



LSTA Grant Frequently Asked Questions (FAQ)

When we are awarded a grant when do we receive the money?

All grants awarded by the Maryland State Library are given on a reimbursement basis. This means that your library needs to pay for the programs or services that are part of the grant and then submit for reimbursement via the [MAPLA site](#).

How can I gain access to my library on the MAPLA site?

Please contact your library director for a password.

Where does the LSTA grant money come from?

Federal grants awarded by the Maryland State Library come from the [Institute of Museum and Library Services](#), the Federal entity that manages the [Library Services Technology Act](#), which funds libraries and museums nationwide. All states receive an award based on population. In this way, MSL is a pass through for Federal funds and is responsible for monitoring the integrity of the process and the use of resources.

What if something with my grant changes?

If the person managing a grant leaves your library, please contact MSL as soon as possible to update contact and grant management information. We want you to spend your entire grant award but if something changes and you are unable to spend the money please complete and submit to your grant monitor the Grant Revision form on the MAPLA site under the Guide tab.

Do I need to supply invoices to show funds spent?

Grantees do not need to provide invoices when requesting reimbursements. Invoices must be kept by the library system, and be available for both internal auditing purposes as well as MSL site visits, in accordance with IMLS policies.

Post award: what grant paperwork is required?

Most (but not all) LSTA grants require an interim report, a final report, a restricted program report, a certification statement of annual financial restricted program reports, and an annual financial report. Blanks of all of these forms are found on the MAPLA site. A Grants Management Quick Guide (GMQG) is sent with all grant awards and describes reports due with timeline.

Who do I contact with questions?

Every grant has an assigned Maryland State Library liaison or monitor. Feel free to call or email your grant monitor when you have questions.