



Public Library Innovation Grants

2008 Application

Review the 2008 Application Guidelines & Resources before completing your application. If you do not have the Guidelines, they can be found at www.icma.org/publiclibrarygrants. You must submit this form. You may add space as necessary to complete the questions. Your application package should include this application form, the budget spreadsheet and attachments (if applicable).

Jurisdiction (City/County/Other)

Library Organization

Project Contact Person

Mailing Address

Zip Code

Phone

Email (Primary Contact)

Chief Administrative Officer/Manager

Email (Administrator)

Project Name

Tax ID (If applicable)

Describe your proposed project in 3–5 sentences.

Total amount of Grant funds requested for this project (up to \$60,000): _____

ORGANIZATIONAL INFORMATION

1. **Jurisdiction Population:** _____
2. **Population served by public library system:** _____
3. **Library Budget:** What is your library's annual budget? Please check one.
 Under \$100K \$100K–\$300K Over \$300K
4. **Library Funding:** How is your community's library funded? _____

COMMUNITY OBJECTIVE

5. **Community Description:** Give a brief description of your community and your local library.

6. **Community Need:** Include information about a specific community need that will be addressed by this project.

LEADERSHIP AND COMMITMENT

7. **Leadership:** Describe the project team and clearly state what new partnerships or alignments will be formed between the library and the local government/local government departments.

8. **Commitment:** Below please indicate which two members of the team will participate in all three ICMA Public Library Innovation Grantee Meetings. Attendance is required for all three meetings. ICMA will reimburse travel expenses for two members of each team to participate. By signing below, the following commit to participating in the project and attending all grantee meetings. (Please see the Grant timeline in the Application Guidelines for schedule of grantee meetings.)

| | | |
|-----------|-------|-------------------------|
| Name | Title | Organization/Department |
| Signature | | |
| Name | Title | Organization/Department |
| Signature | | |

PROJECT INFORMATION

9. **Type of Project:** Please check one. This project is a(n): New project Expansion of an existing project

10. **Project Narrative:** Please address the following in your project narrative. (Narrative can be completed in a separate document and attached)

- A. Project Goals: List 3 to 5 goals for your project.
- B. Project Description: Give a full description of your project.
- C. Technology: Describe technology that will be used within the project and clearly explain how this will help support project goals.
- D. Promotion and Recruitment: What steps will you take to ensure participation and promote your project?

14. **Project Timeline/Milestones:**

- A. List in chronological order specific action steps you will take to complete this project. You may add rows on a separate sheet if necessary.
- B. Next to each step, identify who will be responsible for carrying out the step or activity.
- C. Estimate the date the step will be completed (month and year). Dates should start no earlier than March 2008 and end no later than August 2010.

| | | |
|--------------|-----------------------------|--------------|
| a. Action #1 | b. Responsible Person/Group | c. Date Done |
| a. Action #2 | b. Responsible Person/Group | c. Date Done |
| a. Action #3 | b. Responsible Person/Group | c. Date Done |

a. Action #4

b. Responsible Person/Group

c. Date Done

a. Action #5

b. Responsible Person/Group

c. Date Done

a. Action #6

b. Responsible Person/Group

c. Date Done

15. **Project Budget:** Review Appendices B, C, and D in the Application Guidelines & Resources.

A. **Budget Spreadsheet**

Please complete a Project Budget Spreadsheet and include with your application. The budget template is available at www.icma.org/publiclibrarygrants. Be sure to note the rate and number of hours used in your personnel calculations.

B. **Budget Narrative**

It is very important that your budget be clear to the review committee. Briefly describe each budget item here.

EVALUATION

16. **Evaluation:** What is your evaluation plan? How will you evaluate the impact that your project has on the community? What information will you gather to track this? Describe measures of success for both outputs and outcomes. (Output measures are quantitative and include statistics such as number of youth attending program, books circulated, number of programs held, etc. Outcomes are related to the question of whether or not your effort made a difference and if so, what that difference was. Outcome measures might include changes in attitude or behavior, documentation of knowledge acquired, etc.) Note: Evaluation plans will be finalized with ICMA after grants are awarded.

SUSTAINABILITY

17. **Community Benefit:** Describe what will be left in place as a result of your project? (technology, programs, organizational capacity, community capacity)

18. **Leveraging Grant Money:** Explain how you will leverage grant to make the project sustainable after the grant period. (In-kind donations, private investment, community commitments, or other funding sources)

19. **Attachments:** Please include a list of your attachments here.

APPLICATION SUBMISSION

Application package should include the application form, project narrative, the budget spreadsheet, and attachments, as applicable.

Submit your application via email or in hard copy format. We request that you please email as much of your application as possible.

Deliver to:

Molly Donelan, ICMA Public Library Innovation Grants Manager

ICMA

777 North Capitol St, NE

Suite 500

Washington, DC 20002

(202) 962-3645

publiclibrarygrants@icma.org

The application package must be received by 5:00 p.m. EST on Friday, January 9, 2009.

All applications must be easy to photocopy. Do not staple or bind hard copy applications.