



STATE LIBRARY™  
NEW SOUTH WALES

2013/14

Library Development Grants  
Guidelines

## **Foreword**

New South Wales local authorities are eligible to apply for Library Development Grants for projects to improve public library services for their communities. This document contains the information needed to apply for a grant.

The Library Development Grants program has advanced innovation, achieved efficiencies and enhanced the productivity of local public libraries since 1990. The grants fund infrastructure such as library building improvements, information technology, digitisation, programs and collections tailored to meet community needs.

A key feature of the program is the extra capital investment committed by councils to projects funded through the Grants. This reflects local investment in buildings, facilities and technology throughout NSW with direct benefits to communities.

Applicants are encouraged to discuss proposed projects with the State Library prior to submission.

**Richard Fisher, AM**

**Chair, Library Council of NSW Grants Committee**

September 2013

## Library Development Grants Guidelines 2013/14

Foreword	iii
1. Objective	1
2. Eligibility	1
Number of applications per council	1
Projects not eligible for grant funding	2
3. Funding	2
4. Assessment criteria	2
5. Submitting your application	3
6. Attachments	3
7. Declarations and authorisations	3
8. Letters of commitment	4
9. Confirmation of receipt of grant applications	4
10. Inquiries	4
11. Examples of grant projects	4
12. Assessment process funding acceptance	5
13. Notification	5
14. Funding acceptance	5
15. Reporting requirements	6
16. Grants timetable 2013/14	6
Appendix 1 Acceptance agreement terms and conditions	7
Appendix 2 Acceptance agreement declaration	9
Appendix 3 Performance report sample	10
Appendix 4 Certification statement form	12
Appendix 5 Statement of income and expenditure form	13

## 1. Objective

The Library Development Grants are for projects that provide significant public benefit and develop improved public library services for the people of New South Wales.

Library Council has identified the following strategic priority areas to lead the development of the NSW public library network:

- library buildings/mobile libraries
- major ICT projects
- local studies, including digitisation
- cooperative network development activities
- innovative programs that target specific client groups
- collection development

## 2. Eligibility

Library Development Grants are available to NSW local authorities that have adopted the Library Act 1939, and provide public libraries in accordance with that Act.

Applications will not be considered where reporting from previous grants is overdue. Regional or collaborative applications will only be considered if reporting on grants by **all** participating councils is up to date.

### Number of applications per council

Each council may submit **one** application where it is the exclusive beneficiary of the project.

In addition a council may submit one application on behalf of a regional library service. A regional library service is one where councils are signatory to a formal agreement for the provision of library services under the Library Act. All such applications are to be submitted by a nominated council on behalf of the participating councils. The submitting council takes responsibility for the administration of the grant.

A council may also submit one collaborative application on behalf of itself and one or more other councils. All such applications are to be submitted by a nominated council on behalf of the participating councils. The submitting council takes responsibility for the administration of the grant.

Collaborative applications which include both metropolitan and country council participants should be discussed with the State Library prior to lodgment (see also 8 below).

### Projects not eligible for funding

- Activities that infringe the Library Act 1939 or the Library Regulation 2010
- Retrospective projects
- Recurrent operating costs, as opposed to project costs
- Accommodation and catering costs

- Software development costs
- Non-library activities and operations
- Academic study
- Occupational health and safety matters (which are the responsibility of the local authority)
- Artworks or decorations (e.g murals) which are not considered critical to a program or service

### **3. Funding**

Library Development Grants are awarded up to a maximum of \$200,000.

Applicants are **encouraged** to submit applications for projects of significance. As a guide, projects requiring funding of at least \$30,000 would be considered significant.

Library Council reserves the right to recommend partial funding.

Library Development Grants payments are GST exempt.

### **4. Assessment criteria**

The grants process is competitive and each application is assessed on merit. Projects will be assessed on the basis of the information provided in the application. The following will be taken into consideration when assessing your applications:

- demonstrated public need
- demonstrated public benefit
- level of innovation
- evidence to support ongoing sustainability of the project
- evidence to support evaluation of the project
- capacity to complete the project (considerations include timetable, personnel and budget)
- overall quality of the application in addressing the assessment criteria

Collaborative or cooperative projects that have the capacity to add value to the public library network, or serve as exemplars for other libraries, are encouraged.

The level of council contribution to a proposed project may be taken into account by the Grants Committee during the assessment process.

The Grants Committee notes that the grants are to encourage library development, and advises that the funds are not to be used to underwrite budget reductions.

Applications that position libraries as community hubs (including increased space and technology) are encouraged under the program.

### **Digitisation Projects – additional information**

Digitisation projects that preserve unique materials at risk of decay are encouraged under the program.

Digitisation specifications must comply with the National Library of Australia's standards for inclusion in Trove.

Please contact the State Library of NSW before considering newspaper digitisation projects to check if the title is already included in the State Library's *Digital Excellence Project*.

## **5. Submitting your application**

Applications **must** be submitted using the online application form available at [http://www.sl.nsw.gov.au/services/public\\_libraries/funding/grants.html](http://www.sl.nsw.gov.au/services/public_libraries/funding/grants.html)

Applications must be submitted by 5 pm on 29 November 2013. This closing date is not negotiable and late or incomplete applications will not be considered.

Please contact Public Library Services on 02 9273 1527 if you have any problems submitting your application online.

## **6. Attachments**

Only attach documents that directly support the proposed project. Only include letters of support from partners or key stakeholders. References to attachments must be to specific pages within the attachment.

If an online version of a referenced 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 the application.

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.

You can attach electronic or scanned copies of attachments to your online application at the time of lodgment. Large attachments such as building plans may be posted to us but you must do so on or before the closing date. Please post to the State Library of NSW at:

Library Development Grants  
Public Library Services  
State Library of New South Wales  
Macquarie Street  
Sydney NSW 2000

## **7. Declaration and authorisation**

Any application for a Library Development Grant must be duly authorised.

The specific requirements for authorisation are detailed below.

- ALL applications must be authorised by the General Manager of the submitting council and also be authorised by 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

## **8. Letters of commitment**

- A collaborative application requires a letter of commitment signed by the General Manager **and** Library Manager of each participating council.
- Where a collaborative application proposes state-wide benefits a signed letter of commitment from both Public Libraries NSW and NSW Metropolitan Public Libraries Association showing evidence of full consultation and commitment by all library services must be provided.
- Where a project includes strategic partners or sponsors, include letters of support from these participants.

Please note that where signatures are required electronic signatures (including scanned signatures) are preferable, however faxed or mailed copies are acceptable.

## **9. Confirmation of receipt of grant applications**

An emailed acknowledgment will be sent upon receipt of your application.

## **10. Inquiries**

Public Library Services staff are available to discuss project ideas and provide advice on eligibility and Guidelines interpretation. If you have any questions about the Library Development Grants program please contact:

Anne Doherty  
(02) 9273 1605  
[anne.doherty@sl.nsw.gov.au](mailto:anne.doherty@sl.nsw.gov.au)

Philippa Scarf  
(02) 9273 1526  
[philippa.scarf@sl.nsw.gov.au](mailto:philippa.scarf@sl.nsw.gov.au)

Ellen Forsyth  
(02) 9273 1525  
[ellen.forsyth@sl.nsw.gov.au](mailto:ellen.forsyth@sl.nsw.gov.au)

Leanne Perry  
(02) 9273 1523  
[leanne.perry@sl.nsw.gov.au](mailto:leanne.perry@sl.nsw.gov.au)

Cameron Morley  
(02) 9273 1483  
[cameron.morley@sl.nsw.gov.au](mailto:cameron.morley@sl.nsw.gov.au)

Kate O'Grady  
(02) 9273 1699  
[kate.ogrady@sl.nsw.gov.au](mailto:kate.ogrady@sl.nsw.gov.au)

Oriana Acevedo  
(02) 9273 1544  
[oriana.acevedo@sl.nsw.gov.au](mailto:oriana.acevedo@sl.nsw.gov.au)

Ross Balharrie  
(02) 9273 1498  
[rbalharrie@sl.nsw.gov.au](mailto:rbalharrie@sl.nsw.gov.au)  
(for eresources-related applications)

## **11. Examples of grant projects**

Successful grant recipients are listed in the Annual Reports of the Library Council of NSW. These are available on the website at [http://www.sl.nsw.gov.au/about/publications/annual\\_reports/previous\\_reports.html](http://www.sl.nsw.gov.au/about/publications/annual_reports/previous_reports.html)

## **12. Assessment process**

Applications are assessed by the Library Council of NSW Grants Committee with support from State Library staff. The role of this Committee is to make recommendations for funding to Library Council.

The Grants Committee will submit its recommendations to Library Council. The Library Council recommendations will then be forwarded to the Minister for the Arts for approval. The Minister's Office will subsequently announce the grants.

## **13. Notification**

Successful applicants will be notified in writing as soon as official notification has been received from the Minister. This is normally after public announcement by the Minister's Office.

Unsuccessful applicants will be notified in writing and are invited to discuss their applications with State Library staff listed at 10 above.

## **14. Funding acceptance**

Where an application for a Library Development Grant is successful the General Manager of the applicant council will be required to sign and return an Acceptance Agreement Declaration within one month of the date on the letter of offer of grant funding.

The project must conform to the description in the grant application and any additional requirements as detailed in the grant notification letter unless written approval is obtained from the Library Council for a variation.

The acceptance agreement outlines the terms and conditions of the funding. See Appendix 1 of these Guidelines for details.

## 15. Reporting requirements

Grant recipients must provide the following reports and also respond to any additional request from Library Council about the project.

- Progress report- required if the project is not completed by 30 December 2014. A progress report must address progress of the project including expenditures and adherence to the timetable.
- Final report - grant recipients must provide a final acquittal report by 30 June 2015. The final report must address the evaluation criteria which formed part of the original grant application, the project administration and effectiveness, and a statement of expenditure, including Council expenditure as detailed in the original grant application and any agreed variation.
- A statement including Council expenditure, and any agreed variation, is required as part of the final report. The Council auditor or Council officer with delegated authority must sign this statement.

Reports should use the templates provided on the website

[http://www.sl.nsw.gov.au/services/public\\_libraries/funding/grants.html](http://www.sl.nsw.gov.au/services/public_libraries/funding/grants.html)

Each report must be signed and dated.

## 16. Grants timetable 2013/14

Tuesday 1 October 2013	Call for applications
Friday 29 November 2013 at 5 pm	Applications close
December 2013 / January 2014	Assessment of applications
February 2014	Recommendations to Library Council
February 2014	Recommendations to the Minister
March 2014 (provisional)	Grant announcements
March 2014 (provisional)	Grant notifications by State Library
April 2014 (provisional)	Grant payments
30 December 2014	Progress reports if project incomplete
30 June 2015, or at completion, or at date approved through a variation request	Final reports

## **Appendix 1: Acceptance Agreement Terms and Conditions 2013/14**

If awarded a Library Development Grant your council is required to comply with the following terms and conditions.

### **Definitions**

The phrases *the project* and *the grant application* in this Acceptance Agreement refer to the successful Library Development Grant Application written at the top of the Acceptance Agreement. The title *General Manager* on the Acceptance Agreement refers to the General Manager of the Council administering the grant.

### **Acceptance of Grant funds**

Payment of funds for the project is subject to the terms and conditions set out in

- the Acceptance Agreement
- the Library Development Grants Guidelines 2013/14
- the grant notification letter.

### **Internet access**

Where funding is provided for infrastructure or equipment to connect to the Internet, no charges are to be passed on to the community as required by the Library Act 1939.

### **Intellectual property**

Where material is developed with grant funding the rights in the material are vested with the Library Council of New South Wales and the local council where the local council has jointly contributed.

### **Payment**

Grant funds will be paid when the signed Acceptance Agreement Declaration for the grant has been received. A single grant payment will be paid electronically by direct deposit after this document has been returned. Payments will be finalised before the end of the 2013/14 financial year.

### **Project funds and budget**

It is a condition of the grant that funds be used for the specified purpose as outlined in the grant application budget, and any additional requirements as detailed in the grant notification letter that accompanies the Agreement. Any interest earned from the grant funds must be expended on the project. Any unspent grant funds and interest earned on those funds must be returned to the Library Council of New South Wales with a financial statement.

### **Project promotion**

Appropriate recognition must be given to the State Government and to Library Council in all promotional materials or any public statement about the funded project. Grant recipients should promote the project through local print and electronic media and include copies of promotional material in the final report. Please contact Public Library Services, State Library of NSW for State Library logos.

### **Project timetable**

The project must adhere to the timetable as outlined in the grant application. Written approval must be obtained from the Library Council if you wish to vary the timetable. See project variation below.

### **Project variation**

The project must conform to the description in the grant application and any additional requirements as detailed in the grant notification letter unless written approval is obtained from the Library Council for a variation. The letter requesting project variation must include the reasons for the variation request, and a revised budget and timetable for implementation and completion. Appropriate supporting documents are to be provided.

### **Project termination**

If the project does not proceed, grant funds and interest earned on those funds must be returned to the Library Council with an audited financial statement. The Library Council may terminate a grant if it considers the project is no longer consistent with the approved application, acceptable progress has not been made and/or prior written approval of a variation has not been granted.

### **Reporting requirements**

Acquittal reports must be submitted as set out in the reporting requirements in the Guidelines (page 6).

The Library Council reserves the right to make final reports available to assist with the administration of promotion of NSW Government funding programs.

### **Return of funds**

Unless satisfactory progress is reported Library Council may require that grant funds and interest earned on those funds be returned to Library Council with an audited financial statement.

## **Appendix 2 : LIBRARY COUNCIL OF NEW SOUTH WALES**

### **Library Development Grant**

#### **Acceptance Agreement Declaration 2013/14**

Declaration for Grant Application entitled:

---

(please print Project Title as shown on Cover Sheet of your Grant Application)

1. I acknowledge that acceptance of the Grant funds is subject to the terms and conditions set out in the Library Development Grant Acceptance Agreement 2013/14 and as detailed in the Library Development Grants Guidelines 2013/14. I also understand that any variation to these terms and conditions will be detailed in the grant notification letter that accompanies this Acceptance Agreement.

2. I further acknowledge that I have read or been given the opportunity to read and agree to abide by the terms and conditions set out on the Library Development Grant Acceptance Agreement 2013/14 and as detailed in the Library Development Grants Guidelines 2013/14 as well as any variation to these terms and conditions as detailed in the grant notification letter.

**Signed for and on behalf of:**

**Council's library**

**by the General Manager:**

**Print name:**

*Sample*

**Date:**        /        /

---

Grant funds will only be paid (electronically by direct deposit) upon receipt of this signed declaration.

#### **For Office Use Only**

110/703/6750

Signed

Date

### Appendix 3: PERFORMANCE REPORT [SAMPLE]

Recipient Council:	Insert details	Reporting Period:	Insert details
Library Service:	Insert details	Objective/s:	Insert details
Library Manager:	Insert details	Target Group/s:	Insert details
Project Title:	Insert details	Target Area/s:	Insert details
Grant Round:	Insert details: Fund and date eg. Library Development Grant 2013/14		

Task/Strategy	Performance Measure	Outcomes & Outputs	Comments
What was done? Restate the strategies from the agreed project plan.	How well was it done? Referring to the evaluation criterion in the agreed project plan.	Was anyone better off? Detail actual results.	Unexpected issues, explanations, additional information, etc.
Insert details	Insert details	Insert details	Insert details
Insert details	Insert details	Insert details	Insert details

Attachments (if necessary) eg: client feedback, media coverage, developed products.

<p><b>Performance Measure:</b> the standard by which the success of activities can be measured, eg: participation of target group.</p> <p><b>Outcome:</b> the broad effect</p>	<p>I, the undersigned, being a person duly authorised by the Insert Council, certify that:</p> <p>(a) the above information is true and complete;</p> <p>(b) the expenditure of the Grant has been solely on the Project;</p> <p>(c) there is no matter or circumstances of which I am aware, that would constitute a breach by Us or, if applicable the End Recipient, of any term of the funding agreement between Us and You dated [insert date] that has not been notified by You.</p>
--	--

<p>or impact of the funded activities; the eventual benefit to the target group/community, eg: improved awareness, enhanced quality of life.</p> <p><b>Output:</b> the specific, measurable amount of goods/services produced as a direct result of the activities, eg: event attendance, satisfaction survey results, number of clients served.</p>	<p>Signature: x _____ Position: [insert position] _____</p> <p>Name: [insert name] _____ Date: _____</p>
--	--

## Appendix 4

### CERTIFICATION STATEMENT BY GRANT RECIPIENT

#### Certificate by two authorised Council officers

I, [insert General Manager's name] \_\_\_\_\_

and [insert Library Manager's name] \_\_\_\_\_

certify that the information contained in the Statement of Expenditure of Grant, books, financial records and financial reports

of insert recipient Council's details \_\_\_\_\_

present the truth, fairness and accuracy of the accounts including the notes to the accounts of the organisation as at [insert date] \_\_\_\_\_ .

#### We confirm that: [DELETE 1 OR 2 AS APPLICABLE]

1. An amount equal to the total Grant paid (\$[insert amount]) **has been expended** on the Project in accordance with the terms and conditions of the funding agreement dated [insert date] with the State of New South Wales represented by the Library Council of NSW

**OR**

2. The total Grant of \$[insert amount] **has not been expended**. An amount of \$ [insert amount] has not been expended and –

	a cheque for this amount made payable to the Library Council of NSW is attached.
<b>OR</b>	we have today transferred by EFT (electronic funds transfer) this amount into the bank account of the Library Council of NSW.

All funds were expended in accordance with the terms and conditions of the funding agreement dated [insert date] with the State of New South Wales represented by the Library Council of NSW

**AND**

A complete set of accounting and financial records relevant to the Project have been maintained.

Date:		Date:	
Signature: x		Signature: x	
Name: [insert name]		Name: [insert name]	
<b>General Manager</b>		<b>Library Manager</b>	

**Recipient Council:**

**Library Service:**

**Name of Project/Service:**

**This Reporting Period:**

## Appendix 5

### STATEMENT OF INCOME & EXPENDITURE

Budget

#### INCOME

##### Grants

Grants - Library Development	0
Grants - Other	0

##### Council

Itemise	0
Itemise	0
Itemise	0

##### Other Income

Itemise	0
---------	---

**TOTAL INCOME** 0

#### EXPENDITURE

##### Expenses

Itemise	0
<b>Total Expenses</b>	<b>0</b>

**TOTAL EXPENDITURE** 0

##### Operating Surplus/(Deficit)

**TOTAL** 0

Signatures

**Library Manager:**

**Finance Manager / General Manager:**