

2013 Broadband Grant APPLICATION FORM

Project name	
Amount requested	
Library or branch submitting this application	
Type of Library	
Person with contracting authority	Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> Other _____
Title	
Organization name	
Mailing address	
City	
Zip	
Telephone	
Fax:	
E-mail	
Library or system director (if different)	Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> Other _____
Project manager	Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> Other _____
Title	
Organization name	
Mailing address	
City	
Zip	
Telephone	
Fax:	
E-mail	
Alternate e-mail	

We affirm that the information included in this application is true. If this application is funded, we will sign a funding agreement and complete the activities in this application by Friday, September 13, 2013. We agree to participate in information gathering as a part of a state-administered evaluation of the project.

 Library/System Director Signature/Date

 Project Manager Signature/Date

 Contracting Authority (if different) Signature/Date

**Broadband Grant
2013 Grant Application Form**

Statewide Vendor Number *	
DUNS number *	
Fiscal Agent name	Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> Other _____
Title	
Organization name	
Fiscal mailing address	
Fiscal city	
Fiscal zip	
Fiscal telephone	
Fiscal fax	
Fiscal e-mail	
Reimbursement Information	
Payee, if different from library	
Mailing address for reimbursements, if different from fiscal agent	
City	
Zip	

As the Fiscal Agent, I am authorized by the applicant organization’s governing body to obligate it to financial liabilities and I am accountable for the integrity of the official accounting system and the financial statements that system provides. I declare that the necessary fiscal policies and procedures exist to assure compliance with the Federal regulations in general and specifically with the Office of Management and Budget (OMB) Cost Principles applicable to the applicant organization, and conformance with generally accepted audit standards.

Fiscal Agent Signature/Date

* OFM requirement — Grantees must now register with the State of Washington as a “statewide vendor” and also provide a DUNS number. If you do not have these numbers, you will be provided with the necessary information and forms to obtain them if awarded a grant.

CRITERIA

Your library will qualify to apply if you answer yes to all of the following criteria.

This completed form must be returned with your application in order for the application to be accepted for review.

<u>CRITERIA</u>		<u>Yes</u>	<u>No</u>
1.	The application meets the intent and purpose of the Broadband grant cycle (see Grant Guidelines, Section 1. Introduction).	<input type="checkbox"/>	<input type="checkbox"/>
2.	The applicant is a public library within the state of Washington (see libraries.wa.gov) or a library which is part of a Native American tribe (as defined in Sec 213 of LSTA) within the state of Washington.	<input type="checkbox"/>	<input type="checkbox"/>
3.	The applicant requests only allowable costs with \$10,000 or less in grant funding.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The applicant commits to having enhanced connectivity of 10Mbps or greater in place and utilized by August 1, 2013.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The applicant is CIPA compliant; CIPA certification form has been completed and included in application (page 9).	<input type="checkbox"/>	<input type="checkbox"/>
6.	Enhanced connectivity will be <u>or is projected to be</u> in place and utilized by August 1, 2013	<input type="checkbox"/>	<input type="checkbox"/>
7.	All projects and activities will be completed by Friday, September 13, 2013.	<input type="checkbox"/>	<input type="checkbox"/>
8.	The applicant commits to submitting the Final Narrative Report and the Final Reimbursement Claim by Friday, October 11, 2013.	<input type="checkbox"/>	<input type="checkbox"/>
9.	The official 2013 Broadband grant application has been used and is complete— all questions have been answered, all signatures obtained, all three components of the application submitted (see Section 6.F of the Guidelines), and the CIPA certification form has been included.	<input type="checkbox"/>	<input type="checkbox"/>
10.	The application is postmarked by Friday, April 12, 2013 or hand delivered no later than 4 p.m., Friday, April 12, 2013 . (Applications posted after that date will not be accepted for review. Faxed or emailed applications cannot be used to meet submission deadlines.).	<input type="checkbox"/>	<input type="checkbox"/>

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The following criteria will be used to review and evaluate all parts of the application. In general, grant reviewers will look for:

- A clearly represented and concisely written proposal.
- Sufficient detail to understand the problem, need or opportunity.
- Sufficient detail to understand how the proposal will be implemented.
- Evidence of planning for the future in terms of project sustainability.
- Evidence that your project and library fits within the scope of the Broadband grant cycle...

Please respond to the following:

- 1. Is your library a participant in either Round One or Two ARRA/NTIA/BTOP awards to the Northwest Open Access Network?** (not scored; however preference is given to libraries that participated)

Yes ___
No ___
- 2. Provide both current and future anticipated bandwidth to the library as of August 1, 2013. Include the name of the vendor providing this enhanced connectivity.** (not scored)
- 3. What is your service area population?** (not scored; however preference is given to libraries of under 10,000)
- 4. In two or three sentences, briefly describe the project that you are proposing.** (not scored)
- 5. Please describe in more detail your proposed project and process of implementation.**

Review and evaluation:

Question is worth 15 points

- Significance of Broadband to community.
- Means of connecting library to Broadband (list equipment or training needed, services contracted, etc.).
- Rationale for network enhancements and ability to successfully complete project.
- Who is involved? Will this be accomplished in-house or through contracted services?
- Who will implement the project phases and what is their expertise?

6. What will the impact be of having enhanced Broadband in the library? Provide specific benefits to your patrons and linkages to the goals of the Washington State Library: Library Services and Technology Plan, 2013-2017

<http://sos.wa.gov/assets/library/libraries/dev/Washington%20State%20LSTA%20Five%20Year%20Plan%2006%2027%2012.pdf>.

Review and evaluation:

Question is worth 10 points

- Who is the primary audience?
- How will the project benefit your library and library members/customers/patrons?
- How will your library use and promote the Broadband connection?

7. How does your library plan to make Broadband access sustainable?

Review and evaluation:

Question is worth 5 points

- Evidence of project sustainability.
- Evidence of leadership support.

8. How will you determine if your project is successful?

Review and evaluation:

Question is worth 10 points

- Describe the desired outcome.
- Level of benefit to library, partner organization, community.
- Use of quantitative evidence.

9. On the following Work Plan, list the major activities or steps involved in completing the project. Include the name of the person responsible for implementation of the activity and when the activity is expected to be completed. *Include evidence of grant administration requirements.* (Limit response to no more than one page.) Note: see guidelines for sample work plan including all major activities involved in a grant project.

Review and evaluation:

Question is worth 15 points

- A logical and sound process of implementation
- A description of the tasks to be performed from contract execution to project closeout

WORK PLAN			
Tasks that Need to Be Accomplished for Successful Project Implementation	Proposed Timeframe For Beginning and Completing Tasks		Responsible Party for the Completion of Tasks
(list in chronological order)	Start Date	End Date	
Example: Project begins; hold organizational meeting	August 2013	August 2013	John Smith, Project Manager

10. Describe the project's budget using the form below. Please include any equipment provided by your library or another institution under 'Other Funding.' Each line of the budget form will contain two numbers; one number for "Grant Funds Requested" and one number for "Other Funding". Round amounts listed to the nearest dollar. Use the column labeled "Description" for very brief notes or to reference the narrative included on a separate page.

On a separate page, describe how the budget was determined and why this budget is appropriate. Also complete a short narrative statement for each of the budget categories, describing what items are included within the proposal. (No more than 1 page in addition to the budget form).

Review and evaluation:

Question is worth 15 points

- A budget that is complete and accurate.
- A short narrative statement for each of the budget categories, describing what items are included within the proposal, and how the budget figure was determined within that category.

BUDGET FORM

Category	Grant Funds Requested	Other Funding (Describe)	Description (Include a short narrative for each category on a separate page)
All Staff Salary, Wages, and Benefits			
Contracts with Others			
Travel and Training	N/A	N/A	N/A
Equipment Under \$5,000			
Equipment Over \$5,000*	N/A	N/A	N/A
Expendable Supplies or Materials			
Other-Itemized			
TOTAL REQUEST (Grant funds requested are not to exceed \$10,000)			

Please note:

- Grant funds **may not** be used for:
 - Purchase of network servers and/or staff/public access computers, peripherals or software
 - Food and other refreshments
 - Advertising and promotion of libraries in general
 - Overhead expenses, administrative and indirect costs
- In-kind matching funds are not required for eligibility; if you list "other funding", be prepared to document the use of those funds

**LSTA
INTERNET SAFETY CERTIFICATION
FOR APPLICANT LIBRARIES**

This Internet Safety Certification form must be included with a grant application when:

- 1) The grant cycle is supported with LSTA funding;
- 2) The use of the form is specified within the application guidelines; and
- 3) A public library, public elementary school library or public secondary school library is participating in the application

As the duly authorized representative of the library submitting this application for LSTA funding, I hereby certify that the library is (*check only **one** of the following boxes*)

A. An individual applicant that is CIPA compliant.

The applicant library, as a public library, a public elementary school library or a public secondary school library, has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. No other libraries subject to CIPA requirements are participating in the application and subsequent project.

B. Representing a group of applicants. Those applicants that are subject to CIPA requirements have certified they are CIPA compliant.

All public libraries, public elementary school libraries, and public secondary school libraries, participating in the application have complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. The library submitting this application has collected Internet Safety Certifications from all other applicants who are subject to CIPA requirements. The library will keep these certifications on file with other application materials, and if awarded funds, with other project records.

C. Not Subject to CIPA Requirements.

The CIPA requirements do not apply because no funds made available under this LSTA grant program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

Signature of Authorized Representative

Printed Name of Authorized Representative

Title of Authorized Representative

Date

Name of Applicant Library/Program