

**Library of Michigan LSTA Collaborative Library Services Grant Program  
Intent to File an Application – Due February 28, 2020, 5:00 PM EST**

**SAMPLE of FORM**

**THE INTENT TO FILE IS SUBMITTED ONLINE, INCLUDING AN UPLOADED PDF OF THE SIGNATURE PAGE at [www.michigan.gov/lsta](http://www.michigan.gov/lsta) in the Collaborative Library Services grant program section.**

**FORM QUESTIONS**

**A. APPLICANT INFORMATION**

Applicant Library Name:

Type of Library:

Public  School  Academic  Special  Multi-type  Cooperative  Other non-profit

Web site:

Address (Street, City, State, Zip Code and County):

Director:

Email:

Phone:

Fax:

Grant Administrator:

Email:

Phone:

Fax:

Eligibility Checklist for public, school, academic, special, or multi-type libraries:

- Have one or more paid library staff
- Have a regular schedule of library services
- Have a dedicated facility for library purposes
- Have an annual budget with funds reserved for library materials and services
- Have a record of multi-type library cooperation
- If a public library, be lawfully established for purposes of the State Aid to Public Libraries Act and meet all eligibility requirements for receiving state aid, at the time of application and the time of grant award.

Eligibility Checklist for cooperative and non-profits that provide statewide services to libraries:

- Non-profit association or organization that is committed to resource sharing and/or the advancement of regional and statewide library services.

**B. PROJECT OVERVIEW**

(Provide a brief overview of the proposed project. The overview should include, at a minimum, a basic description of your project idea and your potential partners. The length of the overview should be approximately one page, but no more than 600 words. Final application proposals must match the Intent to File proposal.)

Project Title:

Estimated LSTA Funds Requested: \$

Estimated Local Match (not required): \$

Grant Period:  One Year  Two Year  Three Year

**C. AUTHORIZED SIGNATURE**

---

Library Director Name	Signature	Date
-----------------------	-----------	------

Submit to the Library of Michigan via the online grant system at the link at [www.michigan.gov/lsta](http://www.michigan.gov/lsta) in the Collaborative Library Services grant section. Applicants will need to set up an account.