1. **What is the purpose of this grant program?**
   - Provide scholarship and travel expenses to public library staff to attend the 2011 DigIn II Digital Preservation Issues Conference.
   - Provide library staff with skills and knowledge to complete one digital preservation activity by September 1, 2011.

2. **Who can apply for the grant?**
   - Public library staff involved in digital preservation projects in their libraries.
   - In all volunteer libraries, volunteers who function as staff and are involved in digital preservation projects are also eligible.
   - Contractors working for the library on digital projects are not eligible.

3. **Who should I contact if I have questions?**
   - Geri Hutchins at 505-476-972 or geraldine.hutchins@state.nm.us

4. **What requirements must participating public libraries meet?**
   - Library is a public library as defined by NMAC 4.5.2
   - Library is open to the public a minimum of 15 hours per week, two days per week
   - Library agrees to provide reports as required by the grant

5. **What are the requirements of the library?**
   - Receives the funds, maintains official accounts, and assumes all responsibility for administering the grant.
   - Signs the grant agreement with the State Library.
   - Monitors the project as outlined in the proposal or requests (in writing) a change in the project
   - Uses proper accounting procedures. A grant recipient expending $500,000 or more in a year in federal awards shall have a single or program specific audit conducted for that year in accordance with the provisions of Office of Management and Budget (OMB) Circular A 133 (Audits of State, Local Governments, and Non Profit Organizations). Entities expending less than $500,000 in a year are exempt from Federal audit requirements, but must make records available for review or audit by Federal agencies or pass-through entities (non-Federal entities like the State Library from whom they receive Federal funds), if requested.
   - Certifies that the organization has not been debarred or suspended from doing business with the federal government.
   - Submits the final report to the State Library.
   - Retains financial records, supporting documents, statistical records, and all other records pertinent to an award for a period of **three years** from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report.

6. **What amount of funds may be requested?**
   - A maximum of $400 may be requested. $200 for registration and $200 for travel expenses related to the conference.

7. **When must the grant money be spent?**
   - All grant funds must be spent and submitted for reimbursement by June 30, 2011 (no exceptions).
8. **What are the dates of the project?**
   - April 1, 2011 to September 30, 2011
   - The expenditure period begins April 1, 2011 or when all signatures have been completed on the grant agreement.
   - The final report is due no later than September 30, 2011.

9. **What are the instructions for preparing the application?**
   - Use an 11-point font size or greater.
   - Edit everything carefully. Check budget numbers to make sure everything adds up. Match the budget to the proposal to ensure they are in agreement.
   - Answer each question completely and truthfully.
   - Use clear, concise language. Describe the outcomes you want this project to achieve. Outcomes should be a change (preferably an improvement) in the target audiences’ skills, attitudes, knowledge, behaviors, and status or life conditions. Outcomes are measurable. More information on outcomes is available at: [www.imls.gov/grants/applicants/obe.shtm](http://www.imls.gov/grants/applicants/obe.shtm).
   - Activities and the budget should be designed to bring about the outcome. The budget should provide financial support for the outcome. The evaluation methods should measure the success of the activities to bring about the desired outcome.
   - Incorporate the evaluation throughout the project, not just as an add-on at the end. Describe what statistics you will keep, how you will gather them and how they will be used to evaluate the project.

10. **What budget information is required?**
    - Budget Summary: An overall budget with proposed expenditures including the name of library staff members who will attend the conference.

11. **What are the allowable costs?**
    - Registration for the DigIn II Conference $200
    - Travel expenses up to $200 including transportation, fuel, lodging and meals.

12. **What are the requirements for matching funds?**
    - There are no matching requirements.

13. **What is the basis for selecting projects for funding?**
    - Applications must be received by 4:00 p.m. on March 11, 2011 and must be complete and legible.
    - Applications will be evaluated on need, sustainability and community impact to determine priority for funding among the eligible applications.
    - The review panel evaluating the applications will include the State Librarian and the Federal Programs Coordinator.
    - The State Library will announce the grant awards by March 18, 2010.

14. **How are grant payments made?**
    - Grant funds are paid on a reimbursement basis.
    - No funds may be encumbered or expended until all signatures are completed on the grant agreement.
    - All project funds must be spent and submitted for reimbursement by June 30, 2011.
    - Grantees may submit requests for reimbursement as payments are made.
15. **What reports are required?**
   - A final project report is due to NMSL by September 30, 2011. The report will include a summary of grant expenditures, review of the project’s accomplishments and a description of the outcomes/benefits for patrons. The State Library will provide the form for this report.

16. **What if the budget or the project needs to be changed during the grant year?**
   - No changes in the budget or the project may be made without prior written approval from the State Library. If changes are needed, a written proposal must be submitted to the State Library.

17. **What must be included in the grant application?**
   - One copy of complete application with all required signatures
   - Signed Debarment, Suspension Certification Form
   - One copy of Budget Summary

18. **Are there other requirements?**
   - All promotion materials, press releases, bibliographies, reports and other publications resulting from a LSTA grant project must contain the following acknowledgment:
     
     *This project (program) was supported with funds granted by the New Mexico State Library under the Library Services and Technology Act, which is administered by the Institute of Museum and Library Services.*
   - If the grant project results in copyrightable material, the grantee or any subcontractor of the grantee is free to copyright the work. However, IMLS and the State Library reserve a royalty-free, exclusion and irrevocable license to reproduce, publish, or otherwise use and authorize others to use the work for government purposes.

19. **How do we submit grant applications?**

   The complete application with all attachments must be received at the State Library no later than 4:00 p.m. on March 11, 2011.

   For this grant we will accept an electronic version on March 11, 2011, but the original with all original signatures must be received before the agreement is signed.

   Mail or deliver one copy of your application to:

   [geraldine.hutchins@state.nm.us](mailto:geraldine.hutchins@state.nm.us) (electronic version)

   Original with original signatures to:
   Geraldine Hutchins
   Federal Programs Coordinator
   New Mexico State Library
   1209 Camino Carlos Rey
   Santa Fe, NM 87509