespread promotional activities before the event that will reach as many people as possible. A children’s project that is intended for a particular age group should receive targeted promotion to ensure it reaches the right audience. If promotional costs were not included in your original project budget but you need to move funds around to pay for such expenses, contact the LSTA Coordinator to discuss a budget amendment.

Here are some suggested ways to promote and attract audiences for library programs and projects. See the Media Tips section for basics on creating announcements and promotional efforts.

1. Announce public events in the local media, in newspapers and local specialty publications (general readership or targeted publications as appropriate). Purchase advertising space, or get your event included in the “Community Events” section. Get a reporter to write an article about the upcoming program (and a follow-up article after the event!).
2. Purchase advertising on television and radio. While these ads can be pricey, you may be able to obtain a good discount for the library as a non-profit organization.
3. If the program is for a group that speaks a particular language such as Spanish, the promotional effort should appear in the media for that language group (e.g., Spanish newspaper, local Spanish radio station).
4. Ask your Friends group to promote your event to their members and at their own programs.
5. Create a bookmark and hand to patrons or insert in books at checkout.
6. Direct invitation by letter or postcard, printed and mailed. Exchange your mailing list with another organization to double your coverage.
7. Place posters and/or flyers in the library and in the community. Remember that posting your events only in the library will reach only library users. Get the word out to your entire community by distributing your materials to locations in the community that draw a broad range of people, such as a grocery store, barbershop or other community gathering place.
8. Dog and pony show – Take your message on the road by getting on the agenda of regular meetings of local clubs and organizations. Leave a supply of flyers at the meeting.
9. Talk it up at local political gatherings and do a presentation at county council or municipal governance meetings.
10. Get others to speak for you: Give your message to someone who is well known in the community you want to reach (such as the minister of a church) and ask him/her to announce or pass the word along.
11. Deliver the message to schools in a form that will pass muster with the principal and the school secretary. There is often a prescribed format for family-related information and materials that you hope to send home with students.
12. Investigate your community’s utility bills. Some will allow organizations to tuck an invitation or information about a library event into the monthly billing. There may be a charge for this service, but since the bills reach virtually every household in the community, it may be worthwhile.
13. Start talking about your project well in advance of the date by mentioning it during other library events.
14. Post information on your website and in any existing online community calendars. Many online event calendars in your community will allow postings for free.
15. Send an email to listserv or email distribution lists.
16. Send an invitation in print or by email to your library’s registered borrowers (check first to see if there is a library or county policy about this. Some libraries/counties may not allow using the registration list for this purpose.)

II. Media Tips

Working with the media is one of the most economical ways to develop a strong, positive presence in your library’s community. These guidelines are designed to help you do that, particularly if your organization hasn’t had much experience with media relations in the past. If you already have in place effective practices for getting the word out to your community and local media, that’s great. We hope you still find these tips useful.

The Basics of Working with the Media

1. **Prepare a news release.** The basic way of communicating with all media is with a news release. It provides the “who, what, when, where and how” of your event or service. Often the press release is picked up by a newspaper and run in its entirety. In other cases it brings your news to the attention of a reporter and provides a contact for getting more information. A sample news release is included at the end of this kit.

2. **Develop a distribution list.** To reach the broadest audience, your list should include local newspapers, radio stations, television stations, and news and wire services. Are there reporters who regularly cover your activities? Address the release to the features editor or education editor at the newspapers and to the assignment editor at television and radio stations. If you do not know who these reporters and editors are, make a few phone calls to the news desks to identify the right people to receive your release (there might be more than one). This is also an opportunity to determine how each outlet would like to receive its news, whether by email, fax or regular mail.

   You can also use your news release to reach more targeted audiences. Consider including local community magazines, community calendar/notices listings, free community advertisers, the tourism board, the convention center and the chamber of commerce.

3. **Issue your release.** Email the release to daily papers, television and radio stations, weekly papers and magazines. Post the release on your library website. Also, post references to your release on your library’s social media accounts.

4. **“Pitch” the story.** Follow up by calling the media contact to confirm receipt and “pitch” your story. Present the facts quickly and emphasize why this event would interest readers or viewers. If there is interest, you might offer to set up an interview with the director or a behind-the-scenes tour of your facility.
5. **Remember timing.** There are a variety of factors that determine whether your story will receive coverage. If you issue a release on the same day as a tragic fire or accident, your story will get lost in the shuffle. If there is a larger news event, hold your release for a quieter news day. The time of day and day of week are other factors to consider when you issue a release or call a reporter. The best time to reach a television news desk is in the morning, not in the late afternoon when media outlets are preparing for their newscasts. Likewise, few news bureaus can do much with a release if it is issued at 4:00 p.m. on a Friday.

**More Tips**

Use the occasion of receiving an LSTA grant award to:

- Share the good news that your library has provided a valuable service or product with beneficial consequences for residents.
- Conduct editorial board meetings. Educate your local newspaper editors about your institution and the important role it plays in your community. Arrange to go to their editorial board meetings. Take representatives of the public you serve, such as school teachers, leaders of local community groups, members of your friends of your library group, etc.
- Contact local or regional news and talk shows. Does your area have a morning news program that features taped segments? Invite reporters to broadcast or tape a story from your institution. Identify a spokesperson from your institution to appear on radio or television talk shows.
- Call us to see if the director or other representative of the Institute of Museum and Library Services or the director or other representative of the South Carolina State Library will be traveling to your area.
- A picture is worth a thousand words. Always include an image with a caption to help tell your story.

**For a list of press contacts in your area of South Carolina contact:**

Dr. Curtis R. Rogers  
South Carolina State Library Communications Director  
803-734-8928  
crogers@statelibrary.sc.gov

**Dissemination through the State Library.** The South Carolina State Library’s Communications Department wants to assist your institution in sharing your project with the library community. In order to accomplish this, we ask that you keep the Communications Department in the loop as your grant project moves forward. If you produce a publication, create a website, or hold an event as part of your grant activities, please contact us. Keeping informed about our grantees allows the South Carolina State Library to select grantees and events to highlight on the library’s website and in other channels of communication and helps to spread the word about local grant-funded projects. Always copy the LSTA Coordinator on such communications. Additionally, the LSTA Coordinator may directly send the Communications Department information about your project.

**Monthly Newsletter from the State Library.** The State Library’s monthly newsletter is emailed to more than 8,000 people each month, and continues to add subscribers. In addition to
highlighting library related services and events around the state, we also like to draw attention to
grant-funded projects, demonstrating how libraries are putting grant funds to good use. If
someone from your institution will be giving a presentation about the grant project, or if your
institution is holding a project kick-off event, this should be included in our monthly newsletter.
Please email information about your presentation or event to crogers@statelibrary.sc.gov.
[SAMPLE News Release announcing LSTA grant funded project]

For Immediate Release
Today's Date

Contact: (insert your institution’s contact name, telephone number, and email address)

South Carolina State Library Contact:
LSTA Consultant   (803) 734-8653

(Insert your institution’s name) Awarded Prestigious Grant from the Institute of Museum and Library Services

(insert your institution’s city) - Thanks to a grant from the federal Institute of Museum and Library Services (IMLS) administered by the South Carolina State Library (SCSL), (describe how your institution will use the grant money for the benefit of your community).

(insert a quote from your institution’s director)

This new program will (insert information here about the program activities and goals)

(Insert a “for more information” section): For more information about (insert either the library name here or program name), contact (insert contact person) or visit (insert web site address here).

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“The Institute of Museum and Library Services is the primary source of federal support for the nation’s 123,000 libraries and 35,000 museums. Our mission is to inspire libraries and museums to advance innovation, lifelong learning, and cultural and civic engagement. Our grant making, policy development, and research help libraries and museums deliver valuable services that make it possible for communities and individuals to thrive. To learn more, visit www.imls.gov and follow IMLS on Facebook (link is external) and Twitter.

The South Carolina State Library is the primary administrator of federal and state support for the state’s libraries. The State Library is a national model for innovation, collaboration, leadership and effectiveness. The State Library’s mission is to optimize South Carolina’s investment in library and information services. In 1969, as the result of action by the General Assembly, the State Library Board was redesignated as the South Carolina State Library and assumed responsibility for public library development, library service for state institutions, service for the blind and physically handicapped, and library service to state government agencies. Headquartered in Columbia, S.C., the Library is funded by the state of South Carolina, by the federal government through the Institute of Museum and Library Services, and other sources. For more information, please visit www.statelibrary.sc.gov or call 803-734-8666.
The LSTA Manual: Subgrant Information and Guidelines is presented here for your FFY2018 (State Fiscal year 2019) LSTA grant award. The grant award was previously mailed to you. If you have not already returned the Terms and Conditions and the Certification documents sent in that award packet, please do so now. This manual includes additional procedures and requirements for managing your grant and fulfilling your obligations as project manager.

Please read through the manual and become familiar with all aspects of LSTA grant administration. You should place copies of your grant application, award, and any correspondence with the State Library in this binder. You will need to refer to this information during the course of the grant year.

With this memo you will find a “Confirmation of Receipt” form. Please sign and return this (along with any unsigned Terms and Conditions and the Certification documents) to the State Library as soon as possible.

The manual also contains some examples of current forms you may need over the course of the year. These are also available on our libguide (http://statelibrary.sc.libguides.com/lsta/lsta-grant-programs) and will be emailed to you upon request.

You will receive a visit during the grant period from a State Library staff member who will be assigned to discuss the progress of your grant project with you and provide any assistance you may need. If you are scheduling a program related to your grant project and would like a representative from SCSL to attend, please contact us.

This manual should answer most of your questions about managing your LSTA project, but it is not intended to take the place of personal communication. Please do not hesitate to contact the State Library for assistance in fulfilling your grant requirements.

Any changes to the grant activities or budget require approval (although not all require new paperwork). Please do keep in touch especially if things aren't going as planned. We are here to help! You can reach us by email (preferred) or by phone. Please contact Kathy Sheppard, LSTA Coordinator, with any need: ksheppard@statelibrary.sc.gov, (803) 734-8653.

Have fun with your project! We look forward to working with you this year.
Federal and State Purposes of LSTA Funds

Federal Purposes:

The LSTA program represents a modernization and reconfiguration of the LSCA, building on the strengths of that program but sharpening the focus on technology, resource sharing, and targeted services. The LSTA purposes as reissued by IMLS (20 U.S.C. § 9121) are to:

- Enhance coordination among federal programs that relate to library and information services;
- Promote continuous improvement in library services in all types of libraries in order to better serve the people of the United States;
- Facilitate access to resources in all types of libraries for the purpose of cultivating an educated and informed citizenry;
- Encourage resource sharing among all types of libraries for the purpose of achieving economical and efficient delivery of library services to the public;
- Promote literacy, education, and lifelong learning and to enhance and expand the services and resources provided by libraries, including those services and resources relating to workforce development, 21st century skills, and digital literacy skills;
- Enhance the skills of the current library workforce and to recruit future professionals to the field of library and information services;
- Ensure the preservation of knowledge and library collections in all formats and to enable libraries to serve their communities during disasters;
- Enhance the role of libraries within the information infrastructure of the United States in order to support research, education, and innovation; and
- Promote library services that provide users with access to information through national, state, local, regional, and international collaborations and networks.


- 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 in order to support such individuals’ needs for education, lifelong learning, workforce development, and digital literacy skills;
- Establish or enhance electronic and other linkages and improved coordination among and between libraries and entities for the purpose of improving the quality of and access to library and information services;
- Provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services;
- Enhance efforts to recruit future professionals to the field of library and information services;
- Develop public and private partnerships with other agencies and community-based organizations;
- Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, and to individuals 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 birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved;
• Develop library services that provide all users access to information through local, state, regional, national, and international collaborations and networks; and
• Carry out other activities consistent with the purposes set forth in section 9121, as described in the SLAA’s plan.

(Purposes and Priorities were accessed on 10/30/2015 from https://www.imls.gov/grants/grants-state/purposes-and-priorities-lsta)

State Purposes for LSTA Funds

The seven goals for the South Carolina 2018-2022 Five Year Plan are:

1. Information and library services are expanded and are made more accessible, taking advantage of collaborative and partnering opportunities whenever possible, and are aligned with documented needs of South Carolinians.
2. Recruitment and training of library staff are improved to increase leadership and skills needed to better serve the public.
3. Libraries play a larger role in children’s lives, particularly children at risk, and especially in regard to reading and family literacy.
4. Access to quality library services is enhanced for people who have difficulty using a library.
5. Library services are improved, through collaborative and partnering efforts whenever possible, for people of diverse geographic, cultural, and socioeconomic backgrounds, for people with disabilities, and for people with limited functional literacy.
6. The technological environment of libraries, including linkages between libraries, is improved to enhance access to information and services.
7. All people in South Carolina have access to information through electronic resource sharing.

(The full Five Year Plan for South Carolina can be found here: http://statelibrary.sc.libguides.com/c.php?g=11789&p=62152)
Additional Administrative Information

Acknowledgment of IMLS
Grant recipients (library systems and member libraries) are required to acknowledge the Institute of Museum and Library Services (IMLS) and the South Carolina State Library (SCSL) as funders of the project funded by LSTA. All products created totally or in part under an LSTA grant, regardless of format or method of distribution, including Internet websites, posters and other PR items, and printed handouts, must include acknowledgement in formats prescribed in the document Marketing/Communications Kit. (See “Marketing/Communications Kit”. ) Ask the LSTA Coordinator if there is a question about acknowledgement.

CIPA Compliance for South Carolina Public Libraries
CIPA is the Children’s Internet Protection Act, which applies to public libraries seeking funds under the federal Universal Service (E-rate) program or the Library Services and Technology Act (LSTA) grant programs funded by IMLS and administered by SCSL. If a public library is already compliant with CIPA under the rules for receiving E-rate funds, that library does not need to further certify compliance with CIPA.

Libraries applying for LSTA Large Competitive grants must complete the following section in the application:

The applicant library (check all that apply):

□ is currently compliant with CIPA because it receives funds through the federal Universal Service (E-rate) program
□ is NOT compliant with CIPA in that it does NOT receive funds through the federal Universal Service (E-rate) program, or is not compliant for any other reason
□ is requesting LSTA funds for the purchase of computers used to access the Internet and/or for the payment of direct costs associated with accessing the Internet
□ is NOT requesting LSTA funds for the purchase of computers used to access the Internet or for the payment of direct costs associated with accessing the Internet

Libraries that check BOTH the “NOT compliant” statement AND the “is requesting” statement must contact the State Library to discuss eligibility.

Grant Project Budget and Expenditures
LSTA sub-grant funds may be used only to support the Federal purposes outlined in Section 2 of this document. Specific purchases for an individual project are to be described in the application budget, and any changes in the planned purchases or the budget must be discussed with and approved by the State Library.

Four very common questions about LSTA expenditures are addressed below. The document “Federal Restrictions on the Use of LSTA Funds” contains further guidelines about specific purchases.

Four common questions about LSTA sub-grant purchases:

- Marketing / Public Relations Expenditures: LSTA funds may NOT be used for marketing/advertising of, or public relations for, a library or for general library services, but such expenditures are allowed and are expected for advertising programs and services specifically related to the grant project and its outcomes.
• **Giveaway items:** LSTA funds cannot be used to pay for toys/gifts or other promotional items (such as buttons, pens, Summer Reading Program medals, awards, or gift cards) unless items are more educational and informational in nature than promotional. It is recommended that libraries partner with businesses and organizations to cover the cost of promotional materials. No LSTA funds may be used to purchase prizes for individuals. An allowable expense, for example, may be give-away books to all program participants.

• **Costs of refreshments and meals:** Grant funds may be used for refreshments for program attendees who are members of the public, or for participants in a specific project-related activity such as a planning session, when food and beverages a) replace a meal that would otherwise be missed by the participants in order to attend the program; b) make it more likely that participants will be able to fully participate in and benefit from the program. A "working lunch," where grant-related presentations took place while eating, would be acceptable in many cases. Food items such as snacks (individually packaged chips, cookies, etc.) and drinks (bottled water, sodas, juice boxes) for handing out at events may not be purchased with LSTA funds.

• **Construction and furniture:** No LSTA funds may be used to purchase furniture (including storage cabinets). No LSTA funds may be used for construction projects.

**Evaluation and Reporting on use of LSTA Funds**

The Institute of Museum and Library Services (IMLS) requires each recipient of funds to report on and describe the impact of the federal funds on its community. Each library or organization that receives and spends LSTA money, including the South Carolina State Library, must report on the use and outcomes of the LSTA fund expenditures.

Grantees are required to include a plan for evaluating the outcomes of their projects in the original grant application, and must complete interim and final narrative reports describing impacts of the project.

Libraries are invited, but not required, to use Outcomes Based Evaluation (OBE) methods for project planning and evaluation. See the Appendix for information about evaluating LSTA sub-grant projects, including OBE methods.
Subgrant Eligibility and Grant Categories; Consultation

Eligibility for LSTA Awards
Unless otherwise announced, LSTA subgrants are available only to South Carolina public libraries. There may be some exceptions for academic and school libraries depending on the grant program. Awards and reimbursements can only be made to a library or other agency; even grants for individual expenses such as conferences or tuition must be made to the awardee’s employer library. LSTA grants and grant categories are not guaranteed for more than a one year time period. New applications must be submitted and approved for each year.

Grant Categories & Promotion
Competitive and non-competitive sub-grant programs are generally offered in each fiscal year. If a program is listed as competitive, it means that public libraries are invited to apply and awards are made on the basis of stated criteria after applications are reviewed and scored by a committee. The committee generally consists of SCSL staff members (including the project manager and LSTA Coordinator) but may include outside parties as appropriate. Awards will be made up to the available dollar limit in any cycle. In competitive programs, not all eligible projects may receive their full funding request or any award at all depending on the results of the review process and number of applicants in a limited award program. Competitive grants generally have a stated deadline, after which applications may not be accepted. Applications are then reviewed after this deadline and a decision is made about awardees in the pool of applicants.

Non-competitive grant programs are generally offered statewide to any public library that wishes to participate, with simpler criteria for acceptance into the program. The number of awards may be limited and the awards may be made on a first-come, first served basis. Other non-competitive programs may be made available only to specific, defined applicants based on state goals and statewide needs assessment performed by the SCSL staff. Non-competitive grants generally do not have a stated deadline, and may be awarded on a first-come, first-served basis until funding runs out for that grant category. Contact the LSTA Coordinator if there is a question as to the availability of a certain grant program.

For all grant programs, the LSTA Coordinator will distribute guidelines outlining specific eligibility criteria as well as the application document itself and its deadline (if applicable). LSTA grant information is promoted in the following ways:
- An email to the Public Library Director listserv
- An email to public library grant coordinators or other relevant staff
  (Please let the LSTA Coordinator know if you would like to be put on this list.)
- An email to other listservs as appropriate
- An email to individuals who requested information about a grant program
- A post on the LSTA Libguide on the SCSL website
Consultation Services
Consultation on project ideas and the application process is available from SCSL Library Development staff upon request. Contact SCSL staff as needed.

For general questions about the LSTA program and grant procedures, contact the LSTA Grants Consultant or any of the personnel listed below.

(NOTE: Email is the preferred method of contact because of personal preferences and so that grant communication is in writing for compliance with federal administration regulations and protections.)

Other Library Development Services Consultants
The following SCSL staff people may be grant project managers, or they may be able to offer guidance and advice about grant program ideas you may have.

- Kathy Sheppard, Director of Library Development
  ksheppard@statelibrary.sc.gov  (803) 734-8163
- Rebecca Antill, Youth Services Consultant
  rantill@statelibrary.sc.gov  (803) 734-8284
- Tiffany Hayes, Continuing Education Consultant
  thayes@statelibrary.sc.gov  (803-545-4206)
- Donna Lolos, Library Development Consultant
  dlyons@statelibrary.sc.gov  (803-734-8653)
Confirmation of Receipt

I have received the LSTA Manual, which contains information for Library Directors, Finance Officers, and Project Managers about the requirements for administering a project funded by an LSTA subgrant awarded to my institution.

_____________________________________________________________________________
Agency/Library/Organization Name

_____________________________________________________________________________
Library Director Signature   Print Name   Date

_____________________________________________________________________________
Project Manager Signature   Print Name   Date
(if different from Library Director)

Please return this form to:

LSTA Coordinator
South Carolina State Library
1500 Senate Street
Columbia, SC 29201
Library Service & Technology Act grants are made possible by IMLS and administered by SCSL.

Tentative FFY2018 LSTA Subgrant Schedule
(All dates and grant programs subject to change or may not be offered)

Already available as of July 2018:
- Large Competitive 2018 (finalized--no new apps accepted)
- Tuition Assistance for Fall & Spring Semesters (Fall finalized; Spring app due Dec 15)
- Continuing Education/Conference Attendance (available until funds exhausted)

Fall 2018
- Planning Grant (open until funds exhausted)
- CSLP two-year conference + Summer Reading help (due in early January)

Winter 2018-19
- Large Competitive 2019 (due in Spring)
- Summer Reading Program (due before April)

Spring 2019
- Possible other “Mini-Grant” program
- If funds are left, Tuition Assistance for Summer Session may be offered (due in April)

Summer 2019
- Tuition Assistance for Fall 2019 (due in mid-August)

Receipts due by August 15 (no more expenditures allowed); narrative reports due October 31

SCSL takes pride in awarding an LSTA subgrant to libraries located in every county in South Carolina. We encourage you to apply for these grant offerings so that these federal dollars can help citizens all over the state. The money is available and the LSTA Coordinator is happy to help, so don't be shy!

How will you know when a grant is available?
- On our website: http://statelibrary.sc.libguides.com/lsta/lsta-grant-programs
- Via emails and follow-up emails to relevant listservs
  o Directors notified of all grants via Public Library Directors’ listserv
- In the State Library’s More… electronic newsletter
- Via personal communication by SCSL staff
LSTA Grant Programs

While LSTA funding is not guaranteed for any one program in any grant cycle, the following programs are generally offered each year. Specific guidelines and applications are distributed when the grant program is available. Each year, the application and/or guidelines for each program may change, so be sure to use the most current grant application.

Large Competitive Grants

- LSTA grants for large projects or pilot programs.
- $50,000 is the maximum grant award per awardee. However we award on an average of about $20,000 per awardee.
- One-year project cycle developed by public libraries.
- Projects must be relevant to the federal and state goals that meets the needs of their individual communities.
- This is a highly competitive process with a more complex application than other grant programs.

Tuition Assistance Grants

- LSTA grants for library staff seeking a Masters degree in Librarianship (MLIS, MLS, or similar) at any ALA-accredited program.
- Reimbursement is made for tuition expenses only, for coursework that prepares librarians to develop, expand, deliver, or promote services and programs that are related to the six federal LSTA purposes.
- General introductory librarianship courses, and coursework in other areas of librarianship not directly applicable to the six purposes, cannot be reimbursed.
- The LSTA Coordinator makes funding decisions based upon available funding and number of applicants.

Continuing Education Grants

- LSTA grants for public library staff wishing to expand their professional knowledge by attending a professional conference or taking an online course.
- Reimbursement of related expenses is available for conference or course attendance that allows librarians to develop, expand, deliver, or promote services and programs that are related to the six federal purposes.
- These grants are open year round until funding runs out, and are awarded on a first-come, first-served basis.
- The LSTA Coordinator makes funding decisions based upon available funding and number of applicants.
- Recommended Trainings/Conferences for Library Directors
  - LJ Design Institute
  - LJ Director's Summit
  - PLA (Public Library Association)
  - ALA (Annual Library Association)
  - SCLA (South Carolina Library Association)
Summer Reading Program Grants
- LSTA grant for summer reading program activities.
- Generally awarded $1000 but may vary depending on SRP guidelines.
- All county systems are strongly encouraged to apply.
- **SRP Grant Program Goals:**
  - Increase community participation in summer reading programs, including groups not usually represented (teens, parent/caregivers, ethnic/racial/cultural groups under-represented in previous years)
  - Increase awareness of the importance of reading to academic achievement
  - Increase reading activity in general
  - Increase documentation of participation in summer reading activities

Planning Grants
- LSTA grants are awarded to a small number of libraries each year for hiring a consultant to perform a community needs assessment or assist the library in developing a strategic plan.
- This grant may be used for system-wide or program planning that is NOT specifically related to construction or renovation of the library.
- This grant is open throughout the year and is awarded on a first-come, first-served basis.

Mini-Grants
- There are generally a few Mini-Grant opportunities each year.
- Each grant program is different; some may be competitive, some may be awarded on a first-come, first-served basis, and they are released at different times of the year.
- Each program will have its own guidelines.
- Recent past mini-grant programs include:
  - Book To Action
  - AWE Stations
  - Game On!
  - Grandfamilies
  - STEAM Carolina
  - Assistive Technology
Responsibilities of the State Library’s Grants Consultant

It is the responsibility of the South Carolina State Library LSTA Grants Consultant to assist you in completing a successful project. The Consultant is also responsible for monitoring all aspects of your project—programmatic and financial—and reporting the results to the Federal funding agency, i.e. the Institute of Museum and Library Services (IMLS).

The LSTA Consultant’s responsibilities include:

1) Managing the grant application, review, and award process.
2) Communicating frequently with grantees and soliciting feedback.
3) Advising the project manager on programmatic and/or financial issues that may arise.
4) Completing site visits to assist with and monitor projects in the field.
5) Reviewing and processing reports and reimbursement requests.
6) Approving all contract revisions in accordance with the contract.
7) Ensuring that the disbursement of funds is made only after all requirements have been met.
8) Submitting a final annual report about LSTA expenditures to IMLS.
9) Documenting exceptional grant projects and helping spread the word of their successes.
Subgrants Timeline, 2017-2018

Dates subject to change. Important date for FFY17 (current year) grant awardees are in bold.

Calendar Year 2017

February  Competitive grants program for FFY17 announced
July     Sub-grants for FFY17 Large Competitive Grants awarded
         Tuition Assistance Grants for FFY17 (Fall and Spring semesters) announced
August   Final invoices and reimbursement requests due for FFY16 awards
         Conference Attendance Grants for FFY17 announced (no deadline)
September Planning Grants for FFY17 announced (no deadline)
September 30 Grant activities end for all FFY16 grants
October 1  Funding begins for FFY17 subgrant projects
October 31 Final narrative reports due for FFY16 projects
December  Summer Reading Grants program for FFY17 announced (due in Spring)
         Tuition Assistance for Spring semester Due

Calendar Year 2018

January 15  Large Competitive Grants program for FFY18 announced (due in Spring)
            First FFY17 Interim Narrative Report (for Large Competitive grants) due
April 15    FFY17 Second Interim Narrative Report (for Large Competitive grants) due
April       Large Competitive Grant applications due for FFY18; awards made by June
            Summer Reading Grant applications due for FFY17; awards made by June
July 15     FFY17 Third Interim Narrative Report (for Large Competitive grants) due
August 15   Final invoices and reimbursement requests due for FFY17 awards
            (Summer Reading Grants may have until a small extension)
August 31   FFY18 Project Managers’ manual updated and distributed to large competitive
grant recipients
September 30 Grant activities end for all FFY17 grants
October 1   Funding begins for FFY18 subgrant projects
October 31  Final narrative reports due for FFY17 projects

A note on fiscal years:
Federal Fiscal Year (FFY) 2017 = October 1, 2017-September 30, 2018
FFY2018 = October 1, 2018-September 30, 2019
These dates cross over State Fiscal Years which are July 1 – June 30.
LSTA Application Process

1. The State Library Director determines if funds will be made available in the upcoming LSTA two-year appropriation cycle for local sub-grant programs.
2. SCSL forms, guidelines, and related web pages are revised to reflect the new cycle dates and any other changes in policy or procedures, agency priorities, or availability of funds.
3. Announcement of the available subgrant programs is made via email to Library Directors and library staff as appropriate to each program.
4. New guidelines and application forms are created and distributed via email and are made available on the State Library’s website.
5. Libraries applying for grants gather all required documents and complete the application, submitting within the time frame indicated. When a deadline is specified, applications received after that date may not be considered.
6. Applicants can assign indirect costs to their grant application. An indirect cost is an organization’s incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as “overhead costs” or “F&A costs.” Typical examples are charges for utilities, general insurance, use of office space and equipment that you own, local telephone service, and the salaries of the management and administrative personnel of the organization. Applicants may choose one of three options. Option (a) is generally recommended for easier grant administration, but the OMB regulations allow the applicant to claim indirect costs.
   a. Do not include any indirect costs as part of the LSTA grant budget. (Put $0 in the budget for this line item.) These may be included as part of your in-kind match if you have a rate and documentation for it. (See “Documenting Your Match”.)
   b. Use a current indirect cost rate that has been negotiated with a federal agency. Include a copy of the current negotiated agreement as an attachment.
   c. If you have no federal rate but would like to include these costs as a budget line item, you may select a 10% de minimus rate (up to 10% of the direct costs for the grant). Documentation of expenses related to indirect costs is required for reimbursement.
7. Applicants generally should email signed PDF scans of applications to the LSTA Consultant. Mailed applications will be accepted.
   a. The LSTA Consultant will confirm receipt of the application within a week.
   b. If you are not notified of receipt of the application within a week, notify the LSTA Consultant. The application may have been lost in transit.
   c. If there are any problems in getting signatures for the application, contact the LSTA Consultant. Some applications may be accepted without the signatures if they are pre-approved. Signatures would be required by the time of award, however.
8. In general, applicants are encouraged not to wait until right before the deadline to submit their applications. If there are any major submission problems that an applicant foresees that will cause a grant application to be late, contact the LSTA Consultant to see if an extension is possible. Extensions are not generally granted very close to the application due date out of fairness to other applicants except in some emergency situations.
9. Applications are received by the State Library and are evaluated according to criteria for the particular program.
a. For non-competitive (first-come, first-served) grants, the LSTA Consultant will review and determine the acceptance of the application for an award. Occasionally s/he will consult with other SCSL staff members or s/he may request further information/clarification from the applicant.

b. For competitive grants, a committee will review all applications. The committee generally consists of SCSL Leadership Team members, but others may be called in to review. The committee may use a scoring rubric for quantitative evaluation. The committee meets to discuss qualitative evaluation of the applications and to negotiate which projects to fund and size of awards.

   i. Reviewers adhere to a conflict of interest policy that ensures that no applicant will receive preferential treatment for funding outside of the merits of their application and proposed project.

10. Grants awards are subject to funding availability. Some applicants may not receive any award because of such factors as a large number of applicants, a limited amount of funds for the grant project, the quality of their grant application in relation to others received, etc. Some applicants may be awarded a reduced amount, which may require a retooling of the project budget, activities, and outcomes.

   a. In the case of Large Competitive grants, the LSTA Consultant may request additional information or an amended application and budget before an award is made. The LSTA Consultant is the liaison between the applicant and the grant review committee, and the committee may have conditions for funding which will be communicated by the LSTA Consultant. A reduced award will require an amended budget and amended grant plan before the final award is made.

   b. In general, all applicants should consider a contingency plan with a smaller budget in case reduced funding is offered.

11. In order to be considered eligible recipients of LSTA funds, public library systems must be in compliance with statutory requirements and LSTA requirements.

12. The application and financial administration processes are somewhat simplified for smaller grant programs. Applicants must read announcements and instructions for each grant program carefully.

13. All applicants will be notified (generally via email from the LSTA Consultant) whether or not they received an LSTA award. Awardees will be sent an award packet soon thereafter, pending approval from the SCSL Director. (See “Grant Award and Administration Procedures”.)

   a. For those who were not awarded a grant, the LSTA Consultant may be able to provide feedback based on the grant committee’s discussion.

   b. If there are any formal complaints or request for appeals about the grant application and selection process, please contact the SCSL Director. (See “Comment/Complaint Procedures” and “Grant Award and Administrative Procedures”.) Otherwise, the LSTA Consultant will receive any other feedback about the grant application if applicable.
Responsibilities of the Grantee Library and Project Manager

The library, network, cooperating group, school, or regional library system, as the recipient of this award, is known as the grantee. As such, it contracts with the State Library to expend awarded funds in accordance with the plan set out in the grant proposal/application and to accomplish the objectives as approved. A Project Manager must be assigned to the project and will be primarily responsible for meeting contract obligations and approved goals.

The Library Director may serve as the Project Manager, but it is recommended that the Library Director or other high-level staff strive to include junior staff in the implementation of an LSTA project. The experience for learning project and budget management skills is invaluable for library staff, and the guidance of mentoring supervisors will increase the likelihood of success in future projects.

Responsibilities of the Grantee Library and Project Manager:

1) Follow all state and federal laws.
2) Understand and sign the contractual agreements between the South Carolina State Library (SCSL) and the Grantee. (Terms & Conditions and Certifications)
3) Carry out the action plan as stated in the original proposal/application or with approved changes.
4) Request approval from SCSL for revisions to programming plans or budget.
5) Appoint a Project Manager who will be primarily responsible for the project and the grant administration.
6) Give recognition to LSTA, the Institute of Museum and Library Services (IMLS), and SCSL in all grant publicity.
7) Notify the LSTA Coordinator immediately in the Project Manager leaves or will be absent from the project for more than three months.
8) Meet reporting deadlines. In general, all receipts/financials must be submitted by August, and all programmatic reporting is due in October.
9) Expend funds only for items and purposes allowable under federal and state law and federal OMB regulations, only for the items and purposes described in the project application or later approved revisions, and within the contracted time frame.
10) Regularly submit reimbursement request forms with appropriate documentation of expenditures.
11) Submit, along with the reimbursement request form, invoice(s) describing the purchase and proof of payment.
12) Track reimbursement requests, expenditures, and obligations. Even if your library’s business office or the county treasurer is ultimately responsible for the accounting, the Project Manager must still be aware of and accountable for each grant dollar spent.
13) Regularly submit copies of evaluative findings, survey results, and media examples.
14) Evaluate the project process and meeting of goals and objectives.
15) Prepare for site visits from SCSL as scheduled.
16) Spend all federal funds (down to zero with no remaining balance) and provide the required local match.
17) Document your local match and maintain files that would pass an audit.
18) Maintain grant records for three years past the close of the grant. For this grant, records must be kept until at least December, 2020. It is recommended, however, that your library maintain basic files for all federal awards beyond this initial retention schedule for your own auditing purposes.
Sanctions

If a grant recipient materially fails to comply with the terms and conditions of an LSTA award, whether stated in a federal statute, regulation, assurances, application, certification, or notice of grant award, the State Library may take one or more of the following actions, as appropriate in the circumstances:

- Temporarily withhold grant funds pending correction of the deficiency by the recipient
- Disallow use of funds for all or part of the cost of the activity or action not in compliance
- Wholly or partly suspend or terminate grant awards
- Require the immediate return of LSTA funds to the State Library
- Withhold, suspend or reduce future grant awards
- Pursue other remedies that may be legally available

Failure to properly complete reports and close out a grant in a timely manner may result in sanctions.

Special Conditions
If any special conditions have been assigned to a subgrant recipient, the recipient must provide written documentation that shows that these special conditions have been met. Failure to meet any of general and special conditions, unless specifically waived in writing by either the LSTA program coordinator or the State Library Director prior to termination of the grant, will result in the disallowance of all award expenditures and the return of all federal funds to the State Library.
Comment/Complaint Procedure

Comments, suggestions for improvement, or complaints about the LSTA program as administered by the South Carolina State Library should be addressed to the State Library Director. The Director will discuss them with the LSTA Consultant, and both will address the complaint together in a timely manner. The State Library will accept complaints or questions about LSTA from any South Carolina resident or any member of the South Carolina library community.

The LSTA Consultant will respond as appropriate to the situation, either through a phone call, an email message or a formal letter. If the person asking the question or making the comment or complaint is not satisfied with the information provided by the LSTA Consultant, the question or complaint will be further discussed with the State Library Director, who will respond as appropriate to the situation, either through a phone call, an email message or a formal letter.

Informal feedback or questions about forms, procedures, grant programs, reports, etc. may be addressed to the LSTA Consultant at any time. Refer to the complaint procedure above if the LSTA Consultant does not satisfactorily assist applicants and awardees.
Documenting Matching Funds

All LSTA subgrantees must match each LSTA award received with local funds calculated in a particular way. Matching dollars must amount to at least 34% of the overall cost of the project undertaken. Note: the match is NOT 34% of the LSTA grant award: It is 34% of the total expenditures planned for the project. A “match” is the amount of State Aid, county funds, Friends donations, personal money, volunteer hours, in-kind donations, etc. provided by the awardee library to the project funded with federal grant dollars. The library cannot use other federal funds as match for a federal LSTA grant.

The LSTA awardee may only claim cost sharing for items and purposes allowable under federal and state law and federal OMB regulations.* Each project budget is reviewed to ensure that the local match is allocated to allowable expenses. For this reason, you must immediately obtain approval from the LSTA Grant Consultant for any necessary changes to your cost sharing plan.

LSTA grant applications require a rigorous breakout of matching cost categories based on the following line items:

- Salaries (generally the wage for the number of grant-related hours spent by the full-time library staff who is the project manager or conference attendee; this is usually the largest portion of matching funds)
- Supplies and Materials
- Travel Costs (for matching, this would include meals because the grant will not pay for that)
- Third-Party Services
- Consultant Fees/Honoraria
- Equipment (over $5,000)
- Indirect Costs

Additionally, for each line item, the awardee must say whether the matching funds originated from State Aid or from some other account (such as county funds or Friends donations). This detailed information on costs to be incurred is now required by the federal government.

*Refer to 2 CFR 200 Subpart E §200.420-200.475 (Attached)

Matching Funds in the Project Budget
A sample grant and matching budget appears on the next page. Note the two green highlighted matching columns. The budget line items set out specifically what the grant funds can be used for. The grey column on the left corresponds to the major LSTA subgrant categories described above. Not all grants will use all of the categories.
### LSTA Manual

**For SCSL Use**

<table>
<thead>
<tr>
<th>Budget Line Item</th>
<th>LSTA Funds Requested</th>
<th>Matching Funds Provided by Library and/or Attendee (Must be at least 34% of total)*</th>
<th>Total Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supplies &amp; Materials</strong></td>
<td></td>
<td>Dollars Originating from State Aid</td>
<td>Dollars Originating from Other Sources</td>
</tr>
<tr>
<td>Materials for the library collection (B2A selected book) – no more than 25% of the grant</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Office or craft supplies used for project activities</td>
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<td></td>
<td></td>
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<tr>
<td><strong>Third-Party Services</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Speaker/Presenter fee or honorarium</td>
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<tr>
<td>Venue Rental</td>
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<td></td>
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<tr>
<td>Printing or promotional costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Transportation (mileage only, reimbursed at $0.575/mi)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Salaries</strong></td>
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<tr>
<td>Personnel expenses: total hourly wage for current staff to develop and oversee the project</td>
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<tr>
<td>3PS</td>
<td></td>
<td>Other costs/fees (DESCRIBE:)</td>
<td></td>
</tr>
<tr>
<td><strong>Indirect</strong></td>
<td>Indirect Costs (optional)**</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The two green highlighted cells in this spreadsheet, added together, equal the amount of the total match. The total match must equal at least 34% of the total cost of the project (i.e., the amount in the yellow-highlighted cell.) To check your match, multiply 0.34 by the amount in the yellow field. If the total match is equal to or greater than that amount, then you’ve met your match. Otherwise, you will need to come up with more matching funds or adjust your grant request.

The State Library does not require submission of documentation of matching funds, such as receipts or pay stubs. The LSTA awardee must maintain documentation of the 34% cost share in order to provide evidence of compliance with the local match requirement in case of an audit. A copy of all records documenting cash match and in-kind contributions should be maintained in a binder with other project records at your library through December 31 after the third year following the close-out date of the grant award (i.e., for subgrants awarded in FFY2018, documentation should be maintained through at least December 31, 2021).

Requirements for documenting different types of local match are described below.

- Maintain invoice records to document your cash match (purchase of goods or services toward the project.) Invoices must include the name of the vendor, invoice number, date, quantity, unit cost, and accurate descriptions of the goods and services.
- To document local cash spent to hire temporary staff allocating 100% of their time toward the LSTA project, you must maintain records of the employee name, number of hours worked, amount earned per hour, and total paid out.
- Part-time staff contribution: To document local cash spent to add hours for current part-time employees to devote to the LSTA project, maintain records of employee name, the numbers of hours devoted to LSTA, the amount earned per hour, and the total paid out.
- Full-time staff contribution: To document the in-kind contribution of full-time staff allocating a portion of their time to the LSTA project, maintain records of the employee name, hourly pay rate and the number of hours worked on the LSTA project in a log or timesheet.
Federal Restrictions on Use of LSTA Funds:
Allowable and Unallowable Expenditures

This document is intended to answer for LSTA project managers some of the commonly-occurring questions regarding how Library Services and Technology Act (LSTA) funds can be used in making purchases and carrying out sub-grant activities. These explanations are extracted from Federal regulations that prescribe the allowable and unallowable expenses that may be incurred by grant award recipients.

Project managers and Library Directors are cautioned to abide by these regulations in conducting projects and in allotting charges against grant funds. Governmental units and other grant recipients assume responsibility for administering federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of a Federal award.

For more information, contact Kathy Sheppard, LSTA Coordinator, at (803) 734-8653 or ksheppard@statelibrary.sc.gov

Source:

1. Advertising and Public Relations
Advertising costs are allowable only when incurred for specific purposes or activities necessary to meet the requirements of the Federal award. These activities may include
- Communications with the public and press designed to promote project activities and build an audience for services offered;
- Communications pertaining to the recruitment of personnel;
- Communications pertaining to the procurement of goods and services;
- Communications pertaining to the disposal of surplus materials;
- Costs of advertising and public relations at conventions, meetings or other events, including displays, demonstrations, exhibits, meeting rooms, hospitality suites, and special facilities used in conjunction with shows and special events.

Note: The salaries of employees engaged in these activities are unallowable.

2. Alcoholic Beverages
Costs of alcoholic beverages are unallowable.

3. Entertainment
Costs of entertainment, including amusement, diversion, and social activities, and any costs directly associated with those, such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities are unallowable. (However, see #8 below.)

4. Fundraising
Costs of organized fund-raising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or to obtain contributions, are unallowable.

5. Income from Project
Project income, e.g., fees charged for the use of library space in the context of a grant project, or to recover out of pocket project-related costs, or for other expenditures directly related to and used for the purposes of the grant and accrued under the conditions of the grant award, are allowable.

6. Lobbying
The cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements or loans, is unallowable. General advocacy activities on behalf of libraries and library services (i.e. lobbying), and the cost of membership in organizations substantially engaged in lobbying, are unallowable. Training in library advocacy techniques, or funding of any kind for library support groups (i.e. Friends of the Library), are unallowable.

7. Memberships, subscriptions, and professional activities
Costs of the grant recipient's institutional memberships in business, technical, and professional organizations are allowable. (NOTE: Use of LSTA funds for personal memberships in organizations is not permitted.) Institutional subscriptions to business, professional, and technical periodicals are allowable for the project period only (no pre-pays for these subscriptions).

8. Meetings and Refreshments
Costs of meetings and conferences presented by the sub-grant recipient, including meals and refreshments for program participants, transportation, rental of meeting facilities, and other incidental costs, where the primary purpose is the dissemination of technical information, are allowable. In general, food must be considered as helping to realize the goals of the event (i.e. working lunch, refreshments for families at a lengthy program or at a time of day when food/drink is needed, etc.). Note that the State of South Carolina does will not allow reimbursement of restaurant meals; check with the State Library when there is any doubt. Food items such as snacks and drinks for handing out at events may not be purchased with LSTA funds.

9. Payment of Wages, Payments to Speakers and Presenters
Wages, salaries, payment for work done, and fees charged by speakers are allowable. Appropriate paperwork (signed contract, payroll records and/or paystubs for employees working on the project, etc.) is required as proof of payment. In general, SCSL does not allow the salary and benefits of current full-time library employees to be paid with LSTA funds, but temporary contract staff may be acceptable.

10. Premiums, prizes, incentives, and souvenirs
Costs of promotional items and memorabilia, including models, gifts, and souvenirs, are unallowable. Do not purchase giveaway items or incentives with grant funds. Items, such as books to be given to program participants, that serve to further the goals of a project, may be justified but must be fully described in the original grant application and must be discussed with the LSTA Coordinator. No individual prizes may be purchased with grant funds.

11. Training
The cost of training provided for employee development is allowable.

12. Travel Expense and Conference Registration
Travel costs are allowable for expenses for attending conferences, including registration fees, transportation, and lodging incurred by employees traveling on official business. Charges should be consistent with those normally allowed in like circumstances of the grant recipient organization in its regular operations and policy, in non-federally sponsored activities. Automobile mileage reimbursement cannot exceed the State rate. Food purchases by attendees at conferences or during travel to and from conferences or other events are not allowable.