Maryland State Department of Education
Division of Library Development and Services
County Public Library Capital Project Grants Program
GRANT APPLICATION INSTRUCTIONS
FY2010

(List only one project per form)

Item	Instruction
Applicant Information	
Project Title:	Title of the project for which funding is being sought
Library System:	Name of Library System
Library Web Site:	Library's web site address
Project Director:	The name of the director for this project.
Business Phone:	Business telephone number of project director.
Mailing Address:	Business mailing address of project director.
E-Mail Address:	Business e-mail address of project director.
Fax Number:	Fax number of project director.
State Legislative District:	State legislative district in which project is located.
Master Plan Dates:	Dates of Capital Projects Master Plan.
Summary of Project Description and Justification:	Summarize the project description (page 2) and justification (page 4). **Limit to one paragraph (3-4 sentences).**
Requested Amount of State Grant:	The amount of State funds requested for this project in FY 2010. (This amount can be no more than 50% of the total project)
The Total Amount of the Project:	The total amount of the funds needed for the project in FY 2010 (include State funds requested plus all matching funds)
Signature of the Library Director:	Signature of the Director of the Library.
Date:	Date application signed by the Director.
Signature of the President of the Board of Library Trustees:	Signature of the President of the Board of Library Trustees.
Date:	Date application signed by the President.

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Project Information	
Project Description:	1. Describe the project and explain what is included in the scope of work and performance characteristics of the project. The first sentence should begin with a verb, which indicates the specific capital activity (e.g., design, construct) that the grantee will undertake with the funds. 2. The remainder of the description should contain the following: a. **If the project is phased, note the number of phases and the phase to be funded with this request. A description of the phases should then be described in a subsequent section entitled "Supporting Comments and Justification."** b. The existing facility problems that the capital funding is intended to solve. c. A description of how the facility problem has interfered with the effective delivery of the grantee's services. d. A description of how completion of the capital project will improve the grantee's delivery of services. e. The number of patrons who need to be served. f. The number of patrons currently served. g. The number of patrons who will be served upon completion of the project.
Agency Priority::	List institution priority (1-3 with 1 being the highest)
Type of Space and Square Footage:	Complete this table for this project if it involves new construction, addition or renovation.
Begin Design:	Date that the design phase will begin (or is expected to begin). (month/day/year)
Complete Design:	Date that the design will be finished. (month/day/year)
Begin Construction:	Date that construction will begin (or is expected to begin). (month/day/year)
Complete Construction:	Date that construction will be finished. (month/day/year).
Library Statistics:	Complete this table for your project.
Recommended Phase Breakdown by Cost:	Information entered in this table should show the total cost of each phase of the project, regardless of the source of funding.

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Recommended Funds By Phase, Source of Funds and Fiscal Year:	1. Information entered in this table should show the total recommended amount of the project by source of funds. 2. Enter the amount of State funds requested for the project. In the fiscal year columns, enter the State funds requested (rounded to the nearest $1,000) in the appropriate field. Enter the phase of each activity (A – Acquisitions, P – Planning, C – Construction, and E – Equipment). (State funds can be no more than 50% of the total project) 3. Enter the Matching funds you plan to provide for each phase by fiscal year.
Matching Funds Source(s) for FY 2010:	The "Source of Funds" and "Amount" for <u>each different source</u> of matching funds must be entered <u>separately</u> (add lines if necessary)
Matching Funds Source(s) for total project:	The "Source of Funds" and "Amount" for <u>each different source</u> of matching funds must be entered <u>separately.</u> (add lines if necessary)

Supporting Comments & Project Justification:	(**Limit this section to 1 page**)
	1. **Expand on the general rationale for the project included in the project description** (from page 2)**.** Include a justification of the project in sufficient detail to indicate clearly the nature of the work to be funded. Address causes of the facility problems and consequences to the delivery of services. Be sure to provide quantitative data, where appropriate, to support the project justification. Also, indicate if there are any secondary objectives, or if the scope of the problem goes beyond what has been indicated above. Indicate if there are any issues that will be dealt with, such as historic preservation, project phasing or compliance with the Americans with Disabilities Act (ADA).
	2. In developing the supporting comments, three issues should be addressed. They are:
	  a. Facility Problem(s).
	    There are generally three types of facility problems that could characterize a project "Insufficient space" means that more space is needed for a function than is currently available. This may occur because standards require more space or an increase in users has resulted in overcrowding in the existing space.
	    The "functional inadequacy of space" means that the physical characteristics of the existing space must be changed so that it can be more effectively utilized for the designated purpose.
	    "Obsolescent/deficient space" means that the space is out-dated or is defective in some way.
	  b. Consequences on Operations/Service Delivery.
	    After describing the facility problem(s), state its consequences on the operations within the building and the delivery of services from the building. **It is necessary to provide an analysis of these impacts.**
	  c. Outcomes.
	    It is also important to discuss the "outcome" that is expected to occur as a result of an effectively delivered service. An "outcome" means the desired improvement in the condition or situation of the

Item	Instruction
Supporting Comments & Project Justification (cont.):	customers that arises from use of the library's services. 3. **Presentation of the above material should emphasize the use of quantitative data.** For example, if insufficient space is the facility problem, then quantify the shortfall, being sure to cite the space standards used to arrive at the determination. **Provide cost estimates as appropriate and cite the source of the information used.** Service/operations problems should also be measured using data. Measurement of outcomes is particularly important because it indicates the degree to which the project's services are meeting the customer's needs. Finally, be sure that all numbers in the write-up (NSF, GSF, etc.) agree with supporting documents.

Supporting Documentation to be attached:
- Letters of support for the project (from governing bodies, community organizations or other parties affected by the proposal)
- Professional cost estimates
- **Relevant** pages from the Library's capital master plan for this project
- Design and Construction schedules
- A list of funding sources sought and committed to the project

Submission Instructions:
- Staple the application and attachments in the upper left hand corner
- Submit one signed original and nine (9) paper copies to:
  - Linda Davis
    Division of Library Development and Services
    Maryland State Department of Education
    200 W. Baltimore Street
    Baltimore MD 21201
- **In addition, send one (1) electronic copy to Linda Davis at ldavis@msde.state.md.us**
- Submit no more than three (3) projects (applications) per fiscal year
- **Due: July 11, 2008**

Letters of Intent to Commit Funds and Letters of Commitment:
- If your project is funded,
  - Letters of intent to commit funds must be received **by January 15, 2009**
  - Letters of commitment must be received no **later than June 30, 2009**
- Letters must be addressed to Irene Padilla at the above address
- Letters must be on the letterhead of the county government or other organization which is providing the matching funds.