



ROY COOPER, GOVERNOR
SUSI H. HAMILTON, SECRETARY

TIMOTHY G. OWENS, STATE LIBRARIAN
TANYA PROKRYM, DIRECTOR

May 24, 2019

Faith Burns
Durham County Library
101 East Morgan Street
Durham, NC 27701

Re: LSTA Project Grant Application – Practicing Inclusivity

Dear Faith Burns,

Congratulations! The State Library is pleased to inform you that this application has been approved for funding in the amount of **\$106,062**, with a \$ 35,000 match.

A public announcement of all 2019-2020 LSTA grant awards will be made on June 6, 2019 and grant awards will be listed online at <http://statelibrary.ncdcr.gov/ld/grants/lsta.html>. You can proceed with local budgetary requirements, but please do not contact any media or press before the June 6 announcement.

Please note: There are new requirements this year. Please read all documentation carefully.

To make it easier for signatures to be gathered in a timely fashion, agreements are sent via DocuSign. In order to utilize DocuSign, **we will need the name and email of your Local Government or Institutional Representative.** Please email lsta@ncdcr.gov with your Local Government or Institutional Representative's name and email by June 4, 2019. **An agreement cannot be sent without this information.**

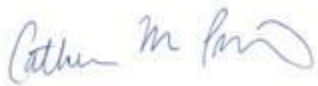
On June 6, the Library Director receives the documentation first, then after checking the cover page for accuracy, attach any other necessary documents, and then sign the agreement. The agreement is then automatically sent to the 2nd signer, which is the Local Government or Institutional Representative for the awarded library. Once that person signs, the agreement package is then sent automatically to the State Librarian for execution. Once the State Librarian has signed, all parties receive a completed copy from DocuSign. Please keep this for your records, you will not receive a copy in the mail. LSTA Staff will then email the Project Manager a notification that spending may begin, which includes important information about administering the grant, and any necessary attachments.

Keep in mind that:

- The library's authorized representatives AND the State Librarian must sign the Grant Agreement for the grant to be considered fully executed; thereby completing the awarding of funds. Funds cannot be encumbered or spent until you have been notified that spending may begin.
- The Project Manager is the primary contact between your library and the State Library for the life of the project. It is expected that when questions arise about expenditures, reimbursements, reporting, and anything else related to the grant, the Project Manager will be the State Library's primary point of contact. It is the library's responsibility to notify the State Library of changes in Project Manager information.
- You are required to [credit IMLS](#) and the State Library (see statement below) in all related publications and activities in conjunction with the use of the grant funds. "This grant is made possible by funding from the federal Institute of Museum and Library Services (IMLS) under the provisions of the Library Services and Technology Act (LSTA) as administered by the State Library of North Carolina, a division of the Department of Natural and Cultural Resources (IMLS grant number LS-00-19-0034-19)."

Please let me know if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Catherine Prince", with a stylized flourish at the end.

Catherine Prince, Federal Programs Consultant

CC: Tammy Baggett