

BULLETIN

[illegible]

August 1992

Frequently Asked Questions about Completing an Application for Grant Funds

(Note: On the contract, the signature is not required, only the name.)

A. An application can be withdrawn at any time after the submission date.

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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.

REMINDER: Two Board resolutions are necessary; one resolution is submitted with the applications (Board resolution is part of the RFP) and the second is a resolution accepting the grant. (A sample acceptance resolution is attached.)

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 title page 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 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**

Any missing documents from the application will disqualify the applicant.

GRANT ACCEPTANCE CERTIFICATE

AGENCY: _____

RFP NUMBER: _____ COUNTY: _____

DATE: _____

I, _____, of the _____
(name of chief executive officer) (agency)

certify that:

1. The grant for \$_____ has been accepted by this agency.
2. The said grant shall be used for the purposes described in the application filed with the New Jersey State Department of Education which was used as the basis for awarding the grant.
3. The grant shall be administered and monitored in accordance with the appropriate State and Federal Regulations.
4. When the project supported with these funds involves the procurement of goods or services from vendors or consultants, a written contract between this agency and such vendors or consultants, and the award for such contracts shall be in accordance with the appropriate provisions of state law.
5. Any changes in the project supported with these funds shall require the expressed written consent of the State Library except where permitted in the contract document.

SIGNATURE: _____

TITLE: _____

BOARD OF TRUSTEES
RESOLUTION TO ACCEPT GRANT

The _____ Board of Trustees hereby certifies that it accepts the grant in the amount of \$_____ for the project entitled: _____ for the purposes described in the application. The project will start _____, 19____, and end on _____, 19____.

The filing of this resolution was authorized at the Board of Trustees meeting held on _____, 19____.

(President, Board of Trustees)

date

GRANT PROGRAMS

Grant Program:	Library Development Aid - Public Library Videotape/Disc Collections
Amount Available:	\$40,000 with a maximum grant of \$5,000
Purpose:	To provide funding to public libraries to initiate a videotape/disc service or expand an existing videotape collection of less than 300 titles.
Eligible Projects:	Funds must be used to purchase educational, non-entertainment videotapes or video discs.
Eligible Applicants:	Any New Jersey public library currently owning fewer than 300 video titles.
Priority for Award:	To be eligible for funding, an application must achieve a total average score of 65 points or more. Starting with the highest score, funds will be awarded until all eligible applicants are funded or funds are depleted.
Deadline for Submission:	December 4, 1992
Authorization:	N.J.S.A. 18 A : 1-1

Grant Program:	Collection Evaluation and Development
Amount Available:	Up to \$164,000
Purpose:	To increase access to a variety of materials to New Jersey residents by developing or strengthening specialized subject collections in public libraries.
Eligible Projects:	Grant funds may be used to support individual or cooperative projects that purchase library materials to develop or strengthen a specific subject collection in a public library. In a cooperative project, each participating library must indicate an area or areas of specialization which will be developed utilizing grant funds. These areas of specialization must be identified in the written, coordinated collection development policy of the participating libraries.
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.

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Priority for Award:	For an individual project, the maximum amount of funding is \$10,000 per project. For a cooperative project, the maximum amount of funding is \$25,000 per project. To be recommended for funding, an application must achieve an average score of 65 or better. Starting with the highest score, funds will be awarded until all eligible applications are funded or funds depleted.
Deadline for Submission:	December 11, 1992
Grant Program:	Library Development Aid (State)--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 (N.J.A.C. 18 A:74-3.4) 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. Expected progress toward achieving one or more of the standards must be documented. <u>Projects from institutions whose libraries meet all minimum standards are not eligible under this program nor are projects for areas in which a library already meets standards.</u>
Eligible Applicants:	All state, county and municipal institutions, as described in N.J.S.A. 18A:74-3.4, whose library services do not meet minimum standards (N.J.A.C. 6:68-7).
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 of the funds available.

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Deadline for Submission: November 6, 1992

Technical Assistance: September 24, 1992
Registration required, see RFP for information

NET LENDERS COMPENSATION PROGRAM--Successful applicants for this program will be able to request payment either by a check or by a direct credit to their PALINET account.

Grant Program: State Library Aid--ILL Net Lender Compensation Program

Amount Available: Up to \$70,000

Purpose: To encourage resource sharing by compensating libraries for net lending.

Eligible Projects: Eligible loans are loans of books and other materials and photocopies to New Jersey Library Network members outside the lending library's own regional library cooperative. Loans which are compensated through contracts, agreements or fees are not eligible under this project.

Eligible Applicants: All New Jersey libraries which are members of the New Jersey Library Network through membership in one of the regional library cooperatives and which do not, themselves, have a statewide contract for ILL in 1993.

Priority for Award: None specified. All eligible applicants are funded.

Deadline for Submission: November 16, 1992

Authorization: N.J.S.A. 18 A:73-35a through 35j; N.J.A.C. 6:70-1-1.1 through 1.19.

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Grant Program:	Incentive Grant - Expanding Services in County Library Branches
Amount Available:	\$168,000 with a maximum grant of \$20,000. This is a 50/50 matching grant program.
Purpose:	To assist county libraries in expanding services in their branches.
Eligible Projects:	Eligible projects include expanding hours of service, programming for adults and children, purchase of equipment which would enhance services, and enhancement of branch library service through increased communication with the main library.
Eligible Applicants:	Any New Jersey county library
Priority for Award:	To be eligible for funding, an application must achieve a total average score of 65 points or more. Starting with the highest score, funds will be awarded until all eligible applicants are funded or funds are depleted.
Deadline for Submission:	October 30, 1992
Authorization:	Incentive Grant--N.J.S.A. 18A:1-1

Grant:	State Library Aid - Maintenance and Preservation of Library Collections
Amount Available:	Up to \$150,000; maximum grant: Program A \$15,000 and Program B \$ 3,500.
Purpose:	In Program A, grants will be made to assist libraries in the preservation and conservation of collections of Jerseyana or New Jersey subject matter in the broadest sense, New Jersey imprints or unique collections and materials regardless of subjects, in ways consistent with existing preservation and conservation standards. In Program B, grants will be made to initiate preservation planning, which may include surveys and examinations of a collection of materials in order to identify preservation needs and options, to develop cooperative mechanisms for sharing of preservation expertise.

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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 the Library Network Law, N.J.S.A. 18A: 73-35c and 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. Starting with the highest score, funds will be awarded until all eligible applicants are funded or funds are depleted.
Deadline for Submission:	October 30, 1992
Authorization:	N.J.S.A. 18A: 74 -3.2

GRANT AWARDS

Multilingual Materials Acquisition Center Library Services and Construction Act, Title I June 1992

The Newark Public Library will receive \$150,000 to continue for a second year the operation of the Multilingual Materials Acquisitions Center. The Center provides the following services:

- Toll-free consultation hotline
- Monthly booklists to all libraries
- Bulk loans (100 items for a three month loan period)
- On-site review of materials
- Current vendor data
- Full cataloging information
- Continuing education workshops
- Translation and interpreting services

Retrospective Conversion Grants July 1992

This is the 11th year the LSCA Title I and III funds have been made available for Retrospective Conversion Grants. The purpose of this program is to encourage academic, institutional, public, school and special libraries to convert collections retrospectively to machine readable form. This will expand bibliographic control and access to the material resources of the state and enhance sharing of these resources among different types of libraries.

Retrospective Conversion Grants subsidize retrospective conversion fees incurred in the conversion of bibliographic records to machine-readable form and the addition of these records to the OCLC database. In 1992, \$300,000 was awarded for two programs: Program I supported retrospective conversion in libraries that are not OCLC cataloging members. As a result of these programs, over 1.2 million records have been added to the statewide bibliographic database.

The following libraries received retrospective conversion grants:

	<u>Library</u>	<u>Grant Award</u>
Program I	Elizabeth Public Library	\$ 5,676
	Millburn Public Library	\$ 6,600
	Paterson Public Library	\$ 14,750
Program II	Bergen County School Districts (Project includes six school districts)	\$ 37,000
	Bound Brook Public Library	\$ 41,860
	Hunterdon Central High School	\$ 6,706
	Kittatinny Region Cooperative (Project includes five school districts)	\$ 31,906
	North Hunterdon High School	\$ 6,706
	Union County Retrospective Conversion Project (Includes nine public libraries)	\$148,796

**Technology for Public Library Services
Library Services and Construction Act, Title I
August 1992**

The purpose of this program is to assist small public libraries in providing reference services by using technology. Grant funds may be used for the purchase of equipment and software. Fifty applications were received requesting more that \$400,000 in grant funds; \$200,000 was available. Grants were awarded to the following libraries:

Allendale (Lee Memorial)	\$ 5,855
Berlin (Marie Fleche)	\$ 6,818
Bloomingtondale	\$ 8,129
Chester	\$ 2,617
East Hanover	\$ 7,550
Gibbsboro	\$ 7,000
Glen Ridge	\$ 9,922
High Bridge	\$ 9,926
Kenilworth	\$ 9,925
Kinnelon	\$ 9,650
Margate	\$ 8,180
Mendham	\$ 7,850
Milford	\$ 8,300
Milltown	\$ 10,000
Oakland	\$ 9,230
Oaklyn	\$ 8,118
Roseland	\$ 9,800
South Amboy (Dowdell)	\$ 9,000
Swedesboro	\$ 9,997
Waldwick	\$ 10,000
Wanaque	\$ 4,007
Washington Township	\$ 8,154
Waterford	\$ 9,972
West Milford	\$ 10,000

Library Grant Programs CHECKLIST

Please send the guidelines and application for the program checked to:

Name: _____

Library: _____

Address: _____

<u>Grant</u>	<u>Deadline</u>
☐ Library Development Aid--Public Library Videotape/Disc Collections	December 4, 1992
☐ Library Development Aid (State)--Institutional Library Services: Developmental Grants	November 6, 1992
☐ Collection Evaluation and Development	December 11, 1992
☐ Net Lenders Compensation Program	November 16, 1992
☐ Incentive Grant - Expanding Services in County Library Branches	October 30, 1992
☐ State Library Aid - Maintenance and Preservation of Library Collections	October 30, 1992

PLEASE RETURN THE ENTIRE CHECKLIST TO:

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