

# Alaska Interlibrary Cooperation Grant Guide

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## I. Background Information and Important Elements to Include in the Application

Each year, the State Library funds grants that have statewide significance, are innovative, or that allow individual libraries to experiment with new services, programs, or technology. These projects should have direct impact on users. Libraries of all types (academic, public, school, and special) are encouraged to submit proposals. The Alaska State Library uses either federal Library Services and Technology Act funds (CFDA 45.310) or State of Alaska grant funds for interlibrary cooperation grants. The source of funding for successful grant applications will be indicated on the grant agreement form for each project.

This ILC Grant packet is accessible at: <http://www.library.state.ak.us/dev/grants.html> under the Interlibrary Cooperation Grants header. Simply open the grant application on your computer, save it, and type entries directly onto the form. Print the filled-out grant application, sign, and return it to the Alaska State Library. You may scan/email, mail, or fax the signed application. An original signature is not needed. Please be sure to keep a copy of the application for your grant project file.

Interlibrary Cooperation Grants are competitive and project-oriented. While libraries may submit applications that address any need, applications emphasizing cooperative activities and benefiting more than one library are more competitive. 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.**

**Local Match:** Be sure to indicate the amount of local money that will be used as local match to support the grant project, if any. Local match funds are strongly recommended for grant projects that benefit your library alone. Local match funds indicate library support for the project and will make your grant application more competitive.

**Evaluation of Grant Projects MUST Be Addressed in the Grant Application:** Both the State and Federal governments are now requiring proof that grant funds impact users positively. Interlibrary Cooperation Grant applications **must** include at least a simple evaluation plan.

Evaluation plans should include:

- What outputs you plan to track, i.e. statistics on how much you did, such as: number of programs, number of attendees, number of photos digitized, number of resources purchased

- If the grant project will impact patrons or staff, include measurable targets stated as a number or percentage for outcomes listed in the evaluation section of item 13 of the application
- Measurable targets should be stated in this format:
  - *Change in Skills*: 12 people will learn to use e-book readers
  - *Change in Attitude*: 25% of the participants who were hesitant to use the library's online catalog will report increased confidence with technology
  - *Change in Behavior*: 15 youth will report they read more since they heard the author speak
  - *Change in Knowledge*: 50% of participants will report they learned book repair techniques they can use in their own library
- What tools you will use to find out whether the grant project reached the measurable targets for impact on patrons or staff, i.e. changes in skills, knowledge, attitude, and/or quality of life
- Tools for measuring the impact of the grant project on patrons or staff include: surveys, informal interviews, observations, questionnaires, etc.
- How you will collect anecdotes or comments from patrons and staff

The cost, if any, of evaluating the grant project should be included in the overall grant application budget. In general, we expect grant projects will include low cost self-evaluations. State Library staff can assist applicants in developing an evaluation plan. We can also supply sample surveys for measuring changes in skills, knowledge, attitude, and/or quality of life.

**Some Projects Will Be Chosen for Outcome-Based Evaluations:** A limited number of Interlibrary Cooperation Grant projects will be targeted by State Library staff to include a more detailed outcome-based evaluation to show the impact of the project on library patrons. State Library staff will assist the staff at libraries receiving these grants by providing information and possibly training funds on how to plan and implement an outcome-based evaluation.

## II. Eligibility for Interlibrary Cooperation Grants

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
- Has a dedicated facility for library purposes
- Has an established history of providing library services and programs
- Has 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. Funding Priorities for Interlibrary Cooperation Grants

Proposals should be compatible with the state goals and federal priorities set out in the [Library Services and Technology Act Alaska State Plan 2018 – 2020](#).

## IV. Instructions for the Grant Application

Most of the application form is self-explanatory. Be sure to check the priorities (#3-K) relevant to the project and double-check the most important one. The narrative portion of the application will require multiple pages and presents and explains project. Include a timeline for the project. If the reviewing staff cannot properly evaluate the application, it will not be competitive.

**On the Budget Summary table (#2), please be aware that libraries should NOT include the entire annual operating budget of the library in the column labeled: Local Funds for Grant Project.** This column of the Budget Summary table should show just those local funds that will be used to pay for the

grant project in combination with the Grant Funds Needed in the middle column of this table. Local funds may include funds from local government, local non-profits, foundation funds, or other grant funds that can be used for project expenses, including the Institute of Museum and Library Services' [Native American Basic Library Services Grant](#).

Applicant should indicate whether these local funds are secured or unsecured at the time of application. The entire Budget Summary table should include only those costs associated with the proposed project and the cost, if any, of evaluating the grant project.

The line items of the budget summary (#2) are:

#### PERSONNEL

1. SALARIES AND WAGES – salaries and wages needed to pay full and part time staff for the time they actually worked on this grant 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, DVDs, pictures, maps, charts, media kits, etc.
4. ELECTRONIC MATERIALS - charges that include license fees to online database content, such as Lexis, Gale, or Wilson, per search charges for online database searches, such as Dialog, and monthly Internet Service Provider (ISP) fees. Only include here charges for online content intended for use by the general public.
5. OTHER MATERIALS - microforms, computer software, CD-ROMs for patron use, games, toys, etc.

#### OTHER EXPENDITURES

1. BUILDING OPERATIONS – utilities such as electricity, water, and heat. 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, MODEMS, HARD DRIVES, SCANNERS, FAX MACHINES, PHOTOCOPIERS, SHELVING, DESKS, CHAIRS, ETC., NEEDED FOR THE PROJECT.
3. TRAVEL - TRANSPORTATION AND MEAL COSTS (OR ACTUAL COSTS) TO ATTEND CONFERENCES, MEETINGS AND CONTINUING EDUCATION/ TRAINING EXPERIENCES RELEVANT TO THE PROJECT; INCLUDES REIMBURSED TRAVEL RELATED EXPENSES OF CONSULTANTS, PROGRAM PRESENTERS, ETC.
4. SUPPLIES - CONSUMABLE ITEMS SUCH AS OFFICE SUPPLIES, PROCESSING AND MAILING SUPPLIES, MENDING AND REPAIR SUPPLIES, AND WRITABLE CDs AND DVDs.
5. SERVICES - 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. INSTALLATION AND MAINTENANCE COSTS FOR COMMUNICATIONS EQUIPMENT AND NETWORKS. CONTRACTED COMPUTER AND OTHER SERVICES - CUSTOM PROGRAMMING, SOFTWARE LEASES, OTHER CONTRACTUAL ARRANGEMENTS, EQUIPMENT REPAIR, MAINTENANCE AGREEMENTS AND CONTRACTS FOR OUTCOME-BASED GRANT EVALUATIONS.
6. ALL OTHER UNREPORTED EXPENDITURES - ANY OTHER EXPENSES NOT INCLUDED ABOVE.

#### IN - KIND DONATIONS

Include the value of materials AND volunteer hours donated to the grant project. Be sure to describe how you arrived at this figure. For example, 100 widgets donated to the project at

\$15 per widget equals \$1,500 plus 100 hours donated to the project at \$12/hour equals \$1,200, for a total in-kind donation of \$2,700.

## V. Charging Indirect Costs

An indirect cost is an organization's incurred cost that cannot be readily isolated from the grant project. Typical examples are charges for utilities, insurance, use of office space and equipment owned by the library, local telephone service, and the salaries of the management and administrative personnel of the organization. For your interlibrary cooperation grant project, choose one of these three options:

1. Use a current indirect cost rate that has been negotiated with a federal agency. Attach a copy of the current negotiated agreement. On line #2-e of the budget box, insert your indirect cost rate and multiply that rate by the total grant funds requested on lines a through c in the middle column of the budget box.
2. If your library does not have a federally negotiated indirect cost rate, use an indirect cost rate not to exceed 10% of total project costs. On line #2-e of the budget box, insert your indirect cost rate and multiply that rate by the total grant funds requested on lines a through c in the middle column of the budget box.
3. Do not include any indirect costs.

## VI. Deadline and Mailing for the Grant Application

If you have questions about the grant application, please contact Tracy Swaim at [tracy.swaim@alaska.gov](mailto:tracy.swaim@alaska.gov) or 907-465-1018. The deadline for applications is April 1. Scanned copies of signed grant applications are acceptable and should be e-mailed before or on April 1. Be sure to scan all attachments to the application. Applications which are mailed must be postmarked by April 1 to this address:

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

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

Each grant award must be maintained in an account that makes it possible to track expenditures of the grant funds.

1. Records of all grant expenditures must satisfy audit requirements.
2. Funds may be expended only for those purposes set out in the grant application.
3. Funds 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.
4. If the grant is funded with **federal** money, the library must give credit to the [Institute of Museum and Library Services](#) in all publicity and advertising concerning the impact of the grant project.
5. If the grant is funded with **state** money, the library that receives an Interlibrary Cooperation Grant must give credit to the **Alaska State Library** in all publicity and advertising concerning the impact of the project. Please contact Alex Pock if you need an electronic version of the logo for the State Library.
6. Libraries that are awarded grants will receive a handout titled: *How to Acknowledge the Source of Your Grant Funds...Giving Credit Where Credit Is Due* in the grant award packet with the cover

letter and the grant agreement. This handout describes ways in which you can acknowledge the agency that is funding your grant project.

### **VIII. 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 are available from the State Library and are also available on the [State Library's Web page](#).

### **IX. 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 are due by September 1.

### **X. Questions about Your Interlibrary Cooperation Grant**

Please keep this instructional memorandum in your grant project file. If your application is selected for funding, this memorandum will provide basic information on how to manage the grant funds you received. If you need additional information, please email Tracy Swaim at [tracy.swaim@alaska.gov](mailto:tracy.swaim@alaska.gov) or call him at 907-465-1018.

Updates available at [the Alaska State Library's Grant page](#).

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