

BULLETIN

[illegible]

July 1991

Frequently Asked Questions about Completing an Application for Grant Funds

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

- 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.

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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 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. **No** additional materials may be submitted after the deadline date.

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

NEW GRANT PROGRAMS

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

Grant Program:	Federal Library Aid - Public Library Programs
Amount Available:	\$100,000 with a maximum grant of \$20,000
Purpose:	Funds are available to assist public libraries in developing new programs or expanding existing programs of service to their <u>general</u> clientele.
Eligible Projects:	The <u>only</u> eligible projects are the establishing or expanding of: an information and referral system, a mobile delivery service to child care centers, and services and programs for children and and young adults. (Projects directed at special populations or for literacy activities are not eligible under this program.)
Eligible Applicants:	Any New Jersey public 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:	November 15, 1991
Authorization:	LSCA P. L. 101-254

Grant Program:	Library Development Aid - Public Library Videotape Collections
Amount Available:	\$40,000 with a maximum grant of \$5,000
Purpose:	To provide funding to public libraries to initiate a videotape service or expand an existing videotape collection of less than 300 titles.
Eligible Projects:	Funds must be used to purchase educational, non-entertainment videotapes.
Eligible Applicants:	Any New Jersey public 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.

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Deadline for Submission: December 2, 1991

Authorization: N.J.S.A. 18 A:1-1

Grant Program: Collection Evaluation and Development

Amount Available: Up to \$100,000

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.

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 of Application: December 13, 1991

Grant Program: Federal Library Aid--Institutional Library Services: State Institutions

Amount Available: \$100,000

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Purpose:	To encourage and assist in the establishment, improvement, or expansion of library services to persons in New Jersey institutions operated or substantially supported by the state, who are without public library services or do not receive full benefit of library service due to disadvantages related to institutionalization.
Eligible Projects:	<p>Under Priority 1: Projects that establish the equivalent of public library services in state institutions where <u>none</u> exist.</p> <p>Under Priority 2: Projects that <u>expand</u> library service in state institutions to reach client groups <u>previously unserved</u>. Previously unserved groups may include, but are not limited to, clients with physical and mental handicaps, clients in AIDS units, or in other separate locations that prevent or limit access to existing library services.</p>
Eligible Applicants:	All state institutions operated or substantially supported by state funds that provide or plan to provide library services as defined in the Library Services and Construction Act Amendments of 1990 (P.L. 101-254).
Priority for Award:	Applications must receive a total average score of 65 or better to be considered eligible for funding. Eligible applications will be arranged by priority. Within each priority, applications will be placed in rank order by score, highest to lowest. All Priority 1 applications will be funded in rank order, and then all Priority 2 applications will be funded in rank order until funds are depleted.
Deadline for Submission:	January 10, 1992
Technical Assistance:	September 26, 1991 Department of Personnel Training Center Princeton Registration required; call (609) 984-3292

Grant Program:	Library Development Aid (State)--Institutional Library Services: Developmental Grants
Amount Available:	Up to \$90,000
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

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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.

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.

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.

Deadline for Submission:

November 8, 1991

Technical Assistance:

September 26, 1991
Department of Personnel Training Center
Princeton
Registration required; call (609) 984-3292

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 those libraries that loan more materials to New Jersey Library Network members outside of their regional library cooperative than they borrow.

Eligible Projects:

Those which compensate for eligible loans; eligible loans are those transactions which involve loaning of books and other

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materials and the provision of 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 Network through membership in one of the regional library cooperatives and which do not, themselves, have a statewide contract for ILL in 1992.

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

Deadline for Submission: November 15, 1991.

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

Grant Program: Incentive Grant - Expanding Services in County Library Branches

Amount Available: \$168,000, with a maximum grant of \$20,000

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, 1991

Authorization: Incentive Grant--N.J.S.A. 18A:1-1

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Grant Program:	Incentive Grant--Planning for Joint Municipal Libraries
Amount Available:	\$30,000
Purpose:	To encourage small public libraries to form a larger unit of service--a joint library.
Eligible Projects:	Funds may be used to contract with a consultant to do a master plan on the feasibility of a joint library.
Eligible Applicants:	Any New Jersey 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, 1991
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
Purpose:	<p>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.</p> <p>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 steps to be taken.</p>
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.

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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:

For Program A projects a total of \$135,000 may be available. Maximum grant award: \$15,000.

For Program B projects a total of \$15,000 may be available. Maximum grant award: \$3,500.

No less than 75 percent of program funding will be used each year for grant awards to publicly supported libraries.

No more than 25 percent of program funding will be used each year for grant awards to privately supported libraries.

Deadline for Submission:

November 1, 1991

Authorization:

N.J.S.A. 18A: 74 -3.2

GRANT AWARDS

**Automation Consultation Grant Program
Library Services and Construction Act
May 1991**

The purpose of the grant program is to help libraries in contracting with a consultant who will assist the library in the preparation of an RFP or other bid document for an automated library system; to assist with the review of responses to the bid document; and to assist with the negotiation of a contract, resulting in the successful installation of an automated library system. The successful applicants are:

Gloucester Township School District	\$ 4,875
Phillipsburg Public Library/Warren County Library Federation	\$10,000

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The Office of Library Programs of the U.S. Department of Education has announced the following grant programs:

Library Career Training Program--Closing Date: October 10, 1991

Library Literacy Program--Closing Date: November 8, 1991

Foreign Language Materials Acquisition Program--Closing Date: March 9, 1992

For further information or to secure applications, please contact:

Ray Fry, Acting Director, or
Linda Loeb or Carol Lyons, Program Staff
Library Development Staff
Library Programs/OERI
US Department of Education
555 New Jersey Ave, NW Rm 404
Washington, DC 20208-5571

Telephone: (202)219-1315

FAX: (202) 219-1466

Library Grant Programs CHECKLIST

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

Name: _____

Library: _____

Address: _____

<u>Grant</u>	<u>Deadline</u>
<input type="checkbox"/> Federal Library Aid--Public Library Programs	November 15, 1991
<input type="checkbox"/> Federal Library Aid--Institutional Library Services: State Institutions	January 10, 1992
<input type="checkbox"/> Library Development Aid--Public Library Videotape Collections	December 2, 1991
<input type="checkbox"/> Library Development Aid (State)--Institutional Library Services: Developmental Grants	November 8, 1991
<input type="checkbox"/> Collection Evaluation and Development	December 13, 1991
<input type="checkbox"/> Net Lenders Compensation Program	November 15, 1991
<input type="checkbox"/> Incentive Grant - Expanding Services in County Library Branches	October 30, 1991
<input type="checkbox"/> State Library Aid - Maintenance and Preservation of Library Collections	November 1, 1991

PLEASE RETURN THE ENTIRE CHECKLIST TO:

New Jersey State Library
Administrative Office, Room 319--(Grant Checklist)
CN 520
Trenton, New Jersey 08625-0520

**Grantsmanship Workshop Announcement
for
Public Libraries***

HOW TO WRITE A GRANT PROPOSAL is a practical, hands-on workshop designed for the public librarian who has little or no experience in preparing a grant application. It is a half day workshop, from 10:00 a.m. to 1:00 p.m., and will cover all aspects of preparing a Department of Education application.

AGENDA

Review of the Department of Education grant process
What to look for in the RFP
Planning the project
How to write the proposal

Registration will be limited to 30 participants at each site and to one registrant per library.

A map to the workshop location will be sent to confirm registration.

* THIS WORKSHOP WILL BE OFFERED AGAIN FOR EACH TYPE OF LIBRARY.

REGISTRATION FORM

I wish to attend the GRANTSMANSHIP workshop at the following location:

_____ Roseland Public Library	September 30, 1991
_____ Manalapan/Monmouth County Library	October 2, 1991
_____ Vineland Public Library	October 4, 1991

NAME _____ TELEPHONE NO. _____

LIBRARY _____

ADDRESS _____

Mail this form to:

Catherine Consiglio
New Jersey State Library
CN 520
Trenton, NJ 08625-0520