## Library Cooperative Grant

## Application

**File by August 17, 2016**

**PART 1 – CERTIFICATION**

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 (name of multitype library cooperative governing body)

governing body for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(name of multitype library cooperative)

hereby applies for funds under the Library Cooperative Grant Program under the terms outlined in Sections 257.40 - 257.42, *Florida Statutes* and program guidelines and certifies that the documents required under the program are accurate, complete and current.

**Certification of Local Cash Match**

The applicant certifies that the required ten percent (10%) cash match of funds from local sources will be available and expended during the grant period.

**Certification of Credentials**

The applicant certifies that the incumbent multitype library cooperative director,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 name

has completed a library program accredited by the American Library Association.

**Compliance Agreement**

The applicant agrees to expend any grant funds awarded pursuant to this application in full compliance with the terms and conditions of Chapter 257, *Florida Statutes*.

**President, Multitype Library Cooperative Governing Body**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Typed name

**PART 2 – REQUIRED DOCUMENTS**

Submit only those documents that have changed in the past year or that have not been filed before. If a document is already on file with the Division, do not submit a second copy.

**Due August 17, 2016**

| **Document Number** | **Document** | **Document Attached** | **On File with****Division** |
| --- | --- | --- | --- |
| 1 | Articles of Incorporation  |  |  |
| 2 | Current Bylaws of the Library Cooperative  |  |  |
| 3 | Certificate of Good Standing  |  |  |
| 4 | Current Long-Range Plan  |  |  |
| 5 | Audit or Financial Report  |  |  |
| 6 | Position Description for the Multitype Library Cooperative's Director  |  |  |
| 7 | List of All Staff  |  |  |

**Due September 15**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Current Annual Plan of Service and Expenditure |  |  |

**PART 3 – RESOURCE SHARING NEEDS ASSESSMENT AND ACTIVITIES**

**Complete the (A) Resource Sharing Needs Assessment, (B) Addressed Needs and (C) Activities sections.**

Use additional pages as needed**.**

Instructions for completing the Resource Sharing Needs Assessment, Addressed Needs and Activities are located on page six (6) of the Guidelines.

1. **RESOURCE SHARING NEEDS ASSESSMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Institution Name** | **Cooperative Member?****(Yes/No)** | **Number of Courier Stops Per Week Using LCG funds** | **Resource Sharing Needs** | **Notes** |
|  |  |  |  |  |
|  |  |  |  |  |
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1. **ADDRESSED NEEDS**
2. **ACTIVITIES**

**PART 4 – BUDGET**

Provide the proposed expenditures of grant and local matching funds. The narrative portion in each budget section should explain how the funds support the activities described in Part 3, C of the application.

|  |
| --- |
| 1. **SALARIES & BENEFITS** Describe the duties of each person working on project.

**Narrative:**  |
|  **SALARIES & BENEFITS DETAIL** List all salaries to be paid from either grant or local sources. |
|  **POSITION TITLE** | **F.T.E.** | **LCG** |  | **Local Match** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | $  |  | $  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | $  |  | $  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | $  |  | $  |
|  | \_\_\_\_\_\_\_\_ | $  |  | $  |
| TOTAL SALARIES ………………………………………. | $\_\_\_\_\_\_\_\_\_\_ |  | $\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |
| 1. **CONTRACTUAL SERVICES** Describe services to be provided by each vendor.

**Narrative:**  |
| **CONTRACTUAL SERVICES DETAIL** (List each vendor) | **LCG** |  | **Local Match** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $  |  | $  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $  |  | $  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $  |  | $  |
| TOTAL CONTRACTUAL SERVICES ………………… | $\_\_\_\_\_\_\_\_\_\_ |  | $\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |
| 1. **EQUIPMENT AND SOFTWARE** Describe the type of equipment and software to be purchased.

**Narrative:** |

|  |
| --- |
|  **EQUIPMENT AND SOFTWARE DETAIL** List each item of equipment and/or software to be purchased. |
|  | **LCG** |  | **Local Match** |
|  | $  |  | $  |
|  | $  |  | $  |
|  | $  |  | $  |
| TOTAL EQUIPMENT | $\_\_\_\_\_\_\_\_\_\_ |  | $\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |
| 1. **SUPPLIES AND POSTAGE** Describe the supplies and postage needed for the project.

**Narrative:** |
| **SUPPLIES AND POSTAGE DETAIL**  |
|  | **LCG** |  | **Local Match** |
|  | $  |  | $  |
|  | $  |  | $  |
|  | $  |  | $  |
| TOTAL SUPPLIES  | $\_\_\_\_\_\_\_\_\_\_ |  | $\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |
| 1. **PRINTING AND MARKETING** Describe the printing and public relations marketing that will be done to promote the project.

**Narrative:** |
| **PRINTING AND MARKETING DETAIL** |  |  |  |
|  | **LCG** |  | **Local Match** |
|  | $  |  | $  |
|  | $  |  | $  |
|  | $  |  | $  |
| TOTAL PRINTING AND MARKETING  | $\_\_\_\_\_\_\_\_\_\_ |  | $\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |
| 1. **TRAVEL** Indicate the traveler's position, destination and purpose.

**Narrative** |

|  |
| --- |
| **TRAVEL DETAIL** Any travel conducted with grant or matching funds must be done in accordance with Section 112.061, *Florida Statutes*. |
|  | **LCG** |  | **Local Match** |
|  | $  |  | $  |
|  | $  |  | $  |
|  | $  |  | $  |
|  | $  |  | $  |
| TOTAL TRAVEL | $\_\_\_\_\_\_\_\_\_\_ |  | $\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |
| 1. **TELECOMMUNICATIONS AND INTERNET** Describe the Internet and Telecommunications to be used.

**Narrative:** |
| **TELECOMMUNICATIONS AND INTERNET DETAIL** |  |  |
|  | **LCG** |  | **Local Match** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $  |  | $  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $  |  | $  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $  |  | $  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $  |  | $  |
| TOTAL TELECOMMUNICATIONS | $\_\_\_\_\_\_\_\_\_\_ |  | $\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
| 1. **OTHER (SPECIFY)** Include costs for any items that do not fall under the categories above, for example, small equipment costing less than $1,000.

**Narrative** |
| **OTHER (SPECIFY) DETAIL** |  |  |  |
|  | **LCG** |  | **Local Match** |
|  | $  |  | $  |
|  | $  |  | $  |
|  | $  |  | $  |
|  | $  |  | $  |
| TOTAL OTHER | $  |  | $  |
|  |  |  |  |  |
| **TOTAL** | $\_\_\_\_\_\_\_\_\_\_ |  | $\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |

**PART 5 – SCOPE OF WORK AND DELIVERABLES**

1. Provide the wording for the Scope of the Work that will be incorporated into the grant agreement. Write the Scope of Work based on the activities proposed in the application.
2. Provide the deliverables that will be delivered prior to each payment, based on planned activities and Scope of Work. The deliverables will be incorporated into the grant agreement.
	1. Payment one (25% of award) is an advance payment; it does not require deliverables.
	2. For payment number two (25% of award), the recipient will:
	3. For payment number three (25% of award), the recipient will:
	4. For payment number four (20% of award), the recipient will:
	5. For payment number five (5% of award), the recipient will:
3. Provide the performance metrics or documentation that will be used to prove each deliverable has been met. The performance metrics will be incorporated into the grant agreement.
4. Payment one (25% of award) is an advance payment; it does not require performance metrics.
5. For payment number two (25% of award), the performance metrics are:
6. For payment number three (25% of award), the performance metrics are:
7. For payment number four (20% of award), the performance metrics are:
8. For payment number five (5% of award), the performance metrics are: