



ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS
A DIVISION OF THE ARIZONA SECRETARY OF STATE

Joan Clark, State Librarian & Director

PROVIDING ACCESS
Preserving Arizona
Arizona State Library,
Archives and Public Records

Copy

May 1, 2014

Pat Corella
Pima County Public Library
101 N. Stone Ave
Tucson, AZ 85701

Dear Mr. Corella:

I am pleased to inform you that the 2014 Library Services and Technology Act (LSTA) grant application "Acceleration Room: An Entrepreneurship Space at PCPL" has been approved by the Arizona State Library for partial funding in the total amount of \$65,000.00. Phase One of your project, which must be completed by September 30, 2014, will be funded by a \$10,000 SPUR Grant. Phase Two will be funded by \$55,000 from LSTA 2014.

The application submitted, along with criteria outlined in this letter, will be the only contractual documents necessary for the implementation of your project. Federal funds can only be used as stipulated in the grant guidelines and instructions (<http://www.azlibrary.gov/libdev/funding/lsta>), the application, and the enclosures with this letter. Projects may be monitored periodically by State Library staff.

As Legal Administrator, please sign and return the following enclosed documents:

- Non-Construction Assurances
- General Assurances and certifications
- Internet Safety Certification

Enclosed you will also find materials directly related to project management:

- The sheet called "Managing Your LSTA Grant Award" contains information on federal regulations, requesting your grant funds, acknowledging the Arizona State Library Archives and Public Records and the Institute of Museum and Library Services, and final reporting.
- A registration form for the May 20, 2014 Grant Recipient Workshop at the Carnegie Center in Phoenix should be completed and returned as soon as possible.

Note that all grant funds must be spent prior to August 3, 2015. Your final report is due by September 4, 2015.

Please return all signed documents to: Janet "Jaime" Ball, Grants Consultant • Carnegie Center • 1101 W. Washington St. • Phoenix, AZ 85007.

Jaime is responsible for the distribution of funds and ongoing administration of the grant award, including the final report. If you have any questions concerning your application or other supporting documents, please contact Jaime at jball@azlibrary.gov or call her at 602-926-3365 or 1-800-255-5841 statewide.

Sincerely,

Joan Clark

cc: Lisa Bunker

STATE CAPITOL

1700 West Washington • Phoenix, Arizona 85007 • Home Page: <http://www.azlibrary.gov/>
Phone: (602) 926-4035 • FAX: (602) 256-7983 • E-Mail: jclark@azlibrary.gov

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Revised Budget: Acceleration Room

Please sign this revised budget to indicate that you accept the revised award, and return it with the signed certification.
You must obtain approval from the Grants Consultant before deviating from your approved project plan and budget.

Signature _____

Grant Fiscal Report

Type	Vendor	Grant Funds	Local Funds	Cash	Total
Contractual Services	Creativity A to Z (lean startup programming)	\$1,440.00	\$0.00		\$1,440.00
Contractual Services	Startup Tucson (lean startup programming)	\$4,000.00	\$0.00		\$4,000.00
Contractual Services	DC Unlimited (financial assistance programming)	\$2,400.00	\$0.00		\$2,400.00
Contractual Services	Hispanic Chamber of Commerce (imports/exports prog	\$500.00	\$0.00		\$500.00
Contractual Services	LeadLocal (evaluation + lean startup programming)	\$11,000.00	\$0.00		\$11,000.00
Contractual Services	Career Services Unlimitedv (career services progra	\$1,740.00	\$0.00		\$1,740.00
Contractual Services	Micro-business Advancement Center (business feasib	\$1,800.00	\$0.00		\$1,800.00
Contractual Services	Pima County Design Services (space planning + furn	\$10,000.00	\$0.00		\$10,000.00
Contractual Services	SCORE (business plan programming)	\$3,600.00	\$0.00		\$3,600.00
Equipment	Laptop Computer Lab	\$0.00	\$12,000.00		\$12,000.00
Library		\$0.00	\$24,000.00		\$24,000.00
Other	Tax/Shipping est	\$3,990.00	\$0.00		\$3,990.00
Other	Printing of marketing materials, purchase of targe	\$5,000.00	\$4,500.00		\$9,500.00
Salaries &	Michelle Simon	\$0.00	\$29,790.00		\$29,790.00
Salaries &	Jenny Gubernick	\$0.00	\$1,200.00		\$1,200.00
Salaries &	Lori Thayer	\$0.00	\$335.00		\$335.00
Salaries &	Lisa Bunker	\$0.00	\$33,495.00		\$33,495.00
Software	Articulate Storyline (tutorial software)	\$1,400.00	\$0.00		\$1,400.00
Software	Adobe (Creative Suite license for presentation lap	\$800.00	\$0.00		\$800.00
Software	Intuit Quickbooks (license for presentation laptop	\$190.00	\$0.00		\$190.00

Revised Budget: Acceleration Room

Supplies	Staples.com (Lenovo ThinkPad)	\$1,000.00	\$0.00	\$1,000.00
Supplies	Apple Computers (2xiPads+apps)	\$1,250.00	\$0.00	\$1,250.00
Supplies	Lowe's.com (blackboard paint)	\$300.00	\$0.00	\$300.00
Supplies	Staples.com (literature display system)	\$200.00	\$0.00	\$200.00
Supplies	Epson.com (digital projection, sound and screen sy	\$3,100.00	\$0.00	\$3,100.00
Supplies	Staples.com (office supplies)	\$500.00	\$0.00	\$500.00
Supplies	New Trent (iPad "Grabbit" for roving)	\$50.00	\$0.00	\$50.00
Supplies	Goodmans (whiteboards x 4)	\$1,200.00	\$0.00	\$1,200.00
Supplies	Goodmans (classroom chairs, collaboration/study ar	\$7,650.00	\$0.00	\$7,650.00
Supplies	Pima County Design Svcs (blackout curtains)	\$1,790.00	\$0.00	\$1,790.00
Supplies	Alphagraphics printing estimate (lean startup canv	\$100.00	\$0.00	\$100.00
Travel	Manhattan meals (2 people, 4 days)	\$0.00	\$0.00	\$0.00
Travel	Southwest Airlines travel for 2 staff to (TUS-AUS)	\$0.00	\$0.00	\$0.00
Travel	SXSW Interactive hotel shuttle pass x 2, Austin, T	\$0.00	\$0.00	\$0.00
Travel	Manhattan lodging 3 nights (State of Arizona Trave	\$0.00	\$0.00	\$0.00
Travel	Austin lodging 6 nights (State of Arizona Travel P	\$0.00	\$0.00	\$0.00
Travel	Austin meals (2 people, 6 days)	\$0.00	\$0.00	\$0.00
Travel	SXSW Interactive registration x 2, Austin, TX	\$0.00	\$0.00	\$0.00
TOTALS		\$65,000.00	\$105,320.00	\$170,320.00

Managing Your LSTA Grant Award

Once I receive my award packet, what do I need to do next?

First, attend the grant recipients' workshop from 9AM to noon on Tuesday, May 20th, 2014 at the Carnegie Center, 1101 W. Washington St, Phoenix. Please complete and return the enclosed registration sheet.

You must sign and return the enclosed certification forms before any funds will be sent. These forms certify that your organization is in compliance with federal regulations. The forms are 1) General Assurances & Certifications; 2) Non-Construction Assurances; and 3) Internet Safety Certification. Sign the certifications forms and make copies for yourself. Return the forms to:

Grants Consultant
Carnegie Center
Arizona State Library, Archives & Public Records
1101 W. Washington Street
Phoenix, AZ 85007

How do I get my money?

Funding will be sent to you when you request it and are ready to spend it. Please send your e-mail request to ldd@azlibrary.gov. Check requests should be for the entire grant amount or in increments of \$10,000 or more. Please be prepared to spend the money upon receipt. Remember, the funds may not be used for administrative or indirect costs. We must have an updated W-9 to process payments.

How long do I have to spend the funds?

All grant funds must be fully encumbered before August 3, 2015. If you are not able to spend the funds and complete your project within that time frame, please contact Jaime Ball.

How do I acknowledge LSTA and the State Library in my project?

All promotion materials resulting from an LSTA grant project must contain:

This project is supported by the Arizona State Library, Archives & Public Records, a division of the Secretary of State, with federal funds from the Institute of Museum and Library Services.

Be sure to save copies of your publicity to include with your final report.

What kind of final report do I need to do?

You are required to submit a final financial and performance report to the State Library within 30 days of the end of the project or no later than September 4, 2015. The final report is submitted on the Arizona Library Tracker at <http://www.azlibrary/alts/Login.aspx>.

What if I have a question? How do I contact the LSTA staff?

Janet "Jaime" Ball
Grants Consultant
602-926-3365
jball@azlibrary.gov