

# **VERMONT PUBLIC LIBRARY FOUNDATION PUBLIC LIBRARY INCENTIVE GRANTS**

**Funded by  
THE FREEMAN FOUNDATION**

**Year 3**

## **GUIDELINES & APPLICATION**



***Application Window: December 1, 2003 – March 1, 2004***

**Vermont Public Library Foundation  
c/o State Librarian's Office  
State of Vermont Department of Libraries  
109 State Street  
Montpelier, Vermont 05609-0601**

# APPLICATION CHECKLIST

Use the following checklist to ensure that the application is complete.

- Complete Application
  - Cover Sheet
  - Library/Community Profile
  - Project Name/Summary
  - Project Narrative
  - Budget (and/or Special Project Data and Budgets for Renovation/Construction Projects, Appendix A)
  - Budget Notes
  - Outcomes/Measurement/Evaluation Plan
  
- Certification signed by Library Director, Library Board Chair, and (for municipal libraries) Appropriate Local Funding Authority
  - Combined Public/School (i.e. Community) libraries only. Also attach letter in support of the application/proposed project(s) from the School Board.*
  
- Required Attachments (if applicable)
  - Renovation/Construction Projects should submit 1 set of a preliminary or schematic design plan and/or floor plans for construction/renovation area
  - IRS Determination letter for libraries with 501(c)(3), tax-exempt status
  - Price quotes, estimates, bids, source of pricing
  
- Optional Attachment(s) (1 copy only)
  - Long-Range Plan
  - Technology Plan
  - Letters of Support
  - Photographs (showing current conditions to be improved)
  - Other documents in support of the application/project

## ORGANIZATION OF APPLICATION:

- Type on a single side of the page using 8½" by 11" paper
- No handwritten applications
- Label each section of the narrative
- Do not staple or bind
- Submit only 1 copy of any optional attachments
- Submit 3 copies of the application and required attachments (1 original with signatures and 2 single-sided copies)

**SUBMITTING THE APPLICATION:**

Submit or postmark application from **December 1, 2003** until and **NO LATER THAN March 1, 2004**. (Applications may be submitted before December 1, but review will not begin until after that date.)

Send to:

Vermont Public Library Foundation  
c/o State Librarian's Office  
State of Vermont Department of Libraries  
109 State Street  
Montpelier, VT 05609-0601

These Guidelines and Application are also available electronically at:  
[http://dol.state.vt.us/gopher\\_root5/libraries/vplf/vplf.html](http://dol.state.vt.us/gopher_root5/libraries/vplf/vplf.html)

For additional assistance or information not addressed here, contact Marianne Kotch, Director of Public Library Support Services at 802-828-2320, email: [marianne.kotch@dol.state.vt.us](mailto:marianne.kotch@dol.state.vt.us) or Sybil Brigham McShane at 802-828-3265, email: [sybil.mcshane@dol.state.vt.us](mailto:sybil.mcshane@dol.state.vt.us)

# Vermont Public Library Foundation

## Public Library Incentive Grants

# GUIDELINES

### I. OVERVIEW

The Vermont Public Library Foundation (VPLF) is a tax-exempt organization incorporated in the State of Vermont, and formed as authorized by 22 VSA §610. VPLF operates in support of Vermont's public libraries, seeking funding from private sources and making grants to public libraries in order to enhance public library service in Vermont. Vermont's State Librarian serves as President of the VPLF.

In October 2003, the VPLF announced a \$2 million, Year 3 award from the Freeman Foundation in support of the Department of Libraries' efforts to improve library effectiveness and community outreach throughout the state.

Incentive grants funded under this program will offer an opportunity for public libraries statewide to increase use and visibility, and to strengthen their future ability to obtain funds from various local sources.

Public libraries may apply for funds up to 12.5% of total operating income (from local, state, and federal sources)(see the definition of total operating income in VIII. Additional Information) with a minimum grant of \$1,000 and a maximum of \$50,000 in year 3 *or* for libraries that had an increase in local tax support between November, 1999 and November 2002, 15% of total operating income with a minimum grant of \$1,250 and a maximum of \$62,500.

### II. WHO MAY APPLY

**Public libraries** as defined in 22 VSA §101(B)--"established and maintained by a municipality or by a private association, corporation or group to provide basic library services free of charge to all residents of a municipality or a community and which receives its annual financial support in whole or in part from public funds"--are eligible to apply.

This includes:

**Municipal libraries.** Public libraries established by a town, city or incorporated village only (and not including school districts, incorporated school or fire districts or any other governmental incorporated units). 22 VSA §141 and following.

**Incorporated libraries.** Public libraries established by a private association, corporation or group and incorporated under the laws of Vermont. See 22 VSA §101-102.

**Combined libraries.** A combined school-public library that serves both functions, also called a community library.

### III. PROJECT INFORMATION

**Eligible Projects.** Funds may be used for but are not limited to projects that strengthen traditional library services including programming and library collections, additional staffing or hours, salaries and benefits. Funds may be also used for innovative projects including computers and technology, and other library services, such as outreach, special collections, etc. Funds can be used for other operating expenses associated with a project. Libraries are encouraged to design unique projects based on their needs and those of their communities.

Funds may be used to support renovations, improvements and compliance with the Americans with Disabilities Act.

Funds may be used for library expansion/additions, but any expansion/addition that increases square footage of the library by 25% or more will have to undergo a special review process.

Funds may not be used for construction of entirely new library buildings.

Funds may not be used for planning projects or feasibility studies.

Funds may not be used to replace current operating monies, for endowments, or for capital improvement funds.

Funds may not be used for landscaping.

Funds may not be used for indirect/overhead costs. These costs, if applicable, must be included as local matching funds.

**Project Duration and Funding Cycle.** Year 3 projects should be for 12 months.

Libraries' projects (except renovation and construction projects) will receive the Year 3 funding at the time of the grant award.

**All Year 3 projects including renovation/construction and automation must begin no later than June 30, 2004. No award payment will be made for renovation/construction projects until renovation/construction has begun and fundraising, if applicable, for the project is complete.**

Year 3 awards are contingent upon successful completion of Year 2 including submission of the required interim report. Libraries must be current on all required Department of Libraries reports including the Public Library Report Form and the 2003 Summer Reading Program Report Form (if applicable)

Libraries may submit a single application for multiple projects to run concurrently. Complete a single project summary, narrative, budget and budget notes fully describing each concurrent project. Also, submit a single, overall outcomes/measurement/evaluation plan that includes all the proposed projects.

**Grant Award Amounts.** Libraries are eligible for funding up to:

1) 12.5% of total operating income (from local, state, and federal sources) (minimum grant is \$1,000 with a maximum grant of \$50,000). Total operating income is as reported to the Department of Libraries in the 2002 Public Library Report Form in November, 2002 (see Appendix B); *or*

2) 15% of total operating income (from local, state, and federal sources) (minimum grant is \$1,250 with a maximum grant of \$62,500), *only if* libraries reported an increase in local tax support between the 1999 Public Library Report Form (as reported to the Department of Libraries in November, 1999) and the 2002 Public Library Report Form (as reported to the Department of Libraries in November, 2002)(see Appendix B).

#### **IV. MATCHING FUNDS**

Matching funds are not required for projects unless the cost of the proposed project exceeds the amount of grant funds. Libraries must demonstrate that sufficient funding exists or can be raised to complete the project as described in the grant application.

Indirect/Overhead costs, if applicable, must be included only as part of local matching funds.

#### **V. APPLICATION EVALUATION**

Project applications will be reviewed by the Board of the Vermont Public Library Foundation (VPLF), or a sub-committee appointed by the Board. In addition, library expansion/addition projects that increase square footage by more than 25% must undergo a special review by the Freeman Foundation.

Libraries are not competing with other libraries for funds, nor should the availability of this funding be viewed as an entitlement.

Project applications will be evaluated based on clarity and completeness of the information provided in each section. Special attention will be given to the library's outcome/measurement/evaluation plan and its plan for sustainability.

The VPLF may contact libraries with questions about their applications, and provide an opportunity for clarification or to include additional information and/or revise applications to improve projects.

#### **VI. APPLICATION REVIEW TIMELINE**

The Vermont Public Library Foundation review committee will make every effort to notify successful applicants in approximately 90 days (after receipt of a library's application). In some cases, if the committee has questions or additional information is required, a decision may take longer.

## VII. OUTCOMES/MEASUREMENT/EVALUATION PLAN

The Vermont Public Library Foundation and the Freeman Foundation hope to demonstrate that the projects funded by these incentive grants made a difference in their communities and to show that active, well-funded libraries are a key ingredient to the quality of life in Vermont cities and towns. Therefore, the Foundations require that each application demonstrate the benefits of the proposed project to its participants. Definitions, suggestions, and examples for designing a project's Outcomes/Measurement/Evaluation Plan follow.

**Outcomes.** Outcomes are benefits to the community at large or to program participants as a result of a project. Outcomes can represent new knowledge, increased skills, changed attitudes or values, or improved conditions. They are customer-based and focused. They answer the questions "why is this project important?" and "what difference will it make?"

**Indicators.** An indicator answers the question "how do we know that an outcome has been achieved?" It is the statistics or data gathered to prove your results. Each outcome must have at least one indicator. Indicators are usually "numbers or percentages." For example, the outcome "children learn to read" may be measured using the indicator "40 children (50%) of those participating improve their reading one grade level." You may find the most effective indicator is the result of a patron survey.

**Outputs.** Outputs are the direct products of the project activities. Outputs measure "how many" for the activities - "how many" classes, "how many" participants, "how many" hours of service, "how many" programs. Often, but not always, an output is an activity that has been quantified.

**Sources / Methods.** Where or from whom will you get the information needed to measure your outcomes? "How" will it be collected? Possible sources include the customer, family members, project staff, volunteer observers, other organizations, existing project records, etc. Possible methods include review of project records, questionnaire or survey, interview, rating by trained observer, etc.

**Note.** Though some of the examples below use "#" and "%" signs, you should use actual numbers and percentages based on previous years' statistics, or your best estimates of target activity.

**Reminder.** The purpose of the Outcomes/Measurement/Evaluation Plan is to demonstrate both quantitatively and qualitatively to the Freeman and Vermont Public Library Foundations, as well as other funding sources, that the grant monies made a difference. Therefore, measures should show the change in the target activity from the situation before the grant to after the funding was received and your program implemented.

***Sample Outcome/Measurement/Evaluation Plans***

Sample Project: Services to Older Adults

<b><u>Sample Outcomes:</u></b>	<b><u>Sample Indicators:</u></b>	<b><u>Sample Outputs:</u></b>	<b><u>Sample Sources/Methods:</u></b>
Older adults use information to enhance their lives	<p><i>[75%]</i> of older adults are able to find needed information</p> <p><i>[75]</i> older adults report information found at the library enhanced their lives</p>	<p><i>[100]</i> people served</p> <p><i>[12]</i> programs for older adults</p> <p><i>[5]</i> reference transactions to older adults/week</p>	<p>Surveys or observation</p> <p>Program attendance records</p>

Sample Project: Public Access Computers and Internet Services or Library Automation

<b><u>Sample Outcomes:</u></b>	<b><u>Sample Indicators:</u></b>	<b><u>Sample Outputs:</u></b>	<b><u>Sample Sources/Methods:</u></b>
Public uses technology to get information	<p><i>[75%]</i> increase in ability of public to find needed information</p> <p><i>[75]</i> participants accessed information previously unavailable to them</p>	<p><i>[100]</i> people used library computers</p> <p><i>[50]</i> used computers for first time</p>	<p>Observation, anecdotes, or post-test</p> <p>Sign-in sheets, logins, or electronic/manual counts</p> <p>Program attendance records</p>
Public learns to use technology	<i>[75%]</i> users report they learned to use	<p><i>[100]</i> people trained</p> <p><i>[10]</i> classes taught</p>	<p>Evaluation form or pre-and post-test</p> <p>Program attendance records</p>

Sample Project: Library Accessibility

<b><u>Sample Outcomes:</u></b>	<b><u>Sample Indicators:</u></b>	<b><u>Sample Outputs:</u></b>	<b><u>Sample Sources/Methods:</u></b>
People with disabilities and/or with mobility problems are able to come into the library, move freely, and use its resources	<p><i>[10]</i> people with disabilities and/or mobility problems are able to use the library for the first time</p> <p><i>[25]</i> people with strollers use the library ramp</p> <p><i>[10]</i> people per week use new library restroom</p>	<p><i>[30]</i> older adults and/or people with disabilities registered to use the library</p> <p><i>[100]</i> older adults and/or people with disabilities attended programs</p>	<p>Observation</p> <p>Statistics</p> <p>Program attendance records</p>

Sample Project: Early Childhood Literacy

<b><u>Sample Outcomes:</u></b>	<b><u>Sample Indicators:</u></b>	<b><u>Sample Outputs:</u></b>	<b><u>Sample Sources/Methods:</u></b>
Parents or caregivers read to their children	<p><i>[75%]</i> parents or caregivers report increase in time spent reading to children</p> <p><i>[75]</i> parents or caregivers read to children</p>	<p><i>[100]</i> people served</p> <p><i>[52]</i> contact hours</p> <p><i>[52]</i> programs</p> <p><i>[25]</i> parents or caregivers getting or using a new library card</p>	<p>Interview or log</p> <p>Statistics</p> <p>Program attendance records</p>

Sample Project: Building Expansion/Renovation

<b><u>Sample Outcomes:</u></b>	<b><u>Sample Indicators:</u></b>	<b><u>Sample Outputs:</u></b>	<b><u>Sample Sources/Methods:</u></b>
Library users will have enlarged, attractive space for: ? access to resources ? leisure reading ? study ? browsing ? programs ? public meetings	<i>[10%]</i> increase in library visits	<i>[10,000]</i> library visits; <i>[6]</i> per capita visits	Statistics
	<i>[10%]</i> increase in annual circulation	<i>[50,000]</i> annual circulation; <i>[10]</i> circulations per capita	Statistics
	<i>[25%]</i> increase in program attendance	<i>[1,000]</i> annual program attendance; <i>[2]</i> per capita	Statistics Program attendance records
	<i>[12]</i> different groups using library meeting room	<i>[30]</i> groups using meeting room	Program attendance records
	<i>[75%]</i> increase in browsers satisfied	browsers' fill rate	Browsers' materials availability survey Satisfaction survey
	<i>[15%]</i> increase in in-library use	annual in-library use and per capita	Sampling survey
	<i>[75%]</i> of users believe space is adequate and attractive		Survey

## VIII. ADDITIONAL INFORMATION

**Definition of "Total Operating Income."** The definition of "Total Operating Income" is derived from the definition used by the Federal-State Cooperative System for Public Library Data collected by U.S. Department of Education National Center for Education Statistics. Total operating income is income used for operating expenditures (the current and recurrent costs necessary to support the provision of library services). This includes operating income from local, federal, state, or other sources (such as funds received from interest on endowments and savings, fundraising, and other local sources). The definition does not include income for major capital expenditures, contributions to endowments, income passed through to another agency, or funds unspent in the previous fiscal year, nor does it include one-time grants such as the Vermont Public Library Foundation/Freeman Foundation Year 1 or Year 2 grants.

**Local Tax Support** is defined as local tax funds received during the fiscal year most recently completed prior to the reporting date of November, 2002. This may include funds from more than one municipality.

**Year 2 Interim Report and Reports due to the Department of Libraries.** An interim project report is due on or before the end of Year 2. This report describes the project and its activities to date. Acceptance of this the interim report by the VPLF is required before Year 3 grant funds can be released. In addition, libraries must be current on all reports due to the Department of Libraries, including the Public Library Report Form and the 2003 Summer Reading Program Report Form (if applicable)

**Use of Grant Funds.** Grant funds are intended for the approved project. The Library Director, Library Board Chair and the appropriate local funding authority in a community must certify that the grand funds will not replace previously budgeted items. Appropriate local funding authority may be the chair of the Select Board and/or the Town/City Manager (for municipal libraries) Town clerks or treasurers are NOT appropriate local funding authorities. Combined Public/School (i.e. Community) libraries should attach a letter in support of the application/proposed project(s) from the School Board.

**Special Project Data and Budgets for Renovation/Construction Projects.** Renovation and/or construction projects should complete the special project data and budget forms, Appendix A, and include the other, additional required attachments. Renovation/Construction Project information should include the total cost of the project, not just the parts to be funded by the VPLF grant.

**Library Automation Projects.** Library automation projects should incorporate the answers to the questions on the separate "Automation Checklist" into their application narrative. See: [http://dol.state.vt.us/gopher\\_root5/libraries/vplf/vplf.html](http://dol.state.vt.us/gopher_root5/libraries/vplf/vplf.html) for a copy.

**Notification and Receipt of Awards.** Applicants will receive notification of their award in approximately 90 days after receipt of application. In some cases, if it was necessary for the applicant to respond to questions or provide additional information, a decision may take longer. Year 3 awards will be made either by mail or at special public programs at various times and locations around the state. Year 3 awards for renovation/construction projects will be made when renovation/construction has begun fundraising is complete.

**Deadline for start of Year 3 projects.** All Year 3 projects should commence no later than June 30, 2004 including construction/renovation and automation projects. In addition, all fundraising for construction/renovation projects must be complete by June 30, 2004.



Vermont Public Library Foundation  
**Incentive Grant Application for Year 3**  
 Application Window: December 1, 2003 – March 1, 2004  
 Submit 3 copies (1 original w/signatures and 2 copies)

**COVER SHEET**

**1. LIBRARY INFORMATION**

Library Name:		
Address:		
City, State, Zip:		Library Federal Employer ID#:
Phone: 802-	Fax: 802-	E-Mail:

Library Director:		
Phone: 802-	E-mail:	
Grant Contact person ( <i>if different from Library Director</i> ):		
Title:	Phone: 802-	E-mail:

**2. Type of Public Library** (*check one*)(*see Guidelines*):

- Municipal**     
  **Incorporated**     
  **Combined Public/School (i.e. Community)**

**Meets "Minimum Standards for Vermont Public Libraries"** (*check one*):

- NO**     
  **YES**

**501(c)(3) Tax Exempt Status** (*check one*):

- NO**     
  **YES** (*if yes, attach copy of IRS Determination Letter*)

**3. Type of Application** (*check one*):

- Year 3 only**   
  **Years 2 & 3 combined**   
  **Year 3 & Year 2, partial**

**4. Amount(s) Requested** (*see Appendix B for maximum grant amounts*):

\$ \_\_\_\_\_ (Year 3)      \$ \_\_\_\_\_ (Year 2, if applicable)

## 5. Library/Community Profile:

Please attach a separate Library/Community Profile of 1-2 typed, single-spaced, one-sided pages. Include the following information:

- Library's mission
- Brief library history/background
- Geographic area(s)/population served (include demographic and economic information)

Some sources of information:

U.S. Census:

<http://www.census.gov/>

<http://factfinder.census.gov>

[http://dol.state.vt.us/www\\_root/census/2kh50.pdf](http://dol.state.vt.us/www_root/census/2kh50.pdf)

Vermont community-related statistics:

<http://crs.uvm.edu/databank.htm>

<http://crs.uvm.edu/schlprt/>

<http://www.ahs.state.vt.us/01compro/01CPexpl.htm>

<http://www.ahs.state.vt.us/00compro/00CPexpl.htm>

- Key library statistics such staff (size, hours worked, qualifications), collection size, circulation, registered patrons, hours open, program attendance
- Key programs or services
- Sources of operating income by percentage – local, state, federal, endowment, fundraising, other

## 6. Project Name:

**7. Project Summary** (*provide a one paragraph summary of the project. Briefly describe what you are going to do, why it needs to be done and who will benefit from the project*):

## 8. Project Narrative:

Please attach a separate Project Narrative of not more than 10 typed, single-spaced, one-sided pages. Address the following areas in your narrative. Please **be specific**. **Include statistics, documentation, examples, and other details as necessary:**

### A. Needs Statement

- Describe and document the need or problem to be addressed.
- What is currently being done (if anything) to address the problem or need?
- What current situation needs to be changed or improved?
- How long has this been a recognized need?
- Who will benefit from this project?
- What difference will the project make?

### B. Activities

- How will the proposed service be provided or delivered?
- Who will be involved in carrying out the project?
- Will partnerships or co-operation with other libraries or organizations be necessary?
- What methods, materials, facilities and staffing are required?
- Explain the local resources that will be used to assist with the project.

### C. Timeline

- Include a month-by-month timeline that details the activities described above, when the activities will take place, and who will be responsible for carrying out the activities.

### D. Awareness

- Describe plans to promote and publicize the project.
- Tell how the target audience will be informed about the project and benefits that they may receive.

### E. Sustainability/Continuation

- Describe what impact you think this project will have on your library beyond the grant period.
- Describe the plans to continue the project beyond the grant period.
- Identify possible sources of funding.

## 9. OUTCOMES/MEASUREMENT/EVALUATION PLAN

Please list 1-3 desired outcomes (along with associated indicators, outputs, etc.) for your project (use actual numbers and percentages based on previous years statistics, see Guidelines):

			<u>EVALUATION</u>
OUTCOMES	INDICATORS	OUTPUTS	SOURCES OF DATA/ METHODS OF MEASUREMENT

## 10. CERTIFICATION

**In making this application, we certify that:**

- This library is a public library as defined by 22 VSA §101(B) - "established and maintained by a municipality or by a private association, corporation or group to provide basic library services free of charge to all residents of a municipality or a community and which receives its annual financial support in whole or in part from public funds."
- The information provided in this application is complete and accurate to the best of our knowledge and represents the needs of this community.
- The grant funds received from the Vermont Public Library Foundation will be an incremental increase to other current and anticipated library funding and will not replace previously budgeted items.
- We understand that an interim and final report and evaluation are required and agree to submit these in a timely fashion.
- Good faith efforts will be made to sustain any ongoing project established by this grant.

### **SIGNATURES:**

#### **Library Director**

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

Name (*please print*): \_\_\_\_\_ Date: \_\_\_\_\_

#### **Chair, Library Board**

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

Name (*please print*): \_\_\_\_\_ Date: \_\_\_\_\_

**Appropriate Local Funding Authority** (*for municipal public libraries--Chair, Selectboard, Town or City Manager*)(*Town Clerk/Treasurer may NOT sign*).

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

Name (*please print*): \_\_\_\_\_ Date: \_\_\_\_\_

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

**Please note: Combined Public/School (i.e. Community) libraries should attach a letter in support of the application/proposed project(s) from the School Board.**

## 11. PROJECT BUDGET

(Round all amounts to nearest dollar. Add additional lines if needed to include all information in a section. Please type.)

BUDGET CATEGORY*	DESCRIPTION	Year 3 - AMOUNT REQUESTED	Year 2 - AMOUNT REQUESTED (if applicable)	MATCHING FUNDS (if applicable)
Library Materials	Books, non-print, software	\$	\$	\$
Equipment	Equipment valued over \$500	\$	\$	\$
Technology Equipment/Software	Computer and related equipment/software valued over \$500	\$	\$	\$
Contractual Services	Hiring an individual or business on contract	\$	\$	\$
Personnel	Salaries and benefits for additional library staff	\$	\$	\$
Supplies	Supplies/Equipment valued under \$500	\$	\$	\$
Equipment Rental, Repair, and Maintenance	Rental, repair, insurance and maintenance of equipment	\$	\$	\$
Telephone/ Telecommunications	Phone and data circuit installation and charges	\$	\$	\$
Other		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
<b>TOTAL</b>		\$	\$	\$

\*Please itemize/list information in applicable categories as necessary.

## 12. BUDGET NOTES

Please provide detailed/itemized information for all categories requested in Project Budget in the order listed in the Project Budget. Include breakdown of costs/expenditures in all categories, lists of equipment and other information as necessary. For items/services (exclusive of library materials) totaling \$500 or more, please attach copies of price quotes/estimates or bids and/or source of pricing information (such as catalog page, item number, etc.). Because libraries are public institutions, we recommend that you obtain at least two estimates for parts of projects totaling over \$500, especially contractual services (*attach additional pages as necessary*).

**APPENDIX A  
SPECIAL RENOVATION/CONSTRUCTION  
PROJECT DATA and BUDGETS**

**1A. PROJECT DATA:**

**A. Type of Project** (*check appropriate box(es)*):

**Renovate/Remodel existing library building for:**

- Space
- Americans with Disabilities Act compliance
- Fuel and Energy Conservation
- Other, please describe

**Construct Addition to existing building:**

- Increase total square footage >25% (special project evaluation required)
- Increase total square footage <25%

**B. Estimated Book, Seating Capacity and Hours of Service:**

	<u>Current</u>	<u>At Completion</u>
1. Volume Capacity	_____	_____
2. Seating Capacity		
a. public reading rooms	_____	_____
b. public meeting rooms	_____	_____
3. Hours of Services	_____	_____

**C. Square footage of space used for library purposes prior to project**

**Square footage of space to be used for library purposes upon project completion**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**D. Square footage costs** (*check one and fill in information requested*):

- Estimated cost for renovations/remodeling per square foot
- Estimated cost of construction per square foot

\_\_\_\_\_

\_\_\_\_\_

Local standard costs for similar renovations or construction

(Source of local costs information: \_\_\_\_\_ )

**E. Estimated Beginning Date of Project** (*no later than June 30, 2004*):

**Estimated Completion Date:**

\_\_\_\_\_

\_\_\_\_\_

**F. Submit one (1) set of a preliminary or schematic design plan and/or floor plans for construction/renovation area.**

## 2A. ESTIMATED PROJECT BUDGET FOR RENOVATION/CONSTRUCTION

(Round all amounts to nearest dollar. Add additional lines if needed to include all information in a section. Please type.)

BUDGET CATEGORY*	Year 3 - AMOUNT REQUESTED	Year 2 - AMOUNT REQUESTED (if applicable)	MATCHING FUNDS - on hand (if applicable)	MATCHING FUNDS - to be raised (if applicable)
Architect's/consultant's fees and related costs	\$	\$	\$	\$
General Construction costs (itemize)	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Equipment and Furniture	\$	\$	\$	\$
Other	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>TOTAL</b>	\$	\$	\$	\$

\*Budget should include total cost of project (not just the parts to be funded by the VPLF grant). Please provide detailed/itemized information for all categories requested in Budget Notes section.

### 3A. BUDGET NOTES

Please provide detailed/itemized information for all categories requested in Project Budget in the order listed in the Project Budget. Include the total project (not just the parts to be funded by the VPLF grant). Include breakdown of costs/expenditures in all categories, lists of equipment and other information as necessary. For items/services totaling \$500 include copies of price quotes/estimates or bids and/or source of pricing information . Because libraries are public institutions, we recommend that you obtain at least two estimates for parts of projects totaling over \$500 (*attach additional pages as necessary*).

## 4A. ESTIMATED LIBRARY OPERATING BUDGET PRE/POST RENOVATION/CONSTRUCTION

(Round all amounts to nearest dollar. Add additional lines if needed to include all information in a section. Please type.)

BUDGET CATEGORY*	Current Year – Operating Budget (Pre-renovation/construction)	Estimated Operating Budget (Post-renovation/construction)	Proposed Funding Sources & Amounts (Local tax/\$, endowment income/\$, fundraising/\$, etc.)
Library Materials (Books, periodicals, non-print, etc.)	\$	\$	
Salaries and Benefits	\$	\$	
Technology Equipment/Software	\$	\$	
Other Equipment	\$	\$	
Insurance, Repairs, and Maintenance	\$	\$	
Other Operating Expenditures (utilities, supplies, etc.) (itemize)	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
<b>TOTAL</b>	\$	\$	\$

\*Please any additional information necessary on a separate sheet.