

## LSTA Grant Application Review Process

This is a competitive grant application and review process. Each LSTA grant application must stand on its own merit. The staff at the Colorado State Library and teams of volunteer peer reviewers will evaluate all applications and recommend projects for funding that meet eligibility and scoring criteria as defined in the [LSTA Grant Application Rubric](#).

Final grant awards are subject to approval by the Assistant Commissioner of the State Library and the Commissioner of the Department of Education.

Only the awarded grant applications shall be considered public information. Working papers, individual reviewer's comments, notes, and scores are not public information. Lists of awarded grants are announced in a Press Release on the Department of Education's Web site at: [www.cde.state.co.us/cdelib/LSTA](http://www.cde.state.co.us/cdelib/LSTA)

### **Selection Process**

Applications will be funded that best meet the purpose of the grant offering and address the stated goal(s) from *Colorado's LSTA Five Year Plan (2008-2012)*. The number of projects recommended for funding depends on availability of funds.

Selection factors that will be taken into account include:

Selection factors:	Reviewer:
<ul style="list-style-type: none"><li>▪ Receipt by the State Library of a complete application prior to the deadline<ul style="list-style-type: none"><li>○ A complete application consists of the following:<ul style="list-style-type: none"><li>▪ Cover page with appropriate signature</li><li>▪ LSTA Eligibility Criteria Form</li><li>▪ Library Automation Checklist (if applicable)</li><li>▪ Project Narrative</li><li>▪ Budget and Budget Narrative</li><li>▪ Federal Assurance Form with appropriate signature</li></ul></li><li>○ Not submitting the required number of copies, plus original, or late arrivals will <i>disqualify</i> the application;</li></ul></li></ul>	<ul style="list-style-type: none"><li>• State Library LSTA Support Staff</li></ul>

<ul style="list-style-type: none"><li>▪ Extent to which the proposed grant activities represent an allowable, allocable and reasonable use of the funds;</li><li>▪ Project feasibility and possible duplication with other state funded initiatives;</li><li>▪ Reviewer's comments, scores, and recommendations.</li></ul>	<ul style="list-style-type: none"><li>• State Library Fiscal Officer</li><li>• State Library unit with subject expertise</li><li>• Volunteer reading team comprised of representative librarians from across the state</li></ul>
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