

**Mississippi Library Commission
Library Services and Technology Act
FY2026 Federal Subgrant Program Manual**



Table of Contents

1. GENERAL INFORMATION (pp. 3 – 9)

Use of Funds – General (p. 3)

Cost Principles, Administrative Requirements, Laws, Rules, & Regulations (pp. 3 - 5)

Direct Costs & Indirect Costs (p. 5)

Submitting the Application (p. 6)

Reimbursements and Supporting Documentation (p. 6)

Ineligible or Unallowable Items (pp. 6 - 7)

Evaluation Reports (p. 7)

Acknowledgement of Grantor (p. 7)

Disputes & Comments (p. 7)

Audits (p. 8)

Monitoring (p. 8)

Partnerships (p. 8)

Records Retention (p. 8)

Special Conditions (pp. 8 - 9)

2. SUBGRANT SPECIFIC INFORMATION (pp. 10 – 11)

General Information (p. 10)

Important Dates (p. 10)

LSTA Subgrant Funding (pp. 10 - 11)

Beehive Transport Grant (p. 11)

3. LSTA SUBGRANT APPLICATION INSTRUCTIONS (pp. 12 – 14)

Applicant Information (p. 12)

Project Information (pp. 12 - 13)

Project Budget Information (pp. 13 - 14)

Project Budget Summary (p. 14)

Project Budget Funding (p. 14)

4. MLC CONTACT INFORMATION (p. 14)

1. GENERAL INFORMATION

The Mississippi Library Commission (MLC) offers a subgrant program to help empower libraries. These funds are provided through subgrants to all Mississippi public libraries through funds from the Library Services and Technology Act (LSTA) grant; Assistance Listing No. 45.310; appropriated by Congress and administered by the Institute of Museum and Library Services (IMLS).

This manual and the following requirements are considered a part of the Subgrant Agreement. When signing the Subgrant Agreement, the Subgrantee is agreeing to all aspects of this manual and it must be included as a part of the official records and files for the awarded project(s).

The following requirements are developed in accordance with agency procedures governing grants, state and federal laws and regulations concerning grants, and statewide needs identified by MLC. In addition to these general requirements, categories may have specific requirements; these will be identified within the category or program.

Individuals requiring an alternative format of this or any other LSTA program information may contact the Grants Program division for assistance. Contact information is provided on the final page of the manual.

Use of Funds – General

The following are basic requirements for use of federal funds in a federal program. All goods and services purchased with federal funds must be:

1. Eligible within the grant program at the state level.
2. Allowable under federal cost principles and administrative requirements meeting all the following criteria: a) **allocable**, meaning chargeable or assignable to the awarded project, b) **necessary**, meaning the project cannot be conducted without this good or service, and c) **reasonable**, meaning the cost for goods and services does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time.
3. Acquired following all applicable federal cost principles, administrative requirements, and state purchasing laws.

Cost Principles, Administrative Requirements, Laws, Rules, & Regulations

Determinations of which federal laws are applicable are guided by the type of entity receiving the funds. All administrative requirements, cost principles, and applicable executive orders are required to be followed.

All federal requirements applying to entities receiving an award through this program can be found in the [Uniform Guidance for Federal Awards](#).

With regards to state and federal laws and regulations, this manual is considered a guide and should not be used to make final determinations on complex issues. Applicable federal and state laws and regulations should be consulted. This information serves as notice to the recipients of federal and state laws and regulations.

Local Policies:

In general, local policies can be used as a guide for expenditure of LSTA funds when the policy is more restrictive than federal/state regulations or laws. The policy must be in place prior to the expenditure and must be applicable uniformly to both federally and non-federally funded activities. No information provided in this section or in this manual shall be construed to imply local policy takes precedence over federal or state laws or regulations.

Children's Internet Protection Act (CIPA):

The Children's Internet Protection Act ([PL 106-554](#)) requires that State Library Administrative Agencies assure the federal government that public libraries receiving LSTA funds comply with the requirements of CIPA. Certification of compliance must be on file with MLC.

NOTE: Computers, Chromebooks, E-Readers, iPads and other such devices purchased under an LSTA project are subject to CIPA. The actual device is not CIPA compliant without downloading additional filtering software. A library should protect itself by requiring the patron to sign a check out form which states the actual device is not CIPA complaint and using Internet connectivity outside the library could allow inappropriate sites to be accessed.

Trafficking in Persons:

Per [2 CFR 175](#), the recipient of federal funds through this program, including its employees, its principals, and/or its subcontractors paid with program funds may not **a)** engage in severe forms of trafficking in persons during the period of time that the award is in effect, **b)** procure a commercial sex act during the period of time that the award is in effect, **c)** use forced labor in the performance of the award or subawards under the award, or **d)** commit acts that directly support or advance trafficking in persons.

Conflict of Interest Disclosure:

Applicants must disclose in writing any potential conflict of interest to MLC in accordance with IMLS established policies as defined in [2 CFR 200.318\(c\)](#).

Mandatory Disclosures:

Per [2 CFR 200.113](#), an applicant, recipient, or subrecipient of a Federal award must promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or a violation of the civil False Claims Act ([31 U.S.C. 3729-3733](#)). The disclosure must be made in writing to the Federal agency, the agency's Office of Inspector General, and pass-through entity (if applicable). Recipients and subrecipients are also required to report matters related to recipient integrity and performance in accordance with Appendix XII of this part. Failure to make required disclosures can result in any of the remedies described in [2 CFR 200.339](#). (See also [2 CFR part 180](#), [31 U.S.C. 3321](#), and [41 U.S.C. 2313](#).)

Whistle Blower Protections:

Per [2 CFR 200.217](#), an employee of a recipient or subrecipient must not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in [paragraph \(a\)\(2\) of 41 U.S.C. 4712](#) information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant. The recipient and subrecipient must inform their employees in writing of employee whistleblower rights and protections under [41 U.S.C. 4712](#).

Nondiscrimination:

The Subgrantee agrees to comply with the following nondiscrimination statutes and their implementing regulations and must also comply with the requirements of any other nondiscrimination laws which may also apply:

- a) Title VI of the Civil Rights Act of 1964, as amended ([42 U.S.C. 2000 et seq.](#)), which prohibits discrimination on the basis of race, color, or national origin (note: as clarified by [Executive Order 13166](#), the applicant must take reasonable steps to ensure that limited English proficient (LEP) persons have meaningful access to programs).
- b) Section 504 of the Rehabilitation Act of 1973, as amended ([29 U.S.C. 701 et seq.](#) including [794](#)), which prohibits discrimination on the basis of disability.
- c) Title IX of the Education Amendments of 1972, as amended ([20 U.S.C. 1681-83, 1685-86](#)) which prohibits discrimination on the basis of sex in education programs.
- d) The Age Discrimination in Employment Act of 1975, as amended ([42 U.S.C. 6101 et seq.](#)), which prohibits discrimination on the basis of age.
- e) Requirements of any other nondiscrimination statute(s) which may apply.

Drug-Free Workplace:

The applicant must provide a drug-free workplace by complying with the *Requirements for Drug-Free Workplace (Financial Assistance)* in [2 CFR Part 3186](#), in particular the requirements in Subpart B or Subpart C if the recipient is an individual.

This includes, but is not limited to, making a good faith effort on a continuing basis to maintain a drug-free workplace, publishing a drug-free workplace statement, establishing a drug-free awareness program for the grantee's employees, and taking actions concerning employees who are convicted of violating drug statutes in the workplace.

Financial, Administrative, and Legal Accountability:

By submitting the application and signing the agreement, the applicant assures MLC that it has the fiscal and legal authority and capability to administer all aspects of the LSTA subgrant project as listed in the application. The following business systems are required by federal regulations and **must** be in place prior to award of subgrant:

- a) Equipment (Property) – [2 CFR 200.313 – Equipment](#)
- b) Finance – [2 CFR 200.302 – Financial Management](#)
- c) Procurement (Purchasing) – [2 CFR 200.318-327 – Procurement Standards](#)
- d) Internal Controls – [2 CFR 200.303 – Internal Controls](#)
- e) Insurance – [2 CFR 200.310 – Insurance Coverage](#)

Debarment, Suspension, and Other Responsibility Matters:

Per [2 CFR 200.214](#), subgrantees are subject to the non-procurement debarment and suspension regulations implementing Executive Orders [12549](#) and [12689](#), [2 CFR part 180](#). The regulations in 2 CFR part 180 restrict subawards with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

All recipients must certify, to the best of their knowledge and belief that neither the recipient of federal funds through this program, nor its principals, nor subcontractors paid with program funds **a)** have, within a three-year period preceding this application/proposal, been convicted of or had a civil judgement rendered against it for any of the offenses listed in [2 CFR 180.800\(a\)](#), **b)** are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in [2 CFR 180.800\(a\)](#), or **c)** have, within a three-year period preceding this application/proposal, had one or more public transactions (federal, state, or local) terminated for cause or in default.

Where the applicant is unable to certify to any of the statements in the certification, they shall attach an explanation to the application. Use [sam.gov](#) to verify the standing of any vendor used relating to the grant program. Subgrantees must verify the vendor's standing regarding excluded parties listing; just asking the vendor is not enough. Keep search results from sam.gov that shows no results as verification for the vendor.

Direct Costs & Indirect Costs

Direct costs are those that can be specifically identified with a particular federal award or activity, or that can be directly assigned to such activities easily or with a high degree of accuracy. Direct costs for all goods and services related to a project must be allowable and eligible under federal and state regulations and laws.

Indirect costs are costs incurred for a common or joint purpose benefiting more than one cost objective. The Subgrantee may elect to use the 15% de minimis indirect cost rate or another negotiated, federally approved rate. Please contact the grants program coordinator for additional application instructions if utilizing an indirect cost rate. Additional reporting is required for those subgrantees who elect to utilize an indirect cost rate as part of their subgrant award, and an approved indirect cost does not increase the grant award. More information regarding indirect costs can be found at [2 CFR 200.414](#).

Submitting the Application

See the specific program descriptions on [MLC's website](#) for official application time frames and other critical information dates. Applications not submitted during the window will NOT be accepted. Applications must be emailed as an attachment to grantsprog@mlc.lib.ms.us by midnight of the application deadline date. Attachments must be in .PDF format.

In the case of a lost application, MLC may request proof of the submission. Retain a copy of the email in your files showing the attachment in some manner. Proof must contain the date and time the email was sent and the email address of the recipient.

Applications for the LSTA grant program require the signature of the library director. Some local policies regarding grant applications may require approval of the local board prior to submission. Applicants should follow all local policies relating to signatures, regardless of requirements of MLC.

Reimbursement and Supporting Documentation

The Subgrantee must maintain records and supporting documentation at the local level that is sufficient to determine if funds requested were both received and expended on allowable project costs.

Regardless of usual local policy or practices, invoices and/or receipts are required for all subgrants received from MLC, and expenses not supported by the proper documentation or outside of the grant time frame shall be disallowed. Acceptable documentation is an invoice or receipt containing at minimum the **1) date of purchase or invoice date, 2) store or vendor name, and 3) itemized list of goods and or services purchased.**

Note: Payment requests, vouchers, or other internally generated documents are NOT acceptable forms of documentation to support actual subgrant expenses.

Only goods and/or services obligated during the grant period are eligible for funding; *Obligated* is defined as goods and/or services received during the grant period that require payment during that same period. For any invoices dated outside the grant period, documentation supporting the obligation occurred during the grant period must be attached to those invoices.

A reimbursement request form must be completed, submitted, and approved for payment with the attached supporting documentation by the **tenth (10th)** calendar day of each month and will be approved for payment in that month. Requests received after the tenth (10th) may be held for approval until the following month. Forms and instructions for requesting funds can be found on the grants page of the [MLC website](#). Subgrantees are encouraged to request funds as needed during the program subgrant period.

Ineligible or Unallowable Items

The list of ineligible/unallowable items under this grant program is meant as a guide and is general in nature. For more specific guidance see the Office of Management and Budget's [Uniform Guidance for Federal Awards](#):

Alcoholic Beverages	Fines and Penalties
Bad Debts and Past Due Amounts	Fundraising and Investment Management
Donations and Contributions	Goods or Services for Personal Use
Entertainment Costs	Lobbying
Covered Telecommunication Equipment or Services	Construction Costs
<i>(This is outlined in the next section.)</i>	

Covered Telecommunication Equipment or Services:

Per [2 CFR 200.216](#), federal regulations prohibit the purchase or acquisition of certain telecommunication and surveillance items, services, or systems. Telecommunication equipment or services produced by *Huawei*, *ZTE*, *Hytera*, *Hangzhou Hikvision*, or *Dahua Tech* companies and corporations are unallowable/ineligible under this grant program. When the subrecipient accepts a grant, it is certifying that it will comply with the prohibition on covered telecommunications equipment and services.

Promotional Items:

Federal regulations do not normally allow for the purchase of promotional items to be used as **gifts, models, or souvenirs**. The purchase of these items with LSTA funds is rarely an allowable cost unless the awarding agency and the subgrant recipients have clearly demonstrated a legitimate purpose for the purchase and distribution of these items and that they are directly related to the LSTA grant project. Promotional items and/or activities paid with LSTA funds must be **directly related** to a specific subgrant project and cannot be used to solely promote the library. **Any such item must be approved in advance.**

Evaluation Reports

Final evaluations are a means to examine and demonstrate the effectiveness of services and/or programs and to provide accountability of the expenditure of public funds. They must be completed on the forms provided by MLC and include all reporting information.

Acknowledgement of Grantor

Both IMLS and MLC require acknowledgement of federal assistance in all publications and products resulting from the award of an LSTA subgrant. The Subgrantee must include the logos and/or written acknowledgment in all publications or other materials produced in whole or in part with funds awarded under the agreement. The type of recognition varies according to the type of activity. Below are guidelines for various activities:

Graphic items such as **posters** or **brochures** should include the IMLS and MLC logos, available at <http://www.imls.gov/recipients/logos.aspx> and <https://mlc.lib.ms.us/lsta-grant-acknowledgement>.

If including a logo is not an option, please use the following tagline:

This [publication, event, computer, etc.] is made possible in part by the Institute of Museum and Library Services under the provisions of the Grants to States Program as administered by the Mississippi Library Commission.

Electronic items should link to the IMLS and MLC websites, <http://www.imls.gov/> and <http://www.mlc.lib.ms.us>.

Audio broadcasts must include the tagline indicating IMLS and MLC as a source of support.

Video broadcasts should also include the tagline, as well as display the IMLS and MLC logos (linked above).

Disputes & Comments

Any disputes and/or comments received by MLC concerning the LSTA program, whether by mail or email or in person, will be forwarded to the LSTA program coordinator, Jennifer Lena, who will respond as is appropriate to the situation, either through a phone call, an email, or formal letter.

For any issue unresolved by the LSTA program coordinator, the dispute and/or comment will be forwarded to the Executive Director of MLC, Hulen Bivins, who will respond as appropriate to the situation, either through a phone call, an email, or formal letter. The Executive Director of MLC is the person of last resort for disputes and comments concerning the state's LSTA program.

Audits

MLC requires the Subgrantee to furnish an appropriate audit or compilation report compiled by a certified public accountant in accordance with standards promulgated by the American Institute of Certified Public Accountants. This audit report is due to MLC by **May 31st** of each year. The Subgrantee/Payee agrees to itemize by subgrant number all funds received from MLC in connection with any grant program they have administered to the Subgrantee. In addition, a Subgrantee that expends more than \$1,000,000 in federal funds in one year is required to complete a single audit in accordance with federal guidelines.

The audit report will contain the auditor's comments on any instances of non-compliance with any grant program administered by MLC found in the normal course of work conducted in connection with the report. For compilation reports, the Library Director and/or Board Chair must submit confirmation of library internal controls and any applicable findings.

Monitoring

MLC is required to monitor subgrant activities. Monitoring may include, but is not limited to, one or more of the following activities: evaluation of reports, audit of payment request, site visits, and review of audits and follow-up on findings.

For the grantor, on-site monitoring provides a hands-on view of the project and the local impact as well as accountability and evidence of proper management of the project. For the Subgrantee, on-site monitoring can be a valuable tool for feedback on processes and insight into what the grantee expects in evaluating the project.

Records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO). The Subgrantee/Payee will give MLC, or its duly designated representatives, at all reasonable times access to and the right to examine, monitor, audit, copy all records, books, papers, documents, or items of like or similar nature related to the grant.

Partnerships

Partnerships are encouraged, though not required. A partner is an entity that will contribute specific deliverables to the project. A *deliverable* may be a cash amount or in-kind contribution such as donated personnel, training space, transportation, supplies, materials, printing, or other items to be used in implementing the project.

All parties involved will want to be clear about the roles and responsibilities of each partner. Relationships between the partnering institutions are the responsibility of the partners. The lead/applicant library is responsible for establishing and enforcing any agreements or contracts with partnering institutions.

Records Retention

Any records and supporting documentation pertaining to the subgrant project must be maintained until **January of 2032**, which is a minimum of three (3) years from the due date of the final grant report that must be submitted by MLC to IMLS.

Special Conditions

Availability of Library Services:

Any project paid for with LSTA subgrant funds must be made available without discrimination to all members of the community served. Participants may not be denied services based on the nondiscrimination statutes referenced to in this manual.

Products Produced:

Any project paid for with LSTA subgrant funds should be distributed free or at cost unless the recipient has received prior written approval for other arrangements.

The Subgrantee may copyright, with prior written permission, any work that is subject to copyright and was developed, or for which ownership was purchased, under a subgrant award.

MLC reserves, for federal government purposes, a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use the work and authorize others to do the same.

Termination for Convenience:

The Executive Director of MLC, by written notice, may terminate or suspend the Subgrant Agreement, in whole or in part, when it is in the best interest of MLC. MLC shall give written notice of the termination to Subgrantee specifying when termination becomes effective.

Availability of Funds:

It is expressly understood and agreed that the obligation of MLC to proceed and process payment under this grant program is conditioned upon the receipt of funds from the federal government.

Failure to Submit Reports:

Failure to submit required audits and reports may result in withheld funds. All active subgrant awards may be determined ineligible for reimbursement, and the Subgrantee may be determined ineligible for future awards. Reports which do not include all required information may be rejected, and Subgrantee may be notified of rejection of the report. If/when corrections are made, the report may be considered submitted as required.

Additionally, the Annual Statistical Report is required to be submitted each year by December 31. Failure to submit the Annual Statistical Report will also result in withheld funds.

Additional Awards:

MLC reserves the right to make additional grant awards and/or modifications to awards as funding allows or as deemed to be in the best interest of MLC. Any additional grant awards will follow the requirements set forth in this manual.

Unexpended Funds:

All unexpended subgrant funds will revert to MLC.

2. SUBGRANT SPECIFIC INFORMATION

General Information

Only Mississippi Public Library Systems & Independent Public Libraries are eligible to apply, and awards are not for the purposes of research and/or development. There is no match required for any subgrants awarded by MLC, and award balances may not be carried over into separate grants or future grant periods. All reports and audits must be current prior to reimbursement request submissions.

Important Dates

The grant period **opens July 1st** and **closes May 31st** of each year. Below is the timeline of openings and deadlines for the grant period, followed by a list of all those dates for clarity:

LSTA Subgrant Timeline

Grant Period: July 1st, 2025 – May 31st, 2026



July 1st, 2025: MLC *HOOPLA* applications open

July 17th, 2025: All other applications open

October 1st, 2025: Professional development and MLC *HOOPLA* application deadline

December 31st, 2025: Deadline for all expenditures prior to January 1st

January 10th, 2026: Reimbursement request deadline for expenditures before January 1st

May 1st, 2026: Deadline for all other LSTA Subgrant applications

May 31st, 2026: Final deadline for expenditures

May 31st, 2026: Deadline for audit reports (Note: Be sure to start well before this date.)

June 10th, 2026: Final deadline for reimbursement requests

August 29th, 2026: Final evaluation deadline

LSTA Subgrant Funding

Up to **\$7,500** may be awarded per library system, and up to **\$2,500** may be awarded per independent library. Applicants may submit up to a maximum of **four (4)** grant applications, and applicants may request to use funds to expand their *hoopla* allotment through MLC.

Professional Development:

Professional development subgrants use different application and reimbursement forms than the other LSTA subgrants, which can be found on the [MLC webpage](#) alongside all other LSTA subgrant documents. Depending on what is being requested for reimbursement, professional development subgrants may require additional documentation for reimbursement.

Eligible professional development reimbursements include conference registrations, lodging, ground transportation (except for transportation to/from in-house trainings), meals, and airline tickets (should the purchase of a ticket be reasonable and necessary). Receipts for staff meals are not required for reimbursement; however, food expenses entered into the staff expense worksheet should reflect actual amounts spent. Receipts are required for catering at in-house trainings.

Public libraries/library systems are required to follow state travel regulations published on the Department of Finance and Administration (DFA) website, linked here: <https://www.dfa.ms.gov/travel>. As required by federal regulations, a business system addressing travel must be in place prior to submission of the application.

MLC HOOPLA:

Libraries can elect to use all or a portion of their LSTA subgrant funding towards the MLC *HOOPLA* program allotment. A separate application must be completed for this subgrant. Applications are due by October 1, 2025, and expenses toward this program are allowable through June 30, 2026.

Beehive Transport Grant

Funds received through this program are to be used to assist public libraries with the cost of delivery and return of materials used in Beehive system transactions between Mississippi public libraries. Individual awards are based on the participating library/library system's total number of successful interlibrary loan transactions reported through the Beehive Resource Sharing system in MLC's preceding fiscal year (July – June) and funding allocated by MLC for this program. Transaction counts used for award purposes will be those reported in the Beehive system as the number of ILL requests a lender updates to "Shipped", indicating the item is being delivered to the borrower, and by the number of items a borrower updates to "Received", indicating an item, which must be returned, has been received by the borrower. Program counts apply only to transactions between Mississippi public libraries for returnable materials, which are items that must be sent back to the lending library after use.

Applicants must meet the following criteria: **1)** Be a current participant in the Beehive Resource Sharing system, **2)** have completed a minimum of 50 successful and eligible ILL transactions via the Beehive Resource Sharing system in the preceding fiscal year (July – June), which will be determined through the system-generated Beehive reports, and **3)** will not charge for ILL services from the award date through June 2028.

Eligibility of participants will be assessed annually throughout the program period and participants who do not meet all eligibility criteria will not receive funds for that program year. Library systems and independent public libraries found to be eligible in subsequent program year will be given an opportunity to apply for funding. Current program participants found to be ineligible will be disqualified for future funding until found to be eligible again in the next assessment.

3. LSTA SUBGRANT APPLICATION INSTRUCTIONS

Applications must be filled out electronically and submitted on forms provided by MLC. Complete applications must be submitted by email in .pdf format to grantsprog@mlc.lib.ms.us. Complete applications are due by midnight on the application deadline. Applications not submitted during the open application period will not be accepted. Please note MLC *HOOPLA* and Professional Development subgrants require a separate application and specific instructions may vary.

Applicant Information

Once the Library/Library System name has been chosen from the drop-down list, the address, city, ZIP code, and Unique Entity ID (UEI) number should automatically populate for your system. The phone number, **project director name**, and **project director email address** must be manually entered.

Project Information

Project Title

Give a short, descriptive title for this project. Please, do **not** include the name of the library/library system in the title to avoid redundancy.

Project Abstract

Clearly and concisely summarize the project.

Intended Outcome

Choose only **ONE** of the Focal Areas, then select the Intent from the drop-down list that best represents the purpose of your project. Reference the [Key Terminology](#) linked here and also linked on the application for more information.

Project Need Assessment

Describe how the need for this project was determined and the extent of the current problem(s) for library users. The application must demonstrate an understanding of the target audience, including its demographics and barriers to library use. Consider this question: Who are the current and/or future library users this project will benefit?

Project Description

Provide a description in narrative format of the entire project that is clear, succinct, persuasive, and is written for reviewers who may not be familiar with your library or with the technical aspects of your project. Consider the following questions that should be answered within this narrative:

- 1) What do you intend to do to solve or address the need determined in the need assessment? Include numerical targets that represent the desired improvement or change for library users.
- 2) Why was the proposed topic selected and why is it important to the patrons/local community?
- 3) What collections and/or materials are intended to be purchased/used and why are they relevant and necessary to the chosen project?
- 4) How will library staff be trained or prepared to support the project?
- 5) How will the target audience be made aware of the project?
- 6) What will happen to the project after the grant period has ended? How will the library sustain the new program/service for library users?

Project Partners

Identify the source(s) of matching or supplementary funds or other contributions, such as friends' groups, foundations, local businesses, library budget, etc. If this isn't applicable to your project, respond with N/A.

Project Evaluation

Describe the methods that will be used to gather information and determine if the library has achieved the project goals. Include how you intend to document and measure the success of the project in meeting library patrons' needs and the intended outcome you have included in the project description. Be sure to include numerical measurements whenever possible. Consider the following questions:

- 1) How will you document the **outputs**, or countable products, of the project? For example, the number and length of workshops taught, the number of items digitized, the number of website views, or the percentage increase in circulation of materials associated with the project.
- 2) How will you illustrate whether the project reached or moved toward the intended outcomes? What changes are intended to be brought about, in part or wholly, because of the change in the target audience's behavior, attitude, knowledge, status, or life condition?

Project Goals

Give a brief statement that explains how the proposed project supports your library's mission and goals.

Project Budget Information

List all proposed grant expenditures with a brief description for each item that will help reviewers to understand how the funds will be spent in support of the project. If applicable, identify and explain any additional expenses that the library will incur and pay with local funds.

Incremental changes to the subgrant budget categories after award may be made without prior approval if these changes are less than ten percent (10%) of the total category budget amount; however, the changes must be within the scope of the program rules and must carry out the original intent of the project. The total amount of the grant award cannot change due to changes in the subgrant categories. Changes in the subgrant budget categories which are more than ten percent (10%) of the total category budget amount may be allowable with prior approval. The amended budget must be filed and accepted by MLC prior to disbursement of funds related to a change in budget.

Consultant Fees

These fees are costs related to the hiring of a professional or consultant who is a member of a particular profession or possess a special skill. Consultants give advice or assistance in making a decision. There should be a report or other document related to an issue which is presented by the consultant in a formal or informal setting.

For the purpose of this grant program, consulting fees are usually based on the completion of a specific project or portions of a project. These fees may be hourly rates depending on the profession, as well as the type of payment arrangement made with the consultant.

Consulting fees may or may not include travel cost; travel cost may be charged based on actual cost with receipts or a negotiated rate. Consulting fees differ from service costs in that service costs are usually associated with a product or item.

All expenses related to acquiring the services of a consultant for a specific activity within the project are included in this category. Costs may include fees, travel, accommodations, and support services hired directly by consultant.

Salaries/Wages

Salaries and wages of permanent library staff are **not** eligible as a project expense or match. Salaries and wages of temporary staff hired specifically for the LSTA project **are** eligible as a project expense or match. Include position titles (but not names) in the description.

Expense for salaries and wages must be **1)** specific to the project, **2)** terminated with the end of the project, and **3)** necessary to carry out the project, be reasonable, and be consistent with similar staff expenditures if activities are within the scope of permanent staff functions.

Services/Contractual

Services are eligible when they are directly related to the project. For the purposes of this grant program, services are usually activities provided by a third-party contractor or vendor. List the name of the service, the vendor, and the cost of each vendor.

Supplies/Materials/Small Equipment

Materials and supplies are items that must be purchased in order to implement the project for which a subgrant was awarded. If the item you are purchasing is under \$10,000, it is considered supplies, materials, and/or small equipment. Often equipment and small equipment are mistaken for one another.

Equipment

Equipment is defined by federal guidelines as – An article (one unit) of nonexpendable, tangible personal property having a useful life of more than one (1) year and costing \$10,000 or more.

Use of any grant funds towards the purchase of equipment will require **prior** approval from IMLS and may require additional review or documentation.

Travel (Library Staff Only)

Travel costs must be related to the project activities and must be incurred by library staff working on the project. Costs include ground transportation, airfare, accommodations, meals, etc. Be sure to include the number of travelers and types of travel expenditures.

Travel costs are eligible when necessary for the project **AND** when charges are consistent with those normally allowed for travel by the library/library system. To be considered “consistent with those normally allowed”, a policy must already be in place to determine what types of travel will be paid by the library/library system.

Public libraries/library systems are required to follow state travel regulations published on the Department of Finance and Administration (DFA) website, linked here: <https://www.dfa.ms.gov/travel>. As required by federal regulations, a business system addressing travel must be in place prior to submission of the application.

Project Budget Summary

This section will populate and calculate for you.

Project Budget Funding

Based on the information provided in the Project Budget Summary section, this section will populate and calculate the project’s total project funding amount and LSTA funds amount.

4. CONTACT INFORMATION

For more information on MLC’s grant programs, please contact:

Mississippi Library Commission
Attn: Grant Programs
3881 Eastwood Drive
Jackson, MS 39211
1-800-647-7542
Email: grantsprog@mlc.lib.ms.us
Website: www.mlc.lib.ms.us

End of Manual