LSTA Sub-Grants
Frequently Asked Questions

For answers to any other questions, contact LSTA Grant Consultant Angela Fox at anfox@library.in.gov or (317) 234-6550.

1. What are LSTA funds?

Through the Grants to States program, the Institute of Museum and Library Services provides funds to State Library Administrative Agencies (SLAAs). State libraries may use the appropriation to support statewide initiatives and services. They also may distribute the funds through sub-grant competitions or cooperative agreements to public, academic, research, school, and special libraries in their state.

2. How does the IMLS allocate LSTA funds?

The IMLS distributes these funds to each state's State Library Administrative Agency (SLAA) using a population-based formula. To be eligible to receive these funds, SLAAs are required to submit a five-year plan for the use of LSTA funds in the state. Indiana's SLAA is the Indiana State Library. Indiana's five-year plan can be found on the Indiana State Library LSTA webpage: https://www.in.gov/library/ .

3. How are LSTA funds used in Indiana?

LSTA funds are used to meet federal and statewide LSTA goals as stated in Indiana's Five-Year Plan. LSTA funds currently provide support for INSPIRE, the Indiana Virtual Catalog, digitization of Indiana's historical documents, Evergreen initiatives, and competitive sub-grant opportunities for individual libraries in Indiana.

4. What are LSTA sub-grants?

LSTA sub-grants are funds made available to individual libraries to help meet the goals outlined in Indiana's Five-Year Plan. These grants are awarded on a competitive basis to all eligible libraries in the state.

5. What libraries are eligible for LSTA sub-grants?

Eligibility for sub-grants is determined by each grant's specific guidelines. Guidelines for each sub-grant program are posted on the Indiana State Library LSTA webpage: https://www.in.gov/library/.

6. What types of sub-grants are available?

Each year the Indiana State Library determines what competitive sub-grant programs will be offered. All grant programs support both federal LSTA purposes and the goals stated in Indiana's Five-Year Plan.

7. When and how are sub-grant programs posted to the public?

Grant programs for the upcoming year are typically announced in December. Specific details about the grants offered are posted on the Indiana State Library LSTA webpage: https://www.in.gov/library/services-for-libraries/lsta/current-grant-guidelines/.

8. How do libraries apply for the sub-grants offered?

Any library that meets the eligibility requirements, as outlined in each grant's specific guidelines, may submit an application to the Indiana State Library by the due date provided in the guidelines. Specific guidelines and applications can be found on Indiana State Library LSTA webpage: https://www.in.gov/library/services-for-libraries/lsta/current-grant-guidelines/.

9. How are sub-grant winners selected?

All grant applications submitted on time and meeting eligibility requirements are reviewed by a committee comprised of Indiana State Library staff and other outside reviewers. Applications are scored in relation to the overall quality of the proposal and the project's relevance to the objectives outlined in the guidelines. Applicants may be informed of the status of their application in May-June.

10. When can grantees spend their awarded allotment?

Grant funding begins when the contract is complete. For a contract to be complete, it must first be signed by the appropriate library board representative and then by the Attorney General's Office. This process can take an average of 45 days.

All funds must be spent by the last day of the contract unless the State Library has given pre-approval to obligate funds or extend the funding period. Please see the grant manual for information on how to seek this pre-approval.

11. How do grantees obtain awarded funds?

All LSTA-funded grants are reimbursement grants. This means that local funds must be spent prior to receiving LSTA fund reimbursement (but no sooner than the finalization of the grant contract). To receive reimbursement, grantees must submit documentation of their expenditures along with a reimbursement form to the State Library. Reimbursement forms and the reimbursement policy are located on the Indiana State Library LSTA webpage: https://www.in.gov/library/services-for-libraries/lsta/current-grant-guidelines/.

Grantees have one month after the last day of contract to submit reimbursements. After this time none will be accepted.

12. What obligations are required of grantees?

1. Grantees must complete 3 quarterly progress reports.
2. Grantees must complete 2 final reports; financial and narrative.
3. Grantees must notify the LSTA Grant Consultant of any changes in the budget or implementation of the grant.
4. Grantees must notify the LSTA Grant Consultant whenever there is a change in project directorship.
5. Grantees must acknowledge the IMLS in all publicity and products related to the grant project.

All required reporting forms can be found on the Indiana State Library LSTA webpage: https://www.in.gov/library/services-for-libraries/lsta/current-grant-guidelines/. Further information about appropriate publicity and other legal obligations can be found in the grant manual.

For answers to any other questions, contact LSTA Grant Consultant Angela Fox at anfox@library.in.gov or (317) 234-6550.