2015-16 TECHNOLOGY PROJECT PROPOSAL
(See Instruction Sheet last page.)

Project proposals must be faxed (585-223-7712), scanned (rrlc@rrlc.org) or mailed (390 Packett's Landing, Fairport, NY 14450) so that it is received by 4:00 PM June 30, 2015.

Section 1:

Library:

Contact Person:

Telephone Number:

Email Address:

Project Title:

One Sentence Project Description:

Section 2:

Are you submitting more than one application? ☐ Yes ☐ No

If yes, indicate your priority for this project (1,2, etc.) ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Is this a cooperative project with other libraries or systems? ☐ Yes ☐ No

List additional libraries here:
    Library 2:
        Contact Person:
    Library 3:
        Contact Person:

Section 3: **Acceptance of partial grant**

☐ Will **not** accept a partial grant

☐ Will accept a partial grant.

If you accept a partial grant, how will this affect the project?

Section 4: **Funding Summary**

Grant Funds requested: $

Applicant's Share of Costs,

Including in-kind estimates: $ _____

    Total Cost of Project: $

Section 5:   Detailed Budget

Personnel
      Description:

Grant Funds:	$
Applicant's Share of Cost/in-kind:	$

Contractor or vendor services
      Description:

Grant Funds:	$
Applicant's Share of Cost/in-kind:	$

Hardware, Software, Telecommunications
      Description:

Grant Funds:	$
Applicant's Share of Cost/in-kind	$

Continuing Education
      Description:

Grant Funds:	$
Applicant's Share of Cost/in-kind	$

Supplies & Materials
      Description:

Grant Funds:	$
Applicant's Share of Cost/in-kind	$

Other
      Description:

Grant Funds:	$
Applicant's Share of Cost/in-kind	$

Section 6:   Budget Narrative

Explain how the grant funds and other funds will be used. (For example, if personnel are included, how many hours will be worked and what will be done; for continuing education, a description of the course and cost, etc.)

Section 7:   Project Goals, Objectives, Activities, Resources, and Timeframe

Explain the overall goal of your project and what you expect to accomplish. List specific objectives, activities to be undertaken to achieve these objectives, the resources needed, and the timeframe. Also explain how your project relates to the RRLC 2011-16 Plan of Service.

Section 8:   Project Evaluation Plan

How will you know the project is successful?

Section 9:   Project Continuation

How will the project be continued after grant funding ends?

Section 10:   Assurances

In submitting the 2015 Technology Project application, RRLC is obligated to make a series of assurances to the Division of Library Development regarding proposals submitted for approval. In signing this grant proposal, you will be giving RRLC, as agent of the State Library, the same assurances:

1. *Bibliographic data, serials records, and serials holdings statements shall be created and maintained in a form which, in the determination of the Commissioner, assures regional and intersystem compatibility.*
2. *Communications disciplines shall be compatible with such disciplines used by the New York State Library, and shall be approved by the Commissioner.*
3. *Bibliographic records converted through the use of these funds shall be made available, for the purpose of resource sharing, to the State Library without charge other than the cost of duplicating such records.*

The applicant will make such reports of expenditures by categories and such other reports as RRLC may from time to time require.

The applicant has fully complied with the Education Law and Commissioner's Regulation Section 90.19 pursuant to Sections 207 and 273 of the Education Law, relative to grants for regional bibliographic databases and interlibrary resources sharing.

_____   _____
Signature of Library or System Director   Date

_____ (Type or Print Name)

PROPOSAL INSTRUCTIONS

SECTION 1	Complete all information. All applicants must be dues paying members of RRLC. A list of member libraries can be found here. *NOTE: Individual school and public libraries, while not direct members of RRLC, may work through their School Library or Public Library System to submit an application*.
SECTION 2	You may submit more than one application, but please indicate the priority of each. If this is a cooperative project with another library, organization, or library system, please indicate contact information for each.
SECTION 3	Acceptance of partial grant. Indicate whether you will accept a partial grant, and if so, how that will affect the project.
SECTION 4	Funding summary. Provide a summary here of the project budget. Include the amount of the grant request as well as the total "in-kind" contributions (i.e. "Applicant's share of the cost"). In-kind can be actual dollars used for the project from another source or items such as the value of staff time devoted to the project. *NOTE: In-kind contributions are NOT required, but are considered a"plus" by the Selection Jury.*
SECTION 5	Detailed Budget. Provide details of how grant funding will be expended and what the dollar value of any in-kind contribution is. Grant funds cannot be used for permanent staff, travel costs, conference fees, or food. Adding hours to part time staff or hiring of consultants is permitted.
SECTION 6	Budget Narrative. Explain in narrative form in sufficient detail for a reader to clearly understand how the funding for this project will be used. For example, if staff is being hired, detail the number of hours worked and the rate of pay. If products are purchased, offer information on the cost of the product and a vendor quote if appropriate.
SECTION 7	Project Goals, Objectives, Activities, Resources and Timeframe. What is the intended purpose of the project or the expected outcome? Explain project in enough detail so that readers would clearly understand what will be done and how.
SECTION 8	Project Evaluation. Explain how the project will be evaluated.
SECTION 9	Project Continuation. Explain how the service, program or product will continue after grant funding ends.
SECTION 10	Assurances. Provide signatures of the library or library system director. Since applications are emailed, a scan of the signature is acceptable or a separate paper note can be sent to RRLC, 390 Packett's Landing, Fairport NY 14450.