

**From:** Wendy Clark [mailto:wclark@tsl.state.tx.us]  
**Sent:** Tuesday, August 17, 2010 2:44 PM  
**To:** Shelley Leader  
**Subject:** FY2011 Loan Star Libraries Grant Award--Helen Hall Library--League City

**Congratulations!** Your library will receive a Loan Star Libraries grant award in the amount of \$24,002. Budget reductions throughout the state have affected grant award amounts this year. The Loan Star Libraries grant funding was reduced to \$6 million for FY11.

Ready to apply?

The Plan of Action is your library's grant application and tells us how you would like to spend your FY11 award. You must complete it by October 31, 2010 in order to receive these funds.

To be eligible, grant expenses must be reasonable and designed to maintain or improve services of the public library. Examples of eligible expenditures are salary, supplies, library materials, equipment such as computers, contractual services and training. Consult your regional library system staff or Program Manager Wendy Clark to discuss.

You will need to log in to the Grant Management System (GMS) to apply (<https://gms.tsl.state.tx.us/>). Once logged in to GMS, follow the instructions on the screen. You will notice that you may begin the application, save it, and return to it at a later time. Free online training on grant management is available on our website (<http://www.tsl.state.tx.us/ld/funding/loanstar/grantmanagementorientation.html>).

We will contact you if we have any questions about your Plan of Action. Once the Plan is approved, we will mail your library's contracts directly to the library. Be sure to have two copies of the contract signed and returned to us promptly, using the envelope we provide. Alternatively, you may fax, or scan and email, the documents directly to Pauline Brewer, Grants Accountant (pbrewer@tsl.state.tx.us). Both copies of the signed contract must be returned before funds can be released. Be aware that there are required grant reports throughout the year. Remember to check the GMS regularly.

In order to expedite receipt of your grant funds, please make certain you have fulfilled all requirements from last year's grant:

- a. Performance and Financial Status Reports for FY10: review the FY10 contract for information on grant reporting and respond immediately to any requests we sent
- b. Unspent funds from FY10: amounts of \$25.00 and over must be returned. Refer to your contract for specific requirements.
- c. If you have any outstanding FY10 reports, please remember that they must be completed before disbursement of the new funds.

A letter regarding this award has also been sent to City of League City. Again, congratulations on your award! We hope this funding will be a benefit to the community you serve. If you have any questions, please contact me.

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