

Managing Your LSTA Grant Award

I have just been awarded the grant. What do I need to do next?

When you receive the Doodle poll link, RSVP to attend the grant recipients' workshop from 9AM to noon on Friday, May 20th, 2016 at the Historic Supreme Courtroom, 1700 W. Washington St., Suite 200, Phoenix.

You must sign and return the certification and assurance forms attached to your notification email before any funds will be sent. These forms certify that your organization is in compliance with federal regulations. The forms are 1) General Assurances & Certifications; 2) Non-Construction Assurances; and 3) Internet Safety Certification. Sign the certifications forms and make copies for yourself. Return the forms with original signatures to:

Grants Consultant
Arizona State Library, Archives & Public Records
1700 W. Washington Ste. 220
Phoenix, AZ 85007

How do I get your money?

Funding will be sent to you when you request it and are ready to spend it. Please send your e-mail request to jball@azlibrary.gov. Requests for funds should be for the entire grant amount or in increments of \$10,000 or more. Please be prepared to spend the money upon receipt. Remember, the funds may not be deposited into an interest-bearing account. We must have an updated W-9 to process payments. The federal and state grant numbers are on your official award notification.

How long do I have to spend the funds?

All grant funds must be fully encumbered before August 4, 2017. If you are not able to spend the funds and complete your project within that time frame, please contact Jaime Ball.

How do I acknowledge LSTA and the State Library in my project?

All promotion materials resulting from an LSTA grant project must contain this statement:

This project is supported by the Arizona State Library, Archives & Public Records, a division of the Secretary of State, with federal funds from the Institute of Museum and Library Services.

Be sure to save copies of your publicity to include with your final report.

What kind of final report do I need to do?

You are required to submit a final financial and performance report to the State Library within 30 days of the end of the project or no later than September 4, 2017. The final report will be submitted online. A link to the reporting system will be emailed to you at a later date.

What if something unexpected happens and I have to change my project?

You must submit any changes to the project to the Grants Consultant for approval. If an unexpected change in your library occurs that necessitates altering the project as submitted in the grant, contact the Grants Consultant as soon as possible to request changes.

What if I have a question? How do I contact the LSTA staff?

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