

Overview

Public Library Infrastructure Grants are for projects that will assist NSW councils to improve public library infrastructure, including buildings and information technology systems. The funds will be directed to projects that provide significant public benefit and develop improved public library services for NSW communities.

Applications that position libraries as community hubs, including appropriate co-locations and projects that increase public space and technology, are particularly encouraged under the program.

Public Library Infrastructure Grants are available to NSW local authorities (local councils) that have adopted the Library Act, and provide public library services in accordance with that Act.

Library Council has identified the following strategic priority areas for funding:

- library buildings and spaces
- mobile libraries
- information and communications technology projects
- cooperative library development activities

Applications close (time and date)

Applying for a grant

To apply for a grant, applicants must:

1. Be a NSW local authority and have adopted the Library Act 1939 and provide public libraries in accordance with the Act
2. Meet requirements outlined in the Public Library Infrastructure Grant Guidelines
3. **Submit a completed online application before (time and date)**

Please read the [Guidelines](#) carefully before completing your application.

Applicants are advised to use [People Places: a guide for planning public library buildings](#) and its [associated tools](#) in framing building related applications.

Applicants are advised to reference appropriate standards and guidelines from [Living Learning Libraries: standards and guidelines for NSW public libraries, 7th edition 2020](#) when detailing a project's expected benefits.

Applicants may contact a [State Library Consultant](#) for advice before submitting an application.

Applicants must address each question.

Applications are assessed on merit according to the following criteria:

- improvements to library services, including need and community benefit
- council commitment
- ongoing sustainability of the project
- evaluation of the project

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PLIG sample application
Application 00001-TEST From Kate O'Grady - DRAFT

Please contact Public Library Services on 02 9273 1699 if you have any problems submitting your application online.

Applicant details and authorisation

*** indicates a required field**

Applicant details

Local Authority (Council) *	X council
General Manager *	Mx Sunny Wood
Council postal address *	1 Shakespeare Pl Sydney NSW 2000 Australia Address Line 1, Suburb/Town, State/Province, and Postcode are required.
Library Service *	X library
Library Manager *	Ms Charlotte Bartlett
Please indicate what type of application this is *	<input checked="" type="checkbox"/> an individual library service application <input type="checkbox"/> a regional library project <input type="checkbox"/> a collaborative project Choose one from above
Contact person for this application *	Ms Lucy Honeychurch
Position *	Library staff member
Phone Number *	(02) 9273 1699
Email Address *	kate.ogrady@sl.nsw.gov.au Must be an email address

Authorisation

ALL applications must be authorised by the General Manager of the submitting council AND the Library Manager or Branch Librarian/Branch Library Officer of that council. Where the application is a Regional application, the Regional Librarian must also authorise the application through a letter of authorisation submitted with the application.

Name, Library Service and Position *

Lucy Honeychurch, X library, library staff member
Must be no more than 50 words

I am authorised to submit this application, on behalf of myself and council's General Manager, and certify that the information provided in this application is true and accurate. *

Yes

Project description and assessment criteria

*** indicates a required field**

Project description

Project Title *	Library technology project - example application no more than 50 words
Amount of funding requested *	\$190,000.00 Must be a whole dollar amount (no cents) and no more than 500000.

Assessment criteria

Demonstrate how your project will improve your library with reference to [People Places](#) and relevant [Living Learning Libraries](#) standards and guidelines. Refer also to sources such as [Public Library Statistics](#); demographic data; evidence of client demand; community consultation; research and surveys; as relevant.

Describe the key elements and purpose of your project (maximum 500 words) *
(The following example response was prepared by the State Library's Public Library Services team and is entirely fictional.)

(start with a clear description of the project)

This project will improve community access to technology through the purchase of PCs with accessibility hardware and software, accessibility equipment including a video magnifier. Council will fund accessible desks and seating to provide those with mobility issues, including people who use wheelchairs or mobility scooters better access to the technology and space.

At X library we are committed to making the library welcoming and useful to all members of the community which includes access to technology and online resources. Currently our customers who have mobility issues or are vision impaired do not have equal access to the library's online and physical collections. This project to purchase technology, furniture and equipment will reduce barriers for many members of our community.

As part of the project library staff will undergo training in use of all equipment and software as well as Disability Awareness Training. Training costs will be covered by council.

Describe how the project will improve library services for your community (maximum 500 words) *

(to support your application refer to Living Learning Libraries, statistics, demographics, surveys and anecdotal feedback from staff and library customers)

Living Learning Libraries guideline 16 has the following objective: To facilitate and enable full and active participation and access to collections, services, programs, and work spaces by people with disability. X library is committed to meeting this objective to ensure that the

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library offers services for all members of our community.

N% of our community identify as having a disability much higher than the state level of N%. Additionally we have a higher percentage of people who do not have internet access at home, N% compared with the state level of N%. These figures demonstrate the need for improved technology in our library, especially in the area of disability access. The census shows that we have a high proportion of residents in the 60 plus age group, N% compared with the N% throughout NSW. This means that many more people may find access to adaptive technology and associated programs helpful in the near future.

As mentioned above staff will be fully trained in the use of the equipment and in disability awareness. This will broaden the benefit of the project ensuring that staff feel confident delivering services and providing assistance to all members of our community.

The project will also include a comprehensive schedule (funded by council) of training programs to ensure that the community is aware of the technology and understands how to use it.

A 2020 Assessment and compliance visit from the State Library highlighted the need to improve technology. At 4 PCs we have below the recommended minimum number of PCs for a library and with the purchase of these additional PCs we will have a total of 7 public access PCs with the added benefit of accessibility hardware and software.

XX care which provides day programs for people with a range of disabilities is located across the road from the library. Staff bring small groups into the library to show them how to borrow from the collection and explore library services. We consulted with XX care staff and clients (see attached) on the type of equipment that would be beneficial. The benefit of this project will be enhanced by the close proximity of this target group and the existing connection with the library.

(refer to community needs and benefits, statistics, surveys and feedback where available)

Provide details of council commitment, including demonstrated relevance to council strategies and financial commitment. You are encouraged to include a brief statement outlining how council has allocated the increased annual State Government funding to improve library services. (maximum 250 words) *

Council has used the increased State Government funding towards increased opening hours for the library. Community consultation was undertaken and feedback showed that our community wanted later opening and longer hours on the weekend. The library is now open until 8 pm on Thursday nights (previously 6 pm) and 2 more hours on Saturday.

Council has also demonstrated commitment to the library by providing funds, staff time, venue and catering for community consultation and development of a library strategic plan.

Council is providing \$10,000 towards this project and will provide additional funding for staff training on use of the equipment and Disability Awareness. Council is also providing \$10,000 in-kind funding towards the project.

Must be no more than 250 words

How will your project remain viable and sustainable once complete? (maximum 250 words) *

Council is committed to maintaining and upgrading the technology, as required (see attached statement from council).

We will continue to consult with our community to ensure that the technology and programs are meeting their needs.

Staff training will ensure that our staff feel comfortable using the equipment and promoting it to our customers. The strong relationship that the library has with XX care and the local seniors group ensures that the improved technology and access will be promoted to our target audience for this project. Once the project is complete we will have a launch and local

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promotion to raise awareness of these valuable resources throughout the community. The library has participated in the State Library Tech Savvy Seniors program in the past and will reintroduce this once we have more appropriate space and technology.

All these measures should guarantee that the equipment is well used by our community and remain sustainable into the future.

Must be no more than 250 words (refer to engagement with community groups and cultural organisations, as well as the update and maintenance of resources and equipment)

How will you evaluate the project? (maximum 250 words) *

Evaluation will be undertaken by:

* confirmation that all staff have completed training in the equipment as well as disability awareness training

*measuring the use of the equipment

*attendance at programs

*feedback and evaluation from programs

Staff will also record comments and feedback that they receive from customers using the technology in the library.

Must be no more than 250 words (results from your evaluation will need to be included in your final report to the State Library)

Library building size and catchments

*** indicates a required field**

Building and related projects include new buildings, renovations, extensions and refurbishment. **Refurbishment can include purchase of new furniture and shelving and a rearrangement of the library layout.**

Use [People Places library building calculator](#) to calculate your population and service-based benchmarks. These spreadsheets should be attached to your application. Please contact your [Public Library Services Consultant](#) if you have any questions about the benchmarking spreadsheets.

Is this a building related application? *

Yes No

If yes, please answer the following questions. If no, go to next section (Project Plan).

Type of building project

- new building
 - extension of current library
 - refurbishment of current library
 - modification of a non-library building into a library
- Select all that apply

Building size and catchments

If your project is for more than one library building please fill out details for all buildings below.

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Library branch	Current population catchment	10 year projected population catchment	Current building size sqm	New building size sqm	Size of shared space and percentage allocated to library	Population benchmark	Service benchmark	Is the building owned by council?	If no, how long is the lease?
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	Current population served by library branch	Refer to the tips below for information on how to calculate your projected catchment.		If applicable	If applicable. eg hall, foyer, meeting room. Please talk to a Public Library Consultant about shared spaces.	The People Places population calculator should be used (and attached at the end of the application) for all building related applications. If your building will be below the recommended size the application should provide reasons why this is the case.	The service calculator is an additional tool used for planning the optimum size of a library building. It should be used for all new buildings and may be used when planning an extension or refurbishment.	If no, please contact your State Library Consultant for advice	Please provide proof of tenancy in attachments at end of application

Building size and catchments

Calculating your library catchments

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Use population projections provided by the NSW Department of Planning and Environment or ABS. Ensure that projected population figures are consistent throughout your calculations and application.

If the proposed library is the single service point in your Local Government Area [LGA]

- use the 10 year population projection for the entire Local Government area

If your library service has multiple service points in one LGA

- Begin with the 10 year population projection for the entire Local Government Area
- Calculate the % of the population likely to use each of the branches. NB: the total catchment for the library service must be 100% of the population of the LGA.
- Take into account commercial, recreational, industrial and residential concentrations.
- Consider any physical barriers that may affect known traffic pathways eg. river, motorway

For a Regional Library Service operating across multiple LGAs

- Where the branch library is the only service point in an LGA Catchment use the 10 year population projection for entire LGA
- Where there is more than one branch in an LGA refer to *Multiple service points in LGA* (above)
- When calculating the Regional Central Library catchment begin with the 10 year population projection for all of the LGAs and the local catchment for the central library.
- If your regional headquarters is administration only i.e. no branch or central library attached, please discuss your application with your Public Library Service consultant.

Project plan and budget

*** indicates a required field**

Project plan

Proposed start date of the project *	30 April 2023
Anticipated finish date for your project *	30 September 2023
Who is responsible for the overall project management/co-ordination? *	Lucy Honeychurch

Project timeline

Click 'Add More' at bottom of table to add additional rows if required.

Project activities	Responsibility: person/organisation	Anticipated start date	Anticipated end date
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Finalise quotes and purchase items	Lucy Honeychurch	28/04/2023	26/05/2023
Install and test items in library	Technology team	15/05/2023	30/06/2023
Launch	Council promotion team	21/07/2023	21/07/2023
Gather feedback and evaluation	Lucy Honeychurch	21/07/2023	25/08/2023
		Must be a date.	Must be a date.

Budget

Income should include Council contributions and the grant request and could also include sponsorship, partner contributions and funding from other sources or organisations. In-kind and other funding such as recurrent costs and use of Council staff should be included.

Expenditure should include a description of **all** budget expenditure items. Prices should be ex-GST (to calculate prices ex-GST divide by 1.1 eg \$575/1.1=\$522.73). Include promotion and evaluation costs where appropriate.

Please indicate an in-kind income or expenditure item by including (IK) on that line eg Council contribution (IK); Room hire (IK)

Total Income and Expenditure figures should match.

Income	\$	Expenditure	\$
Public Library Infrastructure Grant	\$190,000.00	Technology	\$190,000.00
Council	\$10,000.00	Council (desks and seating)	\$10,000.00
Council - in kind for project management	\$5,000.00	Program management (in-kind)	\$5,000.00
Council - in kind for program development and delivery	\$5,000.00	Program development and delivery	\$5,000.00
Council - training price to be determined	\$0.00	Training (Council tbc)	\$0.00
	\$		
	\$		\$
	\$		\$

Explanatory notes for budget

Please add explanatory notes for budget if required

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Council has committed to covering the costs of training in the use of the new equipment as well as disability awareness training. The price of this will be determined closer to the delivery date.

(You can add extra details about the budget here. You might need to explain some details in the quotes etc)

(Please note that you must have the income and expenditure in the table above match.

Also note that if council is providing funds for specific items such as furniture, technology, printing, catering for a launch this is actual funding not 'in-kind'. 'In-kind' funding generally refers to covering staff costs for things such as project management, promotion and event organising.)

Budget Totals

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$210,000.00	\$210,000.00	\$0.00
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Attachments and privacy

Add your attachments

You should attach electronic or scanned copies of attachments to this application.

Only attach those documents that directly relate to or support the proposed project.

References to attachments must be to specific pages within the attachment.

If an online version of the document is available on the web please provide a link to the document at the appropriate point in the application rather than attaching the document to application.

Letters of support from partners or key stakeholders may be attached. Please note that where attachments such as letters of support are required, electronic signatures (including scanned signatures) are preferable, however faxed or mailed copies are acceptable.

Large attachments such as building plans may be posted to us but you must do so on or before the closing date.

Attach files

No files have been uploaded

Files that can be attached include: word, pdf, jpeg. Emails or messages should be saved in one of these formats rather than directly in your email system. Please contact your Consultant if you are unsure if a file type is suitable.

List all attachments you have included in your application

Quotes for technology
Quote for desks and seating
XX Care feedback on technology requirements
Letter from community group/senior services supporting the need for the new technology

Letter from council with commitment to cover costs of training, maintenance and upgrade of equipment

Disability awareness training brochure

Please list any attachments you have posted here and the date posted.

Checklist for other information to include. It is strongly recommended that applications for building-related projects include the following additional information.

- Dated copies of the development application (if available)
- Dated construction certificate (if available)
- Confirmation that council owns the land/building
- Scaled architectural plans with associated cost plan
- Council minutes and other supporting evidence documenting commitment to the project
- People Places benchmarking spreadsheets

Large attachments such as building plans may be posted to us but we must receive them on or before the closing date.

Privacy

Information received in applications and in respect of applications is treated as confidential. However, documents held by the Library Council are subject to the *NSW Government Information (Public Access) Act 2009 (GIPA Act)*. This means that the information contained in application forms and other relevant information may be released in response to a request lodged under the GIPA Act.

Disclaimer

Submission of application does not guarantee funding. The costs for producing an application are borne by the applicant. The Library Council of NSW can withdraw funding in described circumstances (see Public Library Infrastructure Grant Guidelines). Applicants should read the Public Library Infrastructure Grant Guidelines to be fully informed of requirements.