



STATE LIBRARY™
NEW SOUTH WALES

2014/15

Public Library Infrastructure Grants

Guidelines

Public Library Infrastructure Grants Guidelines 2014/15

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1. Objective

The 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.

The funding has been provided in recognition of the increased and changing usage of NSW public libraries by 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.

Library Council has identified the following strategic priority areas for the Public Library Infrastructure Grants program:

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

2. Eligibility

Public Library Infrastructure 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 from councils that are not up to date on reporting for other State Library grants and subsidies programs.

Regional or collaborative applications will only be considered if reporting 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.

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
- Work health and safety matters (which are the responsibility of the local authority)
- Artworks or decorations which are not considered critical to a program or service

3. Funding

Public Library Infrastructure 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.

Public Library Infrastructure 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:

- Identified and demonstrated community benefit, with particular attention to the needs of regional areas and areas of disadvantage
- description of how the project will meet specific needs of diverse communities
- evidence of council commitment, including demonstrated relevance to council strategies and financial commitment
- evidence to support ongoing sustainability of the project, including engagement with relevant community and cultural organisations
- evidence to support evaluation of the project
- capacity to complete the project (considerations include timetable, personnel and budget)

The application form is designed to ensure applicants address these criteria.

Innovative engagement with other institutions through collaborative or cooperative projects that have the capacity to add value to library services are encouraged.

Reference to needs assessments conducted by the State Library of NSW as part of the *Revitalising Regional Libraries* initiative (where appropriate) is encouraged.

The Library Council of NSW 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.

Standards and Guidelines

The Public Library Infrastructure Grants Program has been provided to assist councils to improve public library buildings, spaces and IT infrastructure.

Applications will need to demonstrate how proposed projects will improve the public library with reference to Library Council of NSW standards and guidelines, in particular:

- [*People Places: a guide for public library buildings in NSW*](#) sets out a range of principles and trends in contemporary public library building design. *People Places* also sets out methodologies for determining optimum library size based on the population served and services offered.
- [*Standards and Guidelines for NSW Public Libraries: Living Learning Libraries*](#) sets out a wide range of recommended minimum standards for public library service provision, including collections, staffing, expenditure, information technology and services to key client groups.

The application form assists applicants to demonstrate how proposed projects will improve library services against the standards and guidelines.

5. Submission of Applications

Applications **must** be submitted using the online application form available at http://www.sl.nsw.gov.au/services/public_libraries/funding/grants.html

Applications must be submitted by 5pm on 31 October 2014. 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.

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

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 submitted by mail or courier but this must occur on or before the closing date. Please use this address:

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

7. Authorisation

Any application for a Public Library Infrastructure 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 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. Inquiries

State Library staff are available to discuss project ideas and provide advice on eligibility and Guidelines interpretation. If you have any questions about the Public Library Infrastructure

Grants program please contact:

Anne Doherty
(02) 9273 1605
anne.doherty@sl.nsw.gov.au

Ellen Forsyth
(02) 9273 1525
ellen.forsyth@sl.nsw.gov.au

Mylee Joseph
(02) 9273 1521
mylee.joseph@sl.nsw.gov.au

Cameron Morley
(02) 9273 1483
cameron.morley@sl.nsw.gov.au

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

Oriana Acevedo
(02) 9273 1544
oriana.acevedo@sl.nsw.gov.au

Ross Balharrie
(02) 9273 1498
ross.balharrie@sl.nsw.gov.au
(for technology related applications)

10. 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 the Library Council.

Following consideration by the Library Council, recommendations are then forwarded to the Minister for the Arts for approval. The Minister's Office will subsequently announce the grants.

11. 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 9 above.

12. Funding acceptance

Where an application for a Public Library Infrastructure 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.

13. 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 2015. 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 2016. 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 State Library of NSW website at:

http://www.sl.nsw.gov.au/services/public_libraries/funding/grants.html

Each report must be signed and dated.

14. Grants timetable 2014/15

Date	Action
June 2014	State Budget announced.
July 2014	Public Library Funding Strategy, including Grant program guidelines, prepared by the State Library. Consultation occurs with stakeholders through the Public Libraries Consultative Committee (PLCC).
August 2014	Library Council considers PLCC advice and recommends Public Library Funding Strategy to the Minister for the Arts for consideration and approval.
September 2014	Ministerial approval received.
15 September 2014	Councils invited to apply for Grants.
31 October 2014	Applications close.
November 2014	Assessment of applications.
10 December 2014	Library Council Grants Committee convenes and makes Grant recommendations to Library Council.
Week beginning 15 December 2014	Library Council considers Grants Committee recommendations out of session.
Week beginning 26 January 2015	Library Council recommendations forwarded to the Minister for consideration.
February 2015	Grants announcements by Minister.
Prior to 6 March 2015	All applicant councils notified by State Library following Minister's announcement. Successful councils provided with Acceptance Agreement. Unsuccessful councils provided with reasons for the decision.
April 2015	Grant payments made to successful councils.
30 December 2015	Progress reports due from councils.
30 June 2016, or at date approved through a variation request.	Final reports due from councils.

Appendix 1: Acceptance Agreement Terms and Conditions 2014/15

If awarded a Public Library Infrastructure 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 Public Library Infrastructure 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 Public Library Infrastructure Grants Guidelines 2014/15
- 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 2014/15 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

Public Library Infrastructure Grant

Acceptance Agreement Declaration 2014/15

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 Public Library Infrastructure Grant Acceptance Agreement 2014/15 and as detailed in the Public Library Infrastructure Grants Guidelines 2014/15. 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 Public Library Infrastructure Grant Acceptance Agreement 2014/15 and as detailed in the Public Library Infrastructure Grants Guidelines 2014/15 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

GR0011-1 / C2420007

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 e.g. Public Library Infrastructure Grant 2014/15		

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) e.g. client feedback, media coverage, developed products.

Performance Measure: the standard by which the success of activities can be measured, e.g.: participation of target group.	<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>
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<p>Outcome: the broad effect or impact of the funded activities; the eventual benefit to the target group/community, e.g.: improved awareness, enhanced quality of life.</p> <p>Output: the specific, measurable amount of goods/services produced as a direct result of the activities, e.g.: event attendance, satisfaction survey results, number of clients served.</p>	<p>Signature: x _____ Position: [insert position] _____</p> <p>Name: [insert name] _____ Date: _____</p>
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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.
OR	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]
General Manager		Library Manager

Recipient Council:

Library Service:

Name of Project/Service:

This Reporting Period:

Appendix 5

STATEMENT OF INCOME & EXPENDITURE

Budget

INCOME

Grants

Grants - Public Library Infrastructure	0
Grants - Other	0

Council

Itemise	0
Itemise	0
Itemise	0

Other Income

Itemise	0
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TOTAL INCOME 0

EXPENDITURE

Expenses

Itemise	0
Itemise	0
Itemise	0
Itemise	0
Itemise	0
Total Expenses	0

TOTAL EXPENDITURE 0

Operating Surplus/(Deficit)

TOTAL 0

Signatures

Library Manager:

Finance Manager / General Manager: