

COMMUNITY LIBRARIES IN CARING PROGRAM

APPLICATION

Application Deadline

~~August 15, 2008-xx-xx-xxxx~~

**Florida Department of State
Division of Library and Information Services
R.A. Gray Building, Tallahassee, Florida 32399-0250
~~Kurt S. Browning, Secretary of State~~**

Community Libraries in Caring Program Application

LIBRARY / ORGANIZATION NAME _____

MAILING ADDRESS _____

LIBRARY PHONE # _____ FAX # _____

PROJECT CONTACT PERSON _____

CONTACT PHONE # AND EMAIL ADDRESS _____

LIBRARY/ORGANIZATION FEID # _____

PROJECT NAME _____

GRANT FUNDS REQUESTED \$ _____

ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT _____

NARRATIVE

Attach a narrative covering each of the following areas. The narrative should not exceed five pages.

Need. Describe why the project is needed from the perspective of current or potential library users. Describe the number and characteristics of constituents to be served. Include relevant library and demographic statistical data and/or statements from knowledgeable people or authorities to support the need.

Action Plan. Provide a description and timeline of all activities to be undertaken during the project. Include information about the type and number of programs and services to be provided. Identify the formats and areas of the materials collection to be developed. Describe how the project will be publicized and promoted.

Local Support. Describe each partner and their specific roles and responsibilities. Describe how project activities will continue after grant funding ends.

Evaluation. Provide a brief description of how the success and impact of the project will be evaluated.

Typed Name and Signature of Library / Organization Director

Date

Library Name _____
 Project Name _____

BUDGET

Round all amounts to the nearest dollar. Provide an explanation of proposed grant and local expenditures where requested. Add additional lines or pages if needed.

	<u>CLIC</u> <u>GRANT</u>	<u>LOCAL</u> <u>SUPPORT</u>
SALARIES & BENEFITS (Explain the role and responsibilities of each position. Show benefits separately from salaries.)		
Position Title	<u>F.T.E.</u>	
_____	\$ _____	\$ _____
_____	_____	_____
_____	_____	_____
TOTAL SALARIES.....	\$ _____	\$ _____
CONTRACTUAL SERVICES (List each vendor and explain services.)		
_____	\$ _____	\$ _____
_____	_____	_____
TOTAL CONTRACTUAL SERVICES	\$ _____	_____
LIBRARY MATERIALS (Include format and numbers of materials to be purchased.)		
_____	\$ _____	\$ _____
_____	_____	_____
TOTAL LIBRARY MATERIALS	\$ _____	\$ _____
SUPPLIES (List items and quantities.)		
_____	\$ _____	\$ _____
_____	_____	\$ _____
TOTAL SUPPLIES.....	\$ _____	\$ _____
TRAVEL (Explain expenditures. Travel must comply with s. 112.061, Florida Statutes.)		
_____	\$ _____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
TOTAL TRAVEL	\$ _____	\$ _____
EQUIPMENT & FURNITURE (Items with a useful life of at least one year and a unit cost of \$1,000 or more. Explain how equipment will be used in the project.)		
_____	\$ _____	\$ _____
_____	_____	_____
TOTAL EQUIPMENT.....	\$ _____	\$ _____
OTHER (Specify and explain expenditures.)		
_____	\$ _____	\$ _____
_____	_____	_____
TOTAL OTHER.....	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____

Community Libraries in Caring Program

The Community Libraries in Caring Program is state-funded and administered by the Department of State, Division of Library and Information Services. The purpose of the program is to assist small, rural public libraries to improve library collections and services, improve adult and family literacy, and develop the economic viability in targeted counties and communities.

Applicants may apply for a grant of \$3,000 to \$10,000 per county or community. No local match is required. However, the library is encouraged to demonstrate local or other support for its services. This may include monetary contributions, in-kind contributions or other forms of assistance. It is the intent of the program to spread the funding across as many eligible counties and communities as possible.

ELIGIBILITY

Public libraries in counties and communities with rural status, as defined in s. 288.0656(2) (b) *Florida Statutes* and subject to the provisions of s. 288.06561 *Florida Statutes*, are eligible to participate in this program. ~~The counties and communities are listed below.~~ The list of eligible counties and communities can be found on Florida's Office of Tourism, Trade and Economic Development, Rural Economic Development Initiative web page at florida-redi.com/Pages/Rural_Designation.aspx.

To receive a grant, the library's service program must be headed and administered by a librarian who has completed a library education program accredited by the American Library Association.

A multicounty library cooperative may submit an application for each of its eligible county libraries. Such applications must be submitted by the administrative headquarters on behalf of the specific county or community.

Counties

Baker
Bradford
Calhoun
Columbia
DeSoto
Dixie
Flagler
Franklin
Gadsden
Gilchrist
Glades
Gulf
Hamilton
Hardee
Hendry
Highlands

Holmes
Jackson
Jefferson
Lafayette
Levy
Liberty
Madison
Nassau
Okeechobee
Putnam
Suwannee
Taylor
Union
Wakulla
Walton
Washington

Communities

Archer
Belle Glade
Century
Freeport
Immokalee
Jay
Pahokee
Polk City
South Bay
Zephyrhills

APPLICATION SUBMISSION AND DEADLINE

Submit or postmark application by ~~August 15, 2008 xx-xx-xxxx~~.

Clearly label each section; type on a single side of the page using 8½" by 11" paper; staple in the upper left corner; do not use binders, folders or notebooks.

Submit four sets (one original plus three copies) of the application to:

Grants Office, Division of Library and Information Services, R.A. Gray Building, 2nd Floor North
500 S. Bronough Street, Tallahassee, Florida 32399-0250

Guidelines and forms are available electronically at: info.florida.gov/bld/grants/CLIC/CLIC.html and can be made available in alternative formats.

For additional assistance or information, contact: Grants Office at ~~(850) 245-6620~~ 850.245.6631; ~~SUNCOM 205-6620~~; fax ~~(850) 245-6643~~ 850.245.6643; or email ~~mdeaney@dos.state.fl.us~~ grantsoffice@dos.state.fl.us.

APPLICATION EVALUATION AND FUNDING DECISIONS

Applications must address one or more of the following program purposes: (1) strengthening collections; (2) strengthening library services; (3) improving literacy; or (4) improving economic viability in the community.

Applications will be evaluated and scored based on the following factors:

- Extent to which the project activities are based on the needs identified and whether activities are appropriate to address the expressed need. 25 points
- Application addresses one or more of the program purposes. 10 points
- Appropriateness and the extent to which the application addresses application requirements in the Needs, Action Plan, and Local Support. 25 points
- Extent to which the budget is relevant to the project and supports the Action Plan. 15 points
- Extent to which the evaluation plan measures the impact of the project in the targeted area. 25 points

Funding decisions are accomplished in the following manner:

Grants Office Review. Upon receipt by the Division, Grants Office staff review applications for eligibility and completeness.

Staff Review and Assessment. Division staff review and assign point values to application components.

Projects will be ranked based upon scores assigned during the staff review. If an applicant submits multiple applications, one application will be placed in the higher ranked position and the other application(s) from the same applicant shall be placed at the bottom of the rankings. If two or more applications from the same applicant receive the same score, the applicant will be asked to rank the application. For those application(s) placed at the bottom of the rankings, the application with the higher point total will be ranked before those with a lower point total.

Secretary of State Review and Approval. The top scoring applications are reviewed and approved by the ~~State Librarian~~ Director of the Division of Library and Information Services, who will then forward the recommended projects to the Secretary of State for final approval. The Secretary of State has the final authority to approve or deny all grant applications and to award grants. Such approval or denial is the final agency action for purposes of requesting a hearing under the Administrative Procedure Act, Chapter 120, *Florida Statutes*.

Upon completion of the application review process, applicants are notified whether or not their applications were approved for funding. Results of the evaluation of grant applications are available upon request.

GRANT ADMINISTRATION

Project Period. Project activities and expenditures may begin only after an agreement has been signed by the grant recipient's governing body and the Department of State. A library may not obligate grant funds before this time.

Grant Agreement. The grant agreement will be sent to the library along with the grant award notification. The grant agreement, incorporated herein by reference (Form DLIS/CLIC03) is available free of charge from the Director, Division of Library and Information Services, R. A. Gray Building, Tallahassee, FL 32399-0250. The agreement must be signed by both the grant recipient's governing body and the Department of State before any grant funds can be obligated or expended.

Project Evaluation. If a project is funded, the library will receive assistance from the Division to develop a complete plan for evaluation of the project's impact and success.

Project Revision. If changes are needed in the project's scope of activities, equipment to be purchased, key personnel or expenditures (over 10 percent cumulative), prior approval must be obtained from the Grants Office before the changes are implemented. Approval will be granted for project revisions that are consistent with the intent of the approved project.

Use of Grant Funds: Grant funds may not be used for the following:

- Indirect/overhead or administrative costs. This is an effort to ensure that grant funds are used to support services and not to pay administrative overhead costs. In this way, grant-funded projects achieve a greater direct benefit for the people served.
- Construction. Funds may not be used to construct library facilities. However, they may be used to retrofit a building to accommodate technologies (e.g., wiring) or ADA accessibility.
- Food. Funds may not be used to purchase food.

Annual Report. An annual report of project expenditures, activities and evaluation is **due 30 days after the end of the project**. This report provides accomplishments; an evaluation of the impact of the project; and a financial accounting of expenditures. The Annual Report form (Form DLIS/CLIC02) is incorporated herein by reference and is available free of charge from the ~~Director, State Librarian~~, Division of Library and Information Services, R.A. Gray Building, Tallahassee, FL 32399-0250.

Audit. An audit that is in compliance with requirements of s. 215.97, *Florida Statutes*, must be submitted following the end of the grant period.

Noncompliance status. If the grant recipient is in noncompliance with any term(s) of the grant agreement or any other grant agreement with the Division of Library and Information Services, the Division of Historical Resources or the Division of Cultural Affairs, the Division may withhold grant payments until the organization and/or governing body comes into compliance. Violation of a grant program requirement, including but not limited to failure to submit grant reports and other grant documents; submission of incomplete grant reports or other grant documents; or violation of other contractual requirements; shall constitute a basis for the Division to place the recipient and/or its governing body in noncompliance status with the Department of State.

COMMUNITY LIBRARIES IN CARING PROGRAM ANNUAL REPORT

For Fiscal Year ~~2008-2009~~ xxxx-xxxx Projects

Library/Organization _____

Address _____ City _____ Zip _____

Phone (_____) _____ SUNCOM _____

Project Name _____

Project Number _____

Grant Award \$ _____

Number of Persons Served by the Project _____

EXPENDITURES. Use the Expenditures form to provide grant and matching expenditures detailed by category and source of funds.

PROJECT NARRATIVE. The narrative report should include:

- A detailed description of project activities undertaken including programs, special events, public relations efforts, staff employed for the project, etc.
- Specific statistics, counts or other information that will indicate if the project was successful.
- Anecdotes or client stories that demonstrate the success of the project, showing benefit and change for the target population.
- Plans for support of the project after grant funds end.
- A description of any active collaboration between the library and partners.

I certify that all of the information contained herein is correct to the best of my knowledge.

Signature of Library Director

Date

Typed Name of Library Director

Signature of Fiscal Officer

Date

Typed Name of Fiscal Officer

Library/Organization _____
 Project I.D. Number _____
 Grant Award \$ _____

EXPENDITURES

		<u>CLIC GRANT</u>	<u>LOCAL SUPPORT</u>
SALARIES & BENEFITS (Position Title)	F.T.E.		
_____	_____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL SALARIES		\$ _____	\$ _____
CONTRACTUAL SERVICES (List each vendor.)			
_____		\$ _____	\$ _____
_____		_____	_____
TOTAL CONTRACTUAL SERVICES		\$ _____	\$ _____
LIBRARY MATERIALS			
_____		\$ _____	\$ _____
_____		_____	_____
TOTAL LIBRARY MATERIALS.....		\$ _____	\$ _____
SUPPLIES			
_____		\$ _____	\$ _____
_____		_____	_____
TOTAL SUPPLIES		\$ _____	\$ _____
		TRAVEL	\$ _____
		\$ _____	
EQUIPMENT (Equipment and furniture with a useful life of at least one year and a unit cost of \$1,000 or more.)			
_____		\$ _____	\$ _____
_____		_____	_____
_____		_____	\$ _____
TOTAL EQUIPMENT		\$ _____	\$ _____
OTHER (Specify.)			
_____		\$ _____	\$ _____
_____		_____	_____
_____		_____	_____
TOTAL OTHER		\$ _____	\$ _____
TOTAL		\$ _____	\$ _____
TOTAL INTEREST EARNED DURING THE PROJECT \$ _____			

INSTRUCTIONS FOR COMPLETING THE COMMUNITY LIBRARIES IN CARING PROGRAM ANNUAL REPORT

The following instructions are provided for assistance in the completion of the annual report for Community Libraries in Caring Program grant projects.

SIGNATURES. Obtain original signatures of the library director and fiscal officer. Type their names below the signatures.

EXPENDITURES. Provide grant expenditure detail by category and source of funds.

In reporting expenditures, please remember:

- *Salaries and Benefits.* List each position, the amount of time worked in F.T.E., and the gross salaries and benefits for each full and part-time employee paid by grant funds.
- *Contractual Services.* List expenditures for services performed by outside agencies, persons or firms. Examples would be honoraria for speakers or consultant fees.
- *Library Materials.* Library materials are defined as: books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microforms, pictorial works, graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, processed video and magnetic tapes, computer software and materials designed specifically for the handicapped.
- *Equipment.* Report the total expended for equipment which had a per unit acquisition cost of more than \$1,000 and a useful life of more than one year. Equipment includes items such as desks, chairs, computers, audio-visual equipment and other non-expendable items.
- Small equipment costing less than \$1,000 should be included under "Other."
- *Other Expenses.* This category includes expenditures not covered in the other categories, e.g., expenditures for printing, postage and small items of equipment costing less than \$1,000.

Total Interest Earned. Report the total amount of interest earned during the entire project. Submit any interest earnings that have not already been submitted to the Division along with the annual report. Make checks payable to the Florida Department of State.

PROJECT NARRATIVE. Number each page and include the library or organization's name and the Project I.D. Number in the upper right corner of the page.

Send one copy of any printed, digital or other type of publication produced as a part of the project such as brochures, book lists, manuals, pamphlets, videotapes, etc.

Send the report to:

Grants Office
Division of Library and Information Services
R. A. Gray Building
500 S. Bronough St.
Tallahassee, Florida 32399-0250

CHAPTER 257 *Florida Statutes*

PUBLIC LIBRARIES AND STATE ARCHIVES

257.14 Division of Library and Information Services; rules.

257.15 Division of Library and Information Services; standards.

257.193 Community Libraries in Caring Program.

257.14 Division of Library and Information Services; rules.--The Division of Library and Information Services has authority to adopt rules pursuant to ss. 120.536(1) and 120.54 to implement the provisions of this chapter.

History.--s. 2, ch. 61-402; s. 4, ch. 63-39; ss. 10, 35, ch. 69-106; s. 21, ch. 69-353; s. 3, ch. 83-24; s. 19, ch. 86-163; s. 46, ch. 98-200.

257.15 Division of Library and Information Services; standards.--The Division of Library and Information Services shall establish reasonable and pertinent operating standards under which libraries will be eligible to receive state moneys.

History.--s. 3, ch. 61-402; s. 4, ch. 63-39; ss. 10, 35, ch. 69-106; s. 21, ch. 69-353; s. 2, ch. 72-353; s. 3, ch. 83-24; s. 20, ch. 86-163.

257.193 Community Libraries in Caring Program.--

- (1) There is created within the Department of State a Community Libraries in Caring Program.
- (2) The purpose of the Community Libraries in Caring Program is to assist libraries in rural communities, as defined in s. 288.0656(2)(b) and subject to the provisions of s. 288.06561, to strengthen their collections and services, improve literacy in their communities, and improve the economic viability of their communities.
- (3) A library under this program is encouraged to demonstrate local or other support for its services, including monetary contributions, in-kind contributions, or other forms of assistance.
- (4) Subject to legislative appropriation, the Division of Library and Information Services within the Department of State shall administer the program, which shall facilitate the exchange of ideas and services between libraries in rural communities and communities in other parts of the state.
- (5) The Department of State may adopt rules to administer this section.

History.--s. 1, ch. 2003-275.

Florida Administrative Code

1B-2.011 Library Grant Programs.

[Replace with updated text]