

BULLETIN

[illegible]**July 1994**

1. Six Grant Program Announcements, including New Internet Access Grants for Public and School Libraries
2. Announcement of Grant Awards
3. Frequently Asked Questions About Grant Applications
4. Library Grant Programs Checklist

Guidelines and applications for the grants listed below are now available.

Grant Program:	Internet Access for Public Libraries
Amount Available:	Up to \$40,000; maximum grant is \$800.
Purpose:	To increase electronic access to information through the use of specialized resource databases on the Internet.
Eligible Projects:	Grant funds may be used to: contract with a mid-level Internet provider to establish accounts; pay telecommunication costs and training fees for staff; install telephone lines; or purchase modems, telecommunication software and reference materials on the use of the Internet and its resources.

continued

The **Grants Bulletin** is written by the Library Development Bureau, edited by the Publications Office and printed by the Photocopy Office of the New Jersey State Library, CN 520, Trenton, NJ 08625-0520. Elizabeth Breedlove, LSCA Coordinator. Carol Du Bois, Editor.

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Eligible Applicants:	Any public library <u>that does not presently have access to the Internet or whose only access is through NJ Link</u> . All applicant libraries must be staffed by a full-time certified librarian and meet State Per Capita Aid requirements.
Priority for Award:	All eligible applicants whose applications are complete and who agree to comply with certifications contained in the RFP will be funded. If there are insufficient resources to fund all eligible applications, names of all applicants will be placed in a lottery and winners will be chosen by a representative of state government from an agency other than the State Library.
Deadline for Submission:	October 20, 1994

Grant Program:	Internet Access for High School Library Media Centers in Public Schools
Amount Available:	Up to \$60,000; maximum grant is \$800.
Purpose:	To increase electronic access to information through the use of specialized resource databases on the Internet.
Eligible Projects:	Grant funds may be used to contract with a mid-level Internet provider to establish accounts; pay telecommunications costs and training fees for staff; install telephone lines; or to purchase modems, telecommunication software and reference materials on the use of the Internet and its resources.
Eligible Applicants:	Any public high school library media center <u>that does not presently have access to the Internet or whose only access is through NJLink</u> . All applicant libraries must be staffed full-time by a certified Educational Media Specialist or Associate Educational Media Specialist.
Priority of Award:	All eligible applicants whose applications are complete and who agree to comply with certifications contained in the RFP will be funded. If there are insufficient resources to fund all eligible applications, names of all applicants will be placed in a lottery and winners will be chosen by a representative of state government from an agency other than the State Library.
Deadline for Submission:	November 15, 1994

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Grant Program:	Collection Evaluation and Development
Amount Available:	Up to \$175,000; maximum grant for an individual project is \$10,000, for a cooperative project \$25,000.
Purpose:	To increase New Jersey resident access to a variety of materials by developing or strengthening specialized subject collections in public libraries.
Eligible Projects:	Individual projects: grant funds may be used for the purchase of library materials to develop or strengthen a specific subject collection in a public library. Cooperative projects: grant funds may be used for the support of cooperative projects involving two or more public libraries. In a cooperative project, each participating library must indicate an area or areas of specialization which will be developed.
Eligible Applicants:	Any public library or group of public libraries may apply for funding. All applicants must meet all State Per Capita Aid requirements. A written collection development policy or coordinated collection development policy, as appropriate, must accompany the application.
Priority of Award:	To be eligible for funding, an application must achieve a total average score of 65 or better. Eligible applications will be funded in rank order from the highest to lowest, to the extent funds are available.
Deadline for Submission:	November 4, 1994

Grant Program:	Institutional Library Services: Developmental Grants
Amount Available:	Up to \$50,000
Purpose:	To assist state, county and municipal institutions which <u>do not meet minimum standards</u> for library services in meeting those standards in order to improve library service to persons who do not receive the full benefits of library service due to disadvantages related to institutionalization.
Eligible Projects:	Funding may be used by state, county or municipal institutions to assist in meeting one or more of the minimum standards for institutional library services. <u>Projects from institutions whose libraries meet all minimum standards are not eligible for this program nor are projects for areas in which a library already meets standards.</u>

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Eligible Applicants: All state, county and municipal institutions, as described in N.J.A.C. 6:68-7.1, whose library services do not meet minimum standards. Municipal, public and school libraries are not eligible.

Priority for Award: To be eligible for funding, applications must receive a total average score of 65 or better. Eligible applications will be funded in rank order from the highest to lowest, to the extent funds are available.

Deadline for Submission: November 7, 1994

Technical Assistance: October 7, 1994
Registration required. See RFP for information.

Grant: Maintenance and Preservation of Library Collections

Amount Available: Up to \$150,000; maximum grant for Program A is \$15,000; maximum for Program B is \$3,500.

Purpose: To assist libraries in the preservation and conservation of collections of historical significance and statewide importance to New Jersey; to initiate preservation planning.

Eligible Projects: Eligible projects in Program A include reformatting to microforms or non-microforms; physical treatment including binding, mending, minor repair; and preparation of materials for storage, matting, boxing or other protective enclosure.

Eligible projects in Program B include surveys and examinations of collections of materials to determine preservation needs and options, to develop cooperative mechanisms for sharing of preservation expertise and/or to explore the feasibility of sharing facilities or services by two or more institutions.

Eligible Applicants: All New Jersey libraries and library -related agencies which meet the definition of a library as stated in N.J.A.C. 6:68-1.2.

Priority for Award: To be eligible for funding, an application must achieve a total average score of 65 points or more. Eligible applications will be funded in rank order from the highest to lowest, to the extent funds are available.

Deadline for Submission: November 23, 1994

Technical Assistance: October 13, 1994. See RFP for details.

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Grant Program:	Institutional Library Services: State Institutions
Amount Available:	Up to \$100,000; maximum award is \$10,000.
Purpose:	To assist state institutions in improving or enhancing direct library services to residents.
Eligible Projects:	Funding may be used for collection development, purchase of library equipment or furniture, contractual services for cataloging and collection organization, and for other enhancements of access.
Eligible Applicants:	All state institutions, as described in N.J.A.C. 6:68-7.1). County and municipal institutions are not eligible under this program.
Priority for Award:	To be eligible for funding, applications must receive a total average score of 65 or better. Eligible applications will be funded in rank order from the highest to lowest, to the extent funds are available.
Deadline for Submission:	January 9, 1995
Technical Assistance:	October 7, 1994 Registration is required. See RFP for information.

GRANT AWARDS ANNOUNCED

Multilingual Materials Acquisitions Center July 1994

The Newark Public Library will receive \$150,000 to continue for a fourth year the operation of the Multilingual Materials Acquisitions Center which acquires materials in 11 foreign languages. The Center provides the following services: monthly booklists available to all requesting libraries, bulk loans, on-site review of materials, current vendor data, full cataloging information, continuing education workshops, translation and interpreting services, and a toll-free consultation hotline.

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**After-Hours Toll-Free Reference Service
New Jersey Nightline
June 1994**

The East Brunswick Public Library will receive \$175,000 to continue for a fourth year the operation of this very popular, after-hours, ready reference service.

**Academic/School/Public Library Cooperation
Resource Sharing Grants
July 1994**

This program was designed to encourage school library media centers and public or academic libraries to work together to develop resource sharing programs. The following libraries received grants:

Burlington County Library/Maple Shade School District	\$ 7,442
Elizabeth Public Library/Elizabeth School District	\$10,000
Gloucester County Library/Harrison Township School District	\$ 4,990
Hunterdon County Library/21 public schools in Hunterdon County	\$ 5,673
Jersey City Public Library/St. Aloysius High School	\$10,000
Lakewood Public Library/Lakewood High School Library	\$10,000
Manville High School/Manville Public Library	\$10,000
Neptune Public Library/Neptune High School	\$10,000
Newark Public Library/Ridge Street and Our Lady of Good Council elementary schools	\$ 7,500
Ocean County Library/Central Regional High School/ Jackson Memorial High School/Lacey Township High School/Pinelands Regional High School/ Point Pleasant Beach High School/Southern Regional High School	\$10,000
Somerset County Library/Bridgewater-Raritan School District/ Green Brook School District/Hillsborough School District/ North Plainfield School District/Warren Township School District/Watchung Hills Regional High School	\$10,000

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William Paterson College/Paterson School District/
Paterson Public Library

\$ 4,000

**Library Services to Special Populations:
Expanding Existing Services
June 1994**

The purpose of this program is to assist public libraries in providing library and information services to targeted special populations who are unserved or inadequately served due to disadvantages related to sex, age, race, language, culture, economic deprivation or lack of education. The following libraries received grants:

Burlington County Library	\$ 9,870
Cumberland County Library, Bridgeton	
Public Library, Millville Public Library,	
Vineland Public Library	\$10,000
East Brunswick Public Library	\$10,000
Gloucester County Library	\$ 8,857
Mount Laurel Public Library	\$ 9,900
Newark Public Library	\$10,664
Paterson Free Public Library	\$ 6,600
Sparta Public Library	\$ 7,000

**Institutional Library Services: State Institutions
May 1994**

The purpose of this grant program is to assist state institutions in establishing or expanding library services. The following institutions received grants:

Bergen County Day Training	\$10,000
Forensic Psychiatric Hospital	\$ 9,995
Marlboro Psychiatric Hospital	\$10,000
Morris County Day Training	\$ 2,800
Passaic County Day Training	\$10,000
Wycoff Day Training	\$ 4,737

<input type="checkbox"/>	State Institutions	January 2, 1992
<input type="checkbox"/>	Interim/Long-Term Services	
<input type="checkbox"/>	Library Collections	November 27, 1991
<input type="checkbox"/>	Maintenance and Preservation of	
<input type="checkbox"/>	Media Centers in Public Schools	November 12, 1991
<input type="checkbox"/>	Internet Access for Public Libraries	
<input type="checkbox"/>	Developmental Centers	November 2, 1991
<input type="checkbox"/>	Interim/Long-Term Services	
<input type="checkbox"/>	Collection Evaluation and Development	November 4, 1991
<input type="checkbox"/>	Internet Access for Public Libraries	October 30, 1991
<input type="checkbox"/>	State	December

Address:

Library:

Name:

Please send the brochures and applications for the program(s) checked to:

CHECKLIST
Library Status Program

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**Municipal Branch Library Services, Program B
Assistance for Operations and Improvements
Projects Serving At-Risk Children and Young Adults
June 1994**

The purpose of this grant program is to assist municipal libraries in the improvement of branch library services through programs targeted for at-risk children and young adults. The following libraries received grants:

Irvington Public Library	\$20,000
Jersey City Public Library	\$20,000
Newark Public Library	\$20,000

**Institutional Library Services: Developmental Grants
April 1994**

The purpose of this grant is to assist state, county and municipal institutions in meeting the minimum standards for library services in institutions. The following institutions received grants:

Ancora Psychiatric Hospital	\$10,000
Mountainview Youth Correctional Facility	\$10,000
North Jersey Developmental Center	\$ 9,920
Oriscello Correctional Facility (Union County)	\$10,000
Union County Day Training Center	\$ 8,917

**Frequently Asked Questions
About Grant Applications**

- Q.** Who is the chief financial officer?
- A.** Public Library: The city/township/municipality treasurer
 School Library: The chief business administrator
 Academic Library: The comptroller
 Institutional Library: The business manager
- Q.** Who is authorized to sign the application?
- A.** President, chair or designated officer of the legal governing body of the organization.
- Q.** May I have an extension of the deadline date for the submission of the application?
- A.** No, all deadline dates are firm.

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- Q. Who is listed as the project director?
A. The individual responsible for the day-to-day operation of the project.
- Q. What will happen if I change my mind after I submit the application?
A. An application can be withdrawn at any time after the submission date.
- Q. The board will not meet in time for me to submit the resolution with the application; may I send it in after the deadline date?
A. No, all grant programs provide a minimum of 60 days to prepare an application. All supporting documents must be submitted with the application.
- Q. Who may sign the resolution for a special library?
A. Non-profit: The secretary or designated officer of the organization.
For-profit: The corporate officer responsible for the library.
- Q. Does the public library board of trustees have to use the "Board of Education Resolution to Apply" which is part of the application or can they make up their own that states "Board of Trustees"?
A. The resolution to apply that is part of the application document must be used by all applicants. The word "Trustees" may be typed over the word "Education."
- Q. The application asks for code numbers for the county and LEA/other; where do I find what code to use?
A. It is not necessary to fill in those boxes, nor do you have to complete the section that asks for the "duration of the project."
- Q. Who should sign all documents?
A. The documents should be signed by the designated officer of the agency who has been authorized to submit the applications on behalf of the agency.

PLEASE NOTE: It is **IMPERATIVE** that all applications (an original and four copies) be submitted with the following documents:

- A completed *Application Title Page*
- Signed *Statement of Assurances* (This signature should be from the same person who signs the *Application Title Page*.)
- *Board Resolution to Apply*
- *Budget Summary*

If any document is missing from the application, the applicant will be disqualified.

Another frequently asked question related to the grants process is:

- Q. Why doesn't the State Library have more grants for school, special and academic libraries?
A. The State Library has two sources of funds for grant programs:
- Federal (LSCA)
 - State (Incentive Aid and State Library Assistance Programs)

The laws and regulations which govern these programs are very specific about who is eligible for grants. Very little of the funding can be used for school, special and academic libraries.

Federal (LSCA) funds for grants are divided into three titles:

- Title I - development and improvement of public libraries
- Title II - construction of public libraries
- Title III - interlibrary cooperation and resource sharing

Title III is the only source of federal funds which allows grants for academic, schools and special libraries.

State funds (Incentive Aid and State Library Assistance programs) laws and regulations are very specific about the grant programs and who is eligible to apply. Only county and municipal libraries may apply for Incentive Aid. Certain programs are targeted to institutional libraries. The only specific grant program that academic, school and special libraries can apply for is the preservation program.

As you can see by the above, most of the federal and state money is targeted to public libraries by law and regulation. The State Library does not have discretion in determining who can apply and be funded.

There are a number of bills being considered by the U.S. Congress for technology projects. As written, school and academic libraries may be eligible. Also under consideration is a bill which will provide funding for schools to purchase school library media resources. Depending on the passage of these bills, the picture may change dramatically, with funding targeted to school and academic libraries.

With this issue of the *Grant\$ Bulletin*, the type of library eligible for the grant is set in bold type in the eligible applicant paragraph. Only designated libraries may apply for a specific grant. Each year, the Library Development Bureau receives a number of applications from libraries who were not eligible for a specific grant and whose application is excluded from the grant review process. Libraries applying for grants should read carefully the eligible applicant section in the RFP so that they do not apply for a grant for which the library is ineligible.

Libraries may now Fax the CHECKLIST to the Library Development Bureau by dialing (609) 984-7898.

Elizabeth Breedlove, Grants Management Supervisor, is available to answer any questions you might have about grants and the grant review process. Her telephone number is 609-292-9623.

Library Grant Programs CHECKLIST

Please send the guidelines and application(s) for the program(s) checked to:

Name: _____

Library: _____

Address: _____

<u>Grant</u>	<u>Deadline</u>
<input type="checkbox"/> Internet Access for Public Libraries	October 20, 1994
<input type="checkbox"/> Collection Evaluation and Development	November 4, 1994
<input type="checkbox"/> Institutional Library Services: Developmental Grants	November 7, 1994
<input type="checkbox"/> Internet Access for High School Library Media Centers in Public Schools	November 15, 1994
<input type="checkbox"/> Maintenance and Preservation of Library Collections	November 23, 1994
<input type="checkbox"/> Institutional Library Services: State Institutions	January 9, 1995

PLEASE RETURN THE ENTIRE CHECKLIST TO:

New Jersey State Library
Library Development Bureau--CHECKLIST
CN 520
Trenton, New Jersey 08625-0520

or Fax the CHECKLIST to: (609) 984-7898

* Note that your application must be completed and returned to the Application Control Center by the deadlines indicated.