

SC State Library: LSTA Guidance for Subgrantees

WRITING A SUBGRANT PROPOSAL

Library Development Services consultants are available to assist public library staffs with selection and development of appropriate subgrant projects. The LSTA Coordinator is available to assist as needed.

Limit proposals to two (2) pages or less; mail, fax or email to the [LSTA Coordinator](#). Include only the following:

- Contact information
- Project Title
- Related LSTA Federal Purpose
- Related SC Five Year Plan State Goal
- Project Timeline (*Projected Start/End Dates – must fall within the current grant cycle; See “Grant Cycle Calendar for Program Year 2008”*)
- General Summary of:
 - Project Purpose
 - Service Need
 - Target Group
 - Primary Service
 - Expected Benefit(s)/Outcome(s)

Note: See “Writing and Submitting the Final Project Application” for guidance on writing each of the above sections.

- Preliminary Budget Proposal (targeted estimates for planned expenditures and projected total project cost); *LSTA funds are awarded to cover 66% of the total project costs; local matching funds must cover 34% (cash match preferred; combination cash/in-kind acceptable).*