

# LSTA Tips and Suggestions

- Read the RFP. Twice.
- Specify what differences the grant will make in your community. Why is it important?
- Complete a needs assessment.
- Have someone review the proposal (this could include sending a draft proposal to the LSTA Coordinator....HINT HINT!)
- Indicate a relationship to at least one of the Goals in the LSTA Five Year Plan.
- Use positive, action-oriented language.
- Avoid library jargon. Just like a cover letter, assume the reviewers know nothing about your library or this initiative.
- Number all pages, including tables, bid specs, and appendices (if applicable).
- Indicate buy-in from administration and other affected parties (teachers, principal, superintendent, etc.). Are partnerships with other organizations appropriate?
- Would a timeline be helpful to reviewers?
- Proofread, proofread, proofread! And have someone outside your department proofread your proposal, too!

- **FOLLOW THE DIRECTIONS!**