

Alaska Interlibrary Cooperation Grant Application – FY _____

1. Introduction

Project Name: _____

Library Name: _____

Address: _____

Contact(s): _____

Phone: _____

Fax: _____

E-mail: _____

Summary (Brief two sentence description of project):

Please review the information found in **Activities & Priorities - LSTA Alaska State Plan 2018 – 2022** on the [Alaska State Library Interlibrary Cooperation Grant website](#). Include the one State Activity and the one Federal Priority which most closely represents your project.

State Activity: _____

Federal Priority: _____

2. Budget Summary

Justify each line in Grant Proposal section		Local Funds	Grant Funds	Total Budget
a.	Personnel			
	1. Salaries and Wages			
	2. Benefits			
b.	Collection (Library Materials)			
	1. Books			
	2. Subscriptions			
	3. Audiovisuals			
	4. Electronic Materials			
	5. Other Materials			
c.	Other Expenditures			
	1. Building Operations			
	2. Furniture & Equipment			
	3. Travel			
	4. Supplies			
	5. Services			
	6. All Other Unreported Expenditures			
d.	In – Kind Donations		Not applicable	
e.	Indirect Costs at _____ % rate	Not applicable		
f.	Total			

3. Grant Proposal

On individual pages attached to this grant application, write your grant proposal. This section MUST include the following elements:

- A. **Project Name**
- B. **Statement of need:** What problems experienced by your library patrons or staff will be addressed by this grant project?
- C. **Goal(s) of the grant project:** Describe the objectives of this grant project.
- D. **Target audience(s) of the grant project:** Who will be served by the grant project?
- E. **Intended outcomes:** Describe how the grant project will result in changes in skills, knowledge, attitude, behavior, or quality of life for the target audience(s).
- F. **Activities and timeline to be undertaken:** Describe the activities that need to be performed to complete this grant project. Organize these activities into a timeline or schedule and indicate dates for each activity.
- G. **Justification of all budget line items:** Read the xxx in the *ILC Guide*. Provide details about each section of the budget summary (personnel, collections/library materials, other expenditures, in-kind donations, and indirect costs). Be sure to describe the types and value of cash (local or other funders) and in-kind donations to be made to this grant project. Clarify whether local funding is secured or unsecured. If it is unsecured, please state when you will know whether the local funding will be available for the project. Describe the type of indirect cost rate you are using for this grant budget and state your indirect cost rate, per Check your math!
- H. **Purchases of Single Items of More Than \$5,000:** Are you planning to use grant funds to buy any single item at more than \$5,000 in cost? If yes, please include narrative about the item that you are planning to buy with \$5,000 or more in grant funds.
- I. **An evaluation plan:** Read the evaluation section on page 2 of the *Handy Guide*. Describe how you will: Count the number of participants, programs, products, or activities included in this project Find out what impact the grant project made in the lives of participants, if appropriate Collect anecdotes or comments from patrons or staff impacted by the project
- J. **Past Grant Accomplishments:** If this grant has been funded annually, provide a few sentences on the number(s) of people served and the impact of the grant project over time.
- K. **Duns Number:** Please supply the Duns Number for your agency. As of 2011, this is a legal requirement for grants funded with federal Library Services and Technology Act funds.
- L. **Eligibility of library to receive ILC grant as per criteria outlined in Part III of attached ILC cover memo.** Does your library meet these eligibility criteria? Special libraries and school libraries should be sure to address these questions.
- M. **Continuation plan:** If this will be an ongoing project, describe how the project will be supported after the grant period is over.
- N. **Dissemination plan:** If this project is innovative (a pilot project) or will generate information useful to other librarians, state how you plan to publicize the results of this project.
- O. **Letters of Support from Cooperating Libraries and Partners:** If other libraries or partners will be involved in this project, who are they and how will they be involved? Attach letters of support from these organizations.

4. Submission

Scan/Email complete application and attachments by or on April 1 or

Fax to 907-465-2151 or

Mail application with postmark date by April 1 to:

Grants Administrator
Alaska State Library
PO Box 110571
Juneau, AK 99811-0571

Questions? Contact Tracy Swaim at tracy.swaim@alaska.gov or 907-465-1018

5. Signatures

This grant application is a legal document committing your library to a specific course of action. This application **MUST have two signatures** from **two different people**.

Project Name: _____

For the Library

Date: _____

Print Name: _____

Title: _____

Signature: _____

For the Legal Entity

Date: _____

Print Name: _____

Title: _____

Signature: _____