

LIBRARY COOPERATIVE GRANTS

The State of Florida's priority for use of Library Cooperative grant and local matching funds is for the continual maintenance of the statewide database of library materials. Maintenance of this database involves bibliographic enhancement and related training for all Florida Library Information Network member libraries within each multitype library cooperative's geographic service area. Eligible multitype library cooperative organizations may apply for an annual grant of up to \$400,000.

HOW IS THE PROGRAM FUNDED?

The Florida Legislature determines the amount appropriated annually for the program. In Fiscal Year 2010-2011 \$1,200,000 was appropriated. In 2011-2012 \$1,000,000 was appropriated. If the appropriation by the Legislature for the multitype library cooperative grants is less than the amount requested, the amount will be prorated among the approved applicants in compliance with Section 257.21, *Florida Statutes*.

WHO IS ELIGIBLE?

Multitype library cooperatives are eligible to apply for grants under this program. A multitype library cooperative means a not-for-profit corporation qualified or registered pursuant to Chapter 617, *Florida Statutes*, and in good standing, consisting of two or more libraries under separate governance and of more than one type, including any combination of academic, school, special, state institution, and public libraries as required by Section 257.41(1), *Florida Statutes*.

HOW IS THE PROGRAM ADMINISTERED?

The Library Cooperative grant program is administered by the Florida Department of State, Division of Library and Information Services, Office of Community Development. The program is authorized under Sections 257.40-257.42, *Florida Statutes*. Rules for administration of the program are outlined in Section 1B-2.011, *Florida Administrative Code*, and in the *Library Cooperative Grants Guidelines and Application*.

HOW DOES THE APPLICATION PROCESS WORK?

Announcements about application availability are made through the *Florida Administrative Weekly*, and through announcements sent to multitype library cooperatives. Application forms may be requested from the Grants Office, or they may be obtained from the Division's Web site:

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<http://info.florida.gov/bld/grants/forms/Cooperativeforms.html>

Completed applications are due to the Division by April 15.

Applications are reviewed by Division staff for eligibility and completion. A 30-day correction period is provided for applicants to correct deficiencies after staff have reviewed the applications.

ARE THERE MATCHING REQUIREMENTS?

A 10 percent cash match is required for Library Cooperative grants. If a library cooperative will not have sufficient funds from local sources to meet the requirement, the grant will be reduced to a level that will enable the cooperative to meet the match requirement.

HOW MAY I USE LIBRARY COOPERATIVE GRANT FUNDS?

Library cooperatives are generally required to spend at least 50 percent of the grant and local matching funds on bibliographic enhancement activities and related training within each grant period. If the Florida Library Information Network Assessment in the application and grant reports demonstrate that all Florida Library Information Network member libraries in the cooperative's geographic service area have had or will have the opportunity to update all of their records at least once per year, the bibliographic enhancement requirement will be met.

The remaining 50 percent of the grant and matching funds may either be used to provide services to all Florida Library Information Network member libraries for additional bibliographic enhancement activities, or for other resource sharing activities as identified in the cooperative's long-range plan and annual plan of service. Examples of other resource sharing activities include digitization and related training, and implementation of technologies related to resource sharing.

Either at the time of application or during the grant period, if the cooperative demonstrates that the bibliographic enhancement requirement will be met during the grant period by spending less than 50 percent of the grant and matching funds on bibliographic enhancement, with the approval of the Division, the cooperative may spend the entire remainder of the grant funds for other resource sharing activities.

All grant and local matching funds must be spent on bibliographic enhancement activities and for other resource sharing activities as identified in the cooperative's long-range plan and Annual Plan of Service, such as loading records, training, consultation, facilitation, technology and operational costs. All grant and local matching funded products and services shall be offered at no cost to Florida Library Information Network member libraries in each cooperative's geographic service area.

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WHAT ARE THE REPORTING REQUIREMENTS?

A grant recipient must submit a mid-year report on the status of grant accomplishments and expenditures, due on April 1 of the grant year; an annual report including information that shows progress toward meeting the Library Cooperative grant program priority, service outcomes, and budget, due December 1 following the close of the grant year; and a financial audit within six months of the close of its fiscal year. The audit shall be carried out in accordance with the requirements of Section 215.97, *Florida Statutes*; Rule 10.620, *Rules of the Auditor General*; and generally accepted government auditing standards.

I STILL HAVE QUESTIONS AND NEED TO KNOW MORE.

Contact the Office of Community Development's Grants Office.

Phone: 850.245.6631
Fax: 850.245.6643
Email: grantsoffice@dos.state.fl.us
Address: Grants Office
Division of Library and Information Services
R.A. Gray Building
500 S. Bronough Street
Tallahassee, Florida 32399-0250