

# ALASKA PUBLIC LIBRARY ASSISTANCE GRANT APPLICATION FY\_\_

Use this form to apply for the Alaska Public Library Assistance Grant.  
Applications are available in January and must be submitted by April 1.  
Instructions are found in the Handy Guide found at [Alaska State Library Grants Web Page](#).

## A. Library

Library Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Fax Number (if available): \_\_\_\_\_

Library Type(s) (please check all that apply)

Public       School       Special       Academic       Museum       Archive

## B. Contact Information

### Director

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Financial or Second Contact

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

## C. Schedule

When will the library be open each day?

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

Saturday: \_\_\_\_\_

Sunday: \_\_\_\_\_

Total Hours Per Week: \_\_\_\_\_

Weeks Open Per Year: \_\_\_\_\_

If open fewer than 52 weeks, the weeks will your library be closed:

\_\_\_\_\_

## D. Budget

**Fair Value Rate for Volunteer Labor:** If your library is claiming volunteer labor as part of the local match, please note the number of volunteer hours you expect to accrue during FY2019 and the hourly rate claimed. You may only claim up to the total number of hours that the library is open for the entire year.

*Total Hours Per Week* multiplied by *Weeks Open Per Year* multiplied by **\$22** equals **the maximum volunteer value** that you can enter in 3. Volunteer Value.

### Financial Summary

Category	Subcategory	Local Funds	Grant Funds	Total Budget
<b>A. Personnel</b>	1. Wages			
	2. Benefits			
	3. Volunteer Value			
<b>B. Collection</b>	1. Books (print)			
	2. Subscriptions (print)			
	3. A/V			
	4. Digital Materials/Online Services			
	5. Initial \$500 Spent on ISP			
	6. Games, Toys, Software, Tools, Equipment, and other items for patron use			
<b>C. Other</b>	1. Building Operations			
	2. Furniture, Equipment, Computers & E-Readers			
	3. Travel			
	4. Supplies			
	5. Services (not ISP)			
	6. ISP Fees Paid Beyond the \$500 listed on Line b-5			
	7. All Other Unreported Expenditures			
<b>D. Total</b>	Totals			

Note: If Local Funds for Match column totals \$7,000 or more, you should request \$7,000 in Grant Funds Requested column.

## E. Basic Services

Every public library that receives the Alaska public library assistance grant is required by law to provide four basic library services. Please answer the following questions for each of these four required services, even if you do not plan to use grant funds for that service.

**Provide a collection of books and other materials for loan** – How will this your library collections be increased or improved? What activities will you undertake to achieve your objectives? Will staff receive training in this service area? How will you evaluate improvements to your library collections? Please be specific. \_\_\_\_\_

**Provide access to interlibrary loan (ILL) services** – How will ILL service be increased or improved? What activities will you undertake to achieve your objectives? Will staff receive training in this service area? Do you plan to use the 800# ILL and Reference Backup Service in Anchorage to provide ILLs to your patrons? (See box below.) How will you evaluate improvements to ILL services? Please be specific. \_\_\_\_\_

**Provide reference services** – How will reference services be increased or improved? What activities will you undertake to achieve your objectives? Will staff receive training in this service area? Do you plan to use the 800# ILL and Reference Backup Service in Anchorage to provide reference answers to your patrons? (See box below.) How will you evaluate improvements to reference services? Please be specific. \_\_\_\_\_

**Provide reading and/or educational programs for children** – How will children’s programs be increased or improved? What activities will you undertake to achieve your objectives? Will staff receive training in this service area? How will you evaluate improvements to children’s programming? For combined school public libraries, what programs are you planning for pre-school children? Please be specific. \_\_\_\_\_

*Did you know that the State Library gives the Anchorage Public Library a grant every year to provide you with interlibrary loan and reference backup services for your patrons? If you need help with ILL, call the helpful staff at 1-800-261-2838! (Please do NOT give this number to your patrons. Only library staff or library volunteers may use this number.)*

## F. What's the process?

Once you have completed this application please obtain the necessary signatures and return to the Alaska State Library by April 1.

We do not need the original document. Scans or copies are definitely OK!

**Scan/email** (preferred) application to [tracy.swaim@alaska.gov](mailto:tracy.swaim@alaska.gov)

OR

**Mail** application to Grants Administrator, Alaska State Library, PO Box 110571, Juneau, AK 99811

OR

**FAX** application to 907-465-2151

If your library meets the requirements for the PLAG, you will receive an email with your official award paperwork. As soon as the award paperwork is signed and returned to the Alaska State Library, your award funding will be processed.

## G. Additional Material

If you have branches, please fill out the **Branch Library or Bookmobile Addendum** and attach to the grant application.

If you are a New Library, please fill out the **New Library Addendum** attach to the grant application.

These forms are available at [Alaska State Library Grants Web Page](#).

## H. 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.

### For the Library:

Date: \_\_\_\_\_

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

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

### For the Legal Entity:

Date: \_\_\_\_\_

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

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

***Due by April 1!***

*Questions? Contact [Tracy Swaim](#) by email or phone, 907-465-1018*