

**INTERLIBRARY COOPERATION GRANT  
APPLICATION FOR FY2003**

**DUE: April 1, 2002**

1. Project Name: \_\_\_\_\_
2. Library Name: \_\_\_\_\_
3. Address: \_\_\_\_\_
- City: \_\_\_\_\_ Zip: \_\_\_\_\_
4. Contact Person: \_\_\_\_\_ 5. Phone No: \_\_\_\_\_
6. Fax No: \_\_\_\_\_ 7. E-mail: \_\_\_\_\_
8. Warrant Mailing Address: \_\_\_\_\_

9. In the section below, check any priorities that apply and double-check the most important one.

- \_\_\_\_\_ Establish or enhance electronic linkages among or between libraries
- \_\_\_\_\_ Link libraries electronically with educational, social or informational services
- \_\_\_\_\_ Assist libraries in accessing information through electronic networks
- \_\_\_\_\_ Encourage libraries in different areas and/or encourage different types of libraries to establish consortia and share resources
- \_\_\_\_\_ Pay costs for libraries to acquire and share computer systems and telecommunications technologies
- \_\_\_\_\_ Target library services to persons having difficulty using a library and to underserved urban and rural communities, including children through age 17 from families with incomes below the poverty line
- \_\_\_\_\_ Other. Please explain: \_\_\_\_\_

10. **Budget Summary for this Project:**

	Local Funds for Project Match	Grant Funds Requested	Total Project Budget
<b>a. Personnel</b>			
1. Salaries and Wages			
2. Benefits			
<b>b. Collection (Library Materials)</b>			
1. Books			
2. Subscriptions			
3. Audiovisuals			
4. Other Materials			
<b>c. Other Expenditures</b>			
1. Building Operations			
2. Furniture & Equipment			
3. Travel			
4. Supplies			
5. Services			
6. All Other Unreported Expenditures			
<b>d. Total</b>			

**Interlibrary Cooperation Grant  
Application FY2003  
Page Two of Two**

11. In FY2001, what was the total amount your agency expended for *Library Services*? \_\_\_\_\_
12. Did your library receive a Universal Service Discount (E-Rate) for FY2001?      No      Yes      In Process  
Has your library applied for the Universal Service Discount (E-Rate) for FY2002?      No      Yes      In Process

**ON SEPARATE PAGES RESPOND TO THE FOLLOWING ITEMS**

13. If any library, libraries, or groups, or other than applicant will be involved in this project, who are they and what is the nature of their involvement? All participants must express support for the project. (See 15g below)
14. Statement of Need and Project Goal
15. Grant Proposal --- The proposal must include the following:
- a. Objectives
  - b. Activities to be undertaken
  - c. An evaluation plan
  - d. Justification of all budget line items
  - e. A time line for the project
  - f. If this will be an ongoing project, a continuation plan for how the project will be supported after the grant period is over.
  - g. If applicable, letters of support from cooperating libraries etc.

**Note: Application must have both Signatures**

For the Library:

For the Legal Entity:

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

***Questions? Contact Patience Frederiksen 269-6566 or 800-776-6566  
Return to: Alaska State Library, 344 W. 3rd Ave., Suite 125, Anchorage, AK 99501***

# MEMORANDUM

## Alaska Department of Education & Early Development

To: Directors in All Types of Libraries

Date: January 30, 2002

Phone: 907-269-6566  
800-776-6566

From: Patience Frederiksen  
Grants Administrator

Subject: Applying for and Managing  
Interlibrary Cooperation Grants

### I. General Information

Each year, the State Library funds a limited number of grants which have statewide significance and/or direct impact on users. Libraries of all types (academic, public, school, and special) are encouraged to submit proposals. In recent years, grants have been awarded for reading incentive programs, cooperative networking, computer equipment for Internet access, and statewide training activities on library management, operations, and technology. Grants have been awarded for projects ranging in size from under \$500 to over \$50,000.

Interlibrary Cooperation Grants are highly competitive and project-oriented. While libraries may submit applications that address any need, applications emphasizing cooperative activities and benefiting more than one library are encouraged. Grantees must demonstrate financial commitment to providing ongoing library services once the project is finished. **ILC grants should not be written to support ongoing operational costs, replace primary funding sources, or fund activities that are the primary responsibility of the applicant library.**

In reviewing applications, we will be looking for clear, well-developed and presented proposals. A proposal must include the following elements:

- Well-defined objectives
- A narrative that justifies budget line items
- Significant local financial support for the project
- A timeline for the project
- A credible evaluation plan

#### **New application procedure available for FY2003 grant submission!**

This FY2003 Interlibrary Cooperation Grant packet is accessible at: <http://www.library.state.ak.us/dev/grants.html>.

The grant application packet is available for the first time this year as a fill-in Adobe Acrobat PDF file. You will be able to open the grant application on your computer, type entries directly onto the form, print the filled-out grant application, sign and mail it to the State Library. Since the application must be signed, you will not be able to submit this form electronically.

## **Interlibrary Cooperation Grants**

### **Page two**

#### **II. Eligibility**

All types of libraries may submit proposals: academic, public, school, and special. Applicant libraries must meet the following criteria:

- Is a library with a regular schedule of library services
- Have a dedicated facility for library purposes
- Have an established history of providing library services and programs
- Have an annual budget with funds allocated for library materials and services
- A public library must be eligible for or receiving a Public Library Assistance Grant to receive an Interlibrary Cooperation grant

#### **III. Priorities for Interlibrary Cooperation Grants**

Proposals should be compatible with the priorities set out in the *Library Services and Technology Act* and the *Alaska State Plan 1998 – 2002*. These priorities include:

- establishing or enhancing electronic linkages among or between libraries;
- electronically linking libraries with educational, social, or information services;
- assisting libraries in accessing information through electronic networks;
- encouraging libraries in different areas, and encouraging different types of libraries, to establish consortia and share resources;
- paying costs for libraries to acquire or share computer systems and telecommunications technologies; and
- targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.

#### **IV. Instructions for the Interlibrary Cooperation Grant Application**

Most of the application form is self-explanatory. Be sure to check the priorities (#9) relevant to the project and double-check the one that is most important. Unless the project is very limited and simple, #15 will require multiple pages. This is where the project is presented and explained. Include a timeline for the project. If the reviewing staff cannot properly evaluate the application, it will not be competitive. The budget should include only those costs associated with the proposed project.

The line items of the budget summary (#10) are:

##### **PERSONNEL**

1. SALARIES AND WAGES - full and part time staff involved in the project.
2. BENEFITS - medical, dental, insurance, workman's compensation, social security and retirement programs paid by the employer; usually computed as a percentage of salary.

##### **COLLECTIONS (LIBRARY MATERIALS)**

1. BOOKS - cost of books, shipping, and preprocessing fees.
2. SUBSCRIPTIONS - subscriptions to magazines and newspapers and other publications on standing order. Includes lease or purchase of databases, but not general Internet access charges.
3. AUDIOVISUAL - Audio CDs, films, slides, pre-recorded audio and videotapes, phono-recordings, pictures, maps, charts, media kits, etc.
4. OTHER MATERIALS - microforms, computer software on disk, tape or CD-ROM for patron use, games, toys, etc.

**Interlibrary Cooperation Grants**  
**Page three**

**OTHER EXPENDITURES**

1. **BUILDING OPERATIONS** - utilities/heat: electricity, water, heat (oil, coal, steam, etc.) Include in this category the cost of cable or wiring for computers or electronic access if the cost of the cable is separate from the installation charges.
2. **FURNITURE & EQUIPMENT** - Computers, printers, routers, modems, hard drives, scanners, fax machines, photocopiers, shelving, desks, chairs, filing cabinets, etc., needed for the project.
3. **TRAVEL** - Transportation and per diem (or actual costs) to attend conferences, meetings and continuing education/ training experiences relevant to the project; includes reimbursement for travel related expenses of consultants, program presenters, etc.
4. **SUPPLIES** - consumable items such as office supplies, processing and mailing supplies, mending and repair supplies, blank audio and videotapes, and computer disks and tape.
5. **SERVICES**
  - a. **Communications** - postage, telephone, and printing costs, such as expenditures for informational brochures, advertisements and flyers, but not the cost of paper for photocopying, which belongs under supplies.
  - b. **Internet Services and On-line Database Searching** - charges including telecommunication costs, Internet service provider costs, and searches on commercial databases.
  - c. **Installation and maintenance charges for communications equipment and networks.**
  - d. **Contracted Computer Services** - custom programming, software leases, other contractual arrangements, equipment repair, maintenance agreements.
6. **ALL OTHER UNREPORTED EXPENDITURES** - any other expenses not included above.

**V. Charging Indirect Costs to Grants**

A library that receives an Interlibrary Cooperation Grant that is of primary benefit to the library receiving the grant, may not use the proceeds of the grant for indirect costs.

An indirect fee may be charged for Interlibrary Cooperation Grants with a statewide or regional emphasis. The indirect fee may not exceed the rate set for similar charges by the community or municipality or (8 %) eight per cent of the grant, whichever is less. Indirect fees must be approved as part of the grant budget by the State Library.

**VI. Deadline and Mailing for Interlibrary Cooperation Grant Application**

If you have questions about the grant application, please contact Patience Frederiksen at 907-269-6566 or 800-776-6566. Applications must be postmarked by April 1, 2002. All applications should be sent to:

Grants Administrator  
Alaska State Library  
344 West 3rd Avenue, Suite 125  
Anchorage, AK 99501

**VII. Grant Timeline for Interlibrary Cooperation Grants**

The following timeline binds all grants administered by the State Library. In an effort to get grant awards to libraries as soon after July 1 as possible, the State Library will use the following grant cycle:

- February 1, 2002: State Library mails out grant applications for FY2003.
- April 1, 2002: Deadline for libraries to postmark applications to the State Library

## **Interlibrary Cooperation Grants**

### **Page four**

- June 2002: State Library determines grant awards, notifies libraries, and sends out *Grant Agreement Form* to libraries. Libraries sign and return *Grant Agreement* to State Library.
- July 2002: State Library issues check for entire interlibrary cooperation grant after it receives the signed *Grant Agreement* from the library.
- July 1, 2002 - June 30, 2003: Grant period.
- September 1, 2002: Deadline for submission of signed grant agreement.
- July 2003: State Library sends out *Interlibrary Cooperation Grant Final Report* forms.
- September 1, 2003: Completed *Interlibrary Cooperation Grant Final Report* forms due back to the State Library.

## **VII. Management and Expenditure of Interlibrary Cooperation Grant Funds**

1. Each grant award must be maintained in an account that makes it possible to track expenditures of the grant funds.
2. Records of all grant expenditures must satisfy audit requirements.
3. Funds may be expended only for those purposes set out in the grant application.
4. Funds must be spent or encumbered during the period from July 1 through June 30. They cannot be carried over into the next year's budget or put into the city's general fund. Any money that has not been spent or encumbered by that date must be returned to the State Library. Funds for personnel and travel may not be encumbered but must be spent by June 30. Other encumbered line items should be spent by September 1 and not carried indefinitely.
5. The library that receives an Interlibrary Cooperation Grant will give credit to the Alaska State Library in all publicity and advertising concerning the impact of the project funded by the grant

## **IX. Requesting Budget Changes in Grants**

When a library applies for a grant, a budget must be submitted detailing how the grant money will be spent. The State Library awards grants based on the expectation that the money will be spent as proposed in the budget. If a library wishes to change any line item by more than 10%, it must receive prior approval from the State Library. (A change of less than \$100 in a line item, or any change which adds funds to library materials does not require prior approval even if it is more than a 10% change.) Budget revision forms for FY2003 are available from the State Library and are also available on the State Library's Web page at: <http://www.library.state.ak.us/dev/grants.pdf>.

## **X. Submission of Final Report**

The *Alaska Administrative Code* requires a library to file a *Final Report* with the State Library for each grant that it receives. The *Final Report* is due by September 1 following completion of the grant period. If a library fails to file this report or to properly account for the use of grant funds, the State Library may reclaim the entire grant award.

Libraries that have not submitted *Final Reports* will not be eligible to apply for future grants until all requirements for past grants are met. The State Library will send libraries a *Final Report* form for each of its current grants at the beginning of July. Reports for FY2003 grants are due by September 1, 2003.