GRANT\$

BULLETIN

NEW JERSEY STATE LIBRARY • 185 West State Street • CN 520 • Trenton, NJ 08625-0520

March 1991

Notes on the Submission of Applications:

Recent applicants have been submitting applications prepared on a personal computer. This practice is certainly permissible. However, if you are going to do this, you must be sure that all sections are included and are properly headed.

Grant readers have discovered that applicants transferring the application to computers have not labeled each section, have omitted entire sections, or have compiled the pages out of order. This may present a real problem for some readers. It may be their first time reading applications, and they may not be able to sort out what belongs where in your application. As a result, they may give the application a low score.

To ensure that your application receives the point value it deserves, please be sure that the application is copied word-for-word onto the computer. This will help you as you complete the application. You can refer back to the heading to make sure that you gave a complete answer.

As you put the final application together, make sure you have all the pieces—the statement of assurances, board resolution, budget (budget detail and summary) pages and any other documentation that may be required to prove that you are an eligible applicant.

Before you make the required number of copies, give the application to a colleague to read. Ask that person to critique the application: Is the project clearly presented? Were the use of jargon and acronyms avoided? Ask your colleague to review what you have written against the evaluation criteria. Were all the questions answered fully? Were the objectives specific and measureable? Do the activities support the goals and objectives? Are the items included in the budget justified in the narrative?

When you are satisfied that you have done the best you can with the application, send the original and four copies to the Application Control Center. (The address is on the title page of the application.) Do not send the application to the State Library.

The **Grant\$ Bulletin** is prepared and printed by the Publications Office of the New Jersey State Library, CN 520, Trenton, NJ 08625-0520. Carol Du Bois, Editor.

NEW GRANT PROGRAMS

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

Grant Program:

Federal Library Aid--Literacy

Amount Available

\$200,000

Purpose:

The program will provide funds to public libraries to expand

existing literacy programs or develop new programs.

Eligible Projects:

Projects which will provide resources for the continuation or establishment of a literacy program, purchase materials for a circulating collection, and promote family literacy.

Eligible Applicants:

Any New Jersey public library may apply for funds, either

individually or in groups.

Priority for Award:

To be recommended for funding, an application must achieve a total average score of 65 points. Starting with the highest score, funds will be awarded until all eligible applications

are funded or funds are depleted.

Technical Assistance Meeting:

A meeting will be held on Friday, May 3, 1991, at the New Jersey Library for the Blind and Handicapped, 2300 Stuyvesant Avenue, Trenton, from 1:30 to 3:00 p.m. To register, call

Sandy Shuler at 609-292-6267

Deadline for Submission:

June 10, 1991

Grant Program:

Federal Library Aid-Public Library Planning

Amount Available:

Up to \$200,000 is available; the maximum grant is \$15,000.

Purpose:

To assist public libraries in identifying the library services and information needs of their communities.

Eligible Projects:

Grant funds may be used to identify, assess, or evaluate the library and the information needs of the community. Funds may be used to hire a consultant to develop and/or implement the needs assessment. The needs assessment may be designed to ascertain the needs of the entire community or a specific, targeted group within the community.

Eligible Applicants:

Any New Jersey public library may apply. First priority for funding will be public libraries located in a "Special Needs District" as designated by the Quality Education Act of 1990. Second priority will be all other public libraries.

Priority for Award:

To be recommended for funding, an application must receive a total average score of 65. When all eligible applicants in first priority are funded, pending availability of funds, eligible applicants in second priority will be funded.

Technical Assistance Meeting:

None

Deadline for Submission:

June 3, 1991

GRANTS AWARDED

Institutional Library Services: State Institutions, LSCA TITLE I, 1991--The purpose of this program was to assist state institutions in establishing library services where none existed or in reaching client groups without library services. The grant funds may be used to purchase library materials, furniture, equipment, and to hire staff. Two grants were awarded. The grant recipients are:

Ancora Psychiatric Hospital

\$49,946

Funds will be used to establish satellite libraries in 21 locked wards. The materials to be purchased will be selected for the unique population of each ward (approximately 35 patients).

Greystone Park Psychiatric Hospital

\$50,000

Funds will be used to establish libraries in six living areas containing 16 closed wards. The materials to be purchased will be selected for the specific needs of the clients housed in each ward.

<u>Library Development Aid--Collection Evaluation and Development Grant Program, March 1991</u>--The purpose of this grant program is to increase access to a variety of materials in public libraries by developing or strengthening specific subject collections in public libraries. Applicants had to submit a written collection development policy with their application. Grants were awarded to the following libraries:

Atlantic County Public Library	\$ 8,335
Bergen County Cooperative Library System	\$ 25,000
Berkeley Heights Public Library	\$ 3,500
Bloomingdale Public Library	\$ 1,240
East Brunswick Public Library and	Ψ 1,240
Monroe Public Library	\$ 25,000
Englewood Public Library	\$ 9,000
Monmouth, Mercer and Ocean County Libraries	\$ 25,000
Mount Olive Public Library	\$ 7,500
Paterson Public Library	\$ 10,000
Piscataway Public Library	\$ 9,956
Roseland Public Library	\$ 10,000
Union City Public Library	
Warren County Library Federation	\$ 10,000
Laciation	\$ 25,000

Institutional Library Services: State, County and Municipal Institutions, Library Development Aid 1991—The purpose of this grant program is to assist state, county and municipal institutions in meeting the minimum standards for library services in institutions. Funds may be used for personnel, materials, supplies, equipment, furnishings and other costs essential to the project. The following institutions received grants:

Ancora Psychiatric Hospital	\$ 9,817
East Jersey State Prison	\$ 10,000
Hudson Day Training Center	\$ 9,290
NI Department of Corrections	\$ 9,494

CONSTRUCTION FUNDS AVAILABLE

The federal Library Services and Construction, Title II, Construction funds for public libraries will be available later this year. When the guidelines are available, it will be announced in the GRANT\$ BULLETIN. If you are planning to apply for these funds, please return this form.

NOTICE OF INTENT TO APPLY FOR PUBLIC LIBRARY CONSTRUCTION FUNDS

Address:		
Contact Person:		Telephone:
Type of Project:		
New Construction ofsqu	are feet	
Addition to existing facility of	square f	eet
Renovation of existing facility of	square	e feet
Have you prepared a building program?	□ yes	□ no
Have you conducted a community survey?	□ yes	□ no
Have your hired a building consultant? If yes, name of consultant:	□ yes	□ no
Have you hired an architect?	□ yes	□ no
Oo you have preliminary plans?	□ yes	□ no
Vhen do you anticipate initiating construction	on ?	
Oo you have funding for this project?	□ yes	□ no
Return this form to:		
VIANNE CONNO NEW JERSEY STA	R, PROGRA	M MANAGER

CN 520

TRENTON, NJ 08625-0520

Second priority will i

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Library Grant Programs CHECKLIST

e send the guidelines and application for the prog	gram checked to:
Name:	
Library:	
Address:	
Grant	<u>Deadline</u>
☐ Federal Library AidLiteracy	June 10, 1991

PLEASE RETURN THE ENTIRE CHECKLIST TO:

Federal Library Aid-Public Library Planning

New Jersey State Library Administrative Office--(Grant Checklist) CN 520 Trenton, New Jersey 08625-0520

June 3, 1991