LSTA Open Grants

The LSTA Open Grant program allows libraries to address a specific customer need or develop an innovative program idea. This program will allow applicants to apply a new method to solve a problem, build a program or service, and assist the library in carrying out its mission and plan while helping the State Library address LSTA goals. All projects must focus on the needs of a specific target audience.

At the same time, the LSTA Open Grant program allows applicants as much flexibility in the development of their projects as possible. The Open Grant encourages libraries to be flexible, innovative, and creative.

Eligibility Requirements:
• Public libraries must be eligible to receive Public Library Funds (PLF).
• School libraries must be in a school that is accredited by the state.
• Academic libraries must be part of an accredited institution of higher learning.
• Special libraries must be willing to share their resources.
• Library Consortia are those library networks, professional associations, and regional library systems identified in "Libraries in Ohio," LSTA Five Year Plan 2018-2022.

No local matching funds are required for this project.

Proposals may be submitted anytime.

Please submit proposals to lsta@library.ohio.gov. If you have any questions, please contact LSTA Coordinator, Cindy Boyden via cboyden@library.ohio.gov.

General Tips

• Read the application. Read it again!
• Have partners.
• Indicate what difference the grant will make in your community.
• Have someone review the proposal.
• Use outcome based evaluation.
• Use positive language.
• Avoid jargon.
• Include any addendums requested by funder on appropriate forms.
• Choose supporting materials carefully.
• Inquire about sending a draft and obtaining feedback prior to submission.
• Proofread, Proofread, Proofread!

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INSTITUTE *of* **Museum** and **Library** SERVICES

STATE LIBRARY OF OHIO

Typical Elements of a Grant Proposal

Convincing Needs Statement

- Illustrates your top issues/concerns.
- Documents the needs to be met or the problem to be solved through the generous support of the grant.
- Use real, accurate statistics and cite your sources.
- Keep it simple and straightforward, use active language and short sentences.

Objectives

- Establishes the benefits of funding in measurable terms.
- Focus on results.
- Must include
   - A measure
   - A standard against which to compare that   measure
   - A date or timeframe by which the standard should be met

Methods and Activities

- Describe activities to be undertaken to achieve the desired results.
- Emphasize areas for which you seek their support.
- Include a timeline.
- Keep it achievable!

Evaluation

- Plan for determining the degree to which the objectives are met.
- Focuses on Changes in:
   - Knowledge Skills   Behavior   Attitude
- Show the impact of the project on:
   - End Users/Targeted Population   Library Services
   - Project Partners   Community

Budget

- Clearly delineate all costs. (Costs to be met by funder, costs covered by applicant, costs covered by other sources)
- Be realistic – don't inflate the budget but ask for what you think you will need
- Show origin of costs (bid specs) – think Amazon "cart" screenshot
- Follow all funder guidelines