**Libraries Illuminated**

**Application Form**

**June 2017**

Please use no smaller than a 12-point font to complete this form.

**Section A: Library Information**

**Library Jurisdiction Name:**

**Person completing this application:**

Name:

Job Title:

Email:

Telephone:

**Section B: Project Information**

1. **Project Overview [up to 300 words]**

Provide a brief statement outlining the following: (1) the technology you propose to purchase; (2) the programs you propose to offer with your new technology; (3) the benefit(s) you anticipate that this technology and these programs will provide to your community; (4) the outlet or outlets in your system that will benefit from this project; (5) how the technology you propose to purchase will help you leverage and fulfill the potential of your Internet connection.

**Statement:**

1. **Further Information: Technology**

List and briefly describe the technology you propose to purchase with your grant funds.

1. **Further Information: Programs**

List and briefly describe up to three programs you propose to provide for the community with your new technology through December 2018.

1. **Needs Statement [up to 500 words]**

Describe how the technology you will purchase and the programs you will provide were identified as needs. If possible, please describe how your planned purchases and programs align with your community’s aspirations, your library’s strategic plan, and any community asset or needs assessment you have conducted.

1. **Preparations [up to 250 words]**

Describe the steps you have taken to assess your physical space, engage relevant staff in planning for this project (e.g. IT staff), and ensure you can maintain and continue to use your technology in the future (e.g. budgeting to maintain license agreements).

1. **Role of IT staff [up to 160 words]**

Describe the role your IT staff and/or contractors will play in purchasing and/or implementing your new technology. If not applicable, please explain.

1. **Community Partners**

List the community partners you plan to work with to obtain your technology and/or provide programming. For each partner, describe the role they will play and the resources they will contribute to (a) purchasing the proposed technology, and/or (b) providing programs.

1. **Outputs**

List your anticipated project outputs. These should include the number of programs you propose to provide and the anticipated number of people your proposed programs will impact during the project period.

1. **Project Continuation and Sustainability [up to 160 words]**

Describe how you will continue to utilize your new technology beyond the project period.

1. **Project Timeline**

Provide a project timeline that includes your technology purchases and at least three programs for your community. The timeline should not extend beyond December 2018.

1. **Budget Table** (Please add lines to the table as needed.)

Your budget should include the cost of the technology you propose to purchase, the grant funds you are requesting to support your purchase, and the match you are providing. The funds requested should not include the cost of the programs you plan to provide with your new technology. However, the match may include contributions to those programs. We will ask you to estimate and report the cost of providing your programs, including contributions by project partners, at the end of the project period.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item name | Item cost | Funds requested | Cash Match | In-Kind Contribution | Total |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total |  |  |  |  |  |

1. **Budget Narrative**

Provide a brief narrative describing each item in your budget and include the sources of any matching funds and in-kind contributions.

**Section C: Additional Information and Agreements**

1. **Is the community you will serve with your new technology and related projects urban, rural, or suburban? Please check all that apply.**

Urban RuraI Suburban

Comments (optional):

1. **Is the community you will serve with this project underserved? Please check:**

Yes No Both

If “yes” or “both,” please briefly describe how you are defining underserved, and if “both” please also tell us approximately what percentage of the community is underserved.

1. **Is your library connected to CalREN/CENIC? Please check:**

Yes No In the process of connecting

1. If “yes” or “in the process of connecting,” how will the technology you purchase maximize benefits to patrons as you access high-speed Internet connections? [Up to 160 words]
2. If “no,” does your library have plans to begin connecting to CalREN/CENIC in the next twelve months? Please check:

Yes No

**Section D: Agreements**

1. My library is a CLSA library.

Check:

1. Unexpended and unencumbered funds will be returned to the Southern California Library Cooperative by September 30, 2018.

Check:

1. Funds will be returned to the Southern California Library Cooperative if my library is unable to contribute the required cash and in-kind match.

Check:

1. My library will provide reports on project activities and expenditures in a timely manner and upon request by the project’s fiscal agent, the Southern California Library Cooperative.

Check:

1. My library will use the Project Outcome evaluation framework and tools to evaluate the impact of at least three programs using the library’s new technology during the grant period.

Check:

1. I am willing to provide a case study describing the technology I purchase and programs I create to help others implement similar projects in the future.

Check:

1. IT staff and/or contractors have been involved in project planning. If not applicable, please explain why not.

Check:

Not applicable:

1. Library director:

Name:

Email:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_