**Application Instructions**

* Applications must be filled out electronically and submitted on forms provided by the agency.
* Complete applications must be submitted by email to grantsprog@mlc.lib.ms.us.
* Complete applications must be attached to the email in .pdf format.
* Complete applications are due by mid-night of the application deadline. Applications not submitted during the open application period will not be accepted.

**APPLICANT INFORMATION**

Provide all applicant information.

**PROJECT TITLE**

Give a short, descriptive title for this project (do NOT include the library/library system’s name in the title).

**PROJECT ABSTRACT**

Clearly and conciselysummarize the project.

**INTENDED OUTCOME**

Select ONE Intended Outcome from the drop-down lists that best represents the purpose of your project.

**LIBRARY USERS’ NEED ASSESSMENT**

The application must demonstrate an understanding of the target audience, including its demographics and barriers to library use.

1. Who are the current or future library users this project will benefit?
2. Describe how the need for this project was determined and the extent of the current problem(s) for the users.

**PROJECT DESCRIPTION**

Provide a narrative 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. Include:

1. What do you want to do to solve or address the problem stated above? Include target numbers for what will be better or different for library users;
2. Why was the proposed topic selected and why is it important to the patrons or local community?
3. Why are the collections and materials to be included in the project relevant to the chosen topic?
4. Include how library staff will be trained or prepared to support the project;
5. Describe how the target audience will be made aware of the project; and

What will happen to the project after the funding period has ended? How will the library sustain the new program/service for library users?

**PROJECT ACTIVITIES**

Show the timeline of project activities with the expected completion dates (list in order or occurrence and mark planned time frame). Activities should include, but are not limited to, planning meetings, project development, testing, evaluation and outreach, and any other significant activities. The timeline should also include the local institutional approval process, grant program deadlines, training for library staff, and announcements to the target audience.

**PROJECT PARTNERS, if applicable** (others respond with N/A)

For each partner (other than the applicant): provide the name of the organization, describe their contribution to the project, and explain their roles and responsibilities in the project.

**PROJECT EVALUATION**

How will you document and measure the success of this project in meeting the users’ needs and the intended outcome you have described above? Describe the methods that will be used to gather information and determine whether or not the library has achieved the project goals.

1. How will you document the “outputs”, or countable products, of the grant (the number of workshops taught, the number of objects scanned, or the number of website views)? Before and after data is important to accurately measure and report effectiveness.
2. How will you illustrate whether the project reached or moved toward the intended outcomes? What changes were brought about, in part, as a result of the project in the target audience’s behavior, attitudes, skills, 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**

Listall proposed grant expenditures with a brief description for each item that will help reviewers understand how the money 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.

**Budget Category Descriptions:**

1. **Consultant Fees**

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 the consultant.

1. **Salaries / Wages**

Include all salaries, wages, and benefits paid to staff directly contributing to the project; include position titles (but not names) in description.

1. **Services / Contractual**

Activities provided by a third-party contractor or vendor; provide the name of the service, the vendor, and the cost for each vendor.

1. **Supplies, Materials, & Small Equipment**

Costs for consumable items necessary to carry out the project such as print books, audiobooks, DVDs and/or technology or hardware such as computers, laptops, tablets, printers, ereaders, etc. with a per Item cost under $5,000.

1. **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 airfare, ground transportation, accommodations, meals, etc.; include number of travelers and types of travel expenditures.

**PROJECT BUDGET SUMMARY**

This section will populate and calculate for you.

**PROJECT BUDGET FUNDING**

This section will populate and calculate for you.