

## LSTA PANEL FUNDING DECISION PROCESS

The application funding decision process is accomplished in three phases:

1. **Grants Staff Review.** Upon receipt by the Division of Library and Information Services, grants staff reviews applications for eligibility and completeness. If an application is found to be incomplete, the applicant will be notified of the identified deficiencies and will be given an opportunity to submit information or documentation to render the application complete. If the identified deficiencies are not corrected by the established deadline, the application will be declared ineligible. When applications are declared ineligible, applicants will be notified of their ineligibility.

Grant applications are placed in one of two groups for review and funding recommendation:

- **Statewide.** These applications are for projects that directly support statewide programs or services.
  - **Competitive.** These applications do not support a statewide program or service.
2. **LSTA Panel Review Meeting.** The panel makes funding recommendations on all grant applications submitted by organizations. The panel makes recommendations of funding amounts totaling up to the amount of grant authority allocated by the Florida Legislature in the General Appropriations Act.
  3. **Secretary of State Review.** The LSTA Panel funding recommendations are submitted to the Secretary of State for final review and approval. The Secretary of State has the final authority to approve or deny all grant applications and to award grants. Upon completion of the application review process, applicants are notified whether or not their application was approved for funding. Results of the evaluation of grant applications are available upon request after the review process is complete.