

## One Book 2008 Grants Application Form

Project name	
Amount of funding requested	
Library submitting this application	
Type of library	
Official with contracting authority	
Title	
Organization name, if different	
Mailing address	
City	
Zip	
Telephone	
Fax	
E-mail	
Project director	
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 August 14, 2009. We agree to participate in information gathering as a part of a state-administered evaluation of the project.

\_\_\_\_\_  
 Contracting Authority Signature/Date

\_\_\_\_\_  
 Project Director Signature/Date

\_\_\_\_\_  
 Library Director Signature/Date (if different from official with contracting authority)

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Federal employer/Tax ID# (IRS issued)	
Fiscal agent name	
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.

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Fiscal Agent Signature/Date

## One Book Grants

### 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 library has <b>secured</b> a minimum of <b>one community partner</b> to participate with the library in the One Book project, in addition to its Friends of the Library or library foundation group.		
2.	The application has been reviewed and approved by your library's community relations person or the person responsible for community/public relations (if the library does not have a community relations person), and the library director.		
3.	If your library is selected for a grant and has not done a One Book project before, the project manager will attend a half-day training workshop offered by the State Library either on June 5 or June 12, 2008 (Travel costs may be included as part of the grant application budget.)		
4.	The library is willing to share its experiences with other libraries in Washington State.		
5.	The library will submit project reports to the Washington State Library and complete an evaluation.		
6.	The submitted application includes an original, a paper copy, and an electronic copy.		
7.	Applications will be postmarked by Friday, April 11, 2008, or hand delivered by 4 p.m. Friday, April 11, 2008. Applications postmarked after the April 11, 2008 date, or hand delivered after 4 p.m. April 11, 2008 will not be accepted for review. Faxed or emailed applications cannot be used to meet submission deadlines.		

## Application Form

Please respond to the following:

1. Include your project name, and in one or two sentences briefly describe the project that you are proposing. (Not scored)
2. Did someone from your library attend **last year's** *Partnerships that Work: Building relationships to advance your library*? If so, list their name and title. (Not scored)
3. Will someone from your library be attending **this year's** *Partnerships that Work: Building relationships to advance your library*? If known, list their name and title. (Not scored)
4. Has your library conducted a One Book program before?  Yes  No  
If so, what was the last year it was conducted? (Not scored)
5. Did your library receive a One Book grant last year?  Yes  No  
(Not scored)
6. Does your library own a copy of the American Library Association CD: One Book One Community? (Not scored)  
 Yes  No
7. Provide a general overview of your library's current involvement in the community and your library's situation. What are the difficulties? What are the strengths or opportunities? If your library has implemented a One Book project before, what did you learn from the experience that you will apply in implementing this grant? (Please limit response to no more than one page.)

### Review and Evaluation

This question is worth **10 points**. Reviewers will look for:

- Clear description of the library's past and current marketing and public relations, efforts.
- If no marketing and public relations efforts, description of why not.
- Description of the library's current involvement or partnerships in community activities.
- Clear identification of the library's strengths and weaknesses in the area of community relations, promotion, marketing, and outreach in the community.



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10. Describe the project's budget using the form on the following page. Round amounts listed to the nearest dollar. Please include a separate narrative description to describe budget items in more detail. If you are requesting funds for promotional items, please note that federal funds can only be used for **items that are educational and informational in nature that promote specific library programs, services and activities that are directly related to this grant.**

Please remember, grant funds **may not be used for:**

- Food and other refreshments.
- Purchase of computers used to access the Internet or to pay for direct costs associated with accessing the Internet.
- Advertising and promotion of libraries in general.
- Prizes and incentives.

Review and Evaluation

This question is worth **10 points**. Reviewers will look for:

- Clear description of the budget and how it will be used.
- Use of budget funds appropriate to the goals and strategies in the marketing plan.
- Appropriate balance of funds for activities, on public relations materials or logo development or book discussion groups.
- Requested funds match the activities, the size of the library and its population base.
- Funds are used for promotional items in the manner identified above.

**BUDGET FORM**

Category	Grant Funds Requested	Other Funding* (Describe)	Description
All Staff Salary, Wages, and Benefits			
Contracts with Others			
Travel and Training			
Equipment, under \$5,000			
Equipment, \$5,000 and over			
Expendable Supplies or Materials			
Other--Itemized			
<b>TOTAL REQUEST</b> (Grant funds requested are not to exceed \$7,000)			

Please note: In-kind or other matching funds are not required for eligibility.

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11. Identify what quantifiable measures the library will use to determine whether the goals were accomplished. At least one measure must be the number of participants in whatever program activities are planned. (Limit response to no more than one page.)

Review and Evaluation

This question is worth **15 points**. Reviewers will look for:

- Clear description of the evaluation procedures.
- Description of the statistics to be collected and analyzed and the method for collecting them.
- Measures that are quantifiable and appropriate for determining whether the project has been successful in achieving the desired outcomes.
- At least one measure that includes the number of participants in whatever program activities are planned.

12. What agencies, groups, or organizations has the library secured to partner with on the One Book project? Please describe the relationship and how they will partner with the library. (Limit response to no more than one page.)

Review and Evaluation

This question is worth **15 points**. Reviewers will look for:

- Evidence of the commitment of partners.
- Types of activities or support the partners will provide.
- Partners that offer the opportunity for future One Book efforts.
- Partners that extend the library beyond its usual circle of supporters (i.e., beyond the Friend of the Library and the Library Foundation).
- Development of a regional One Book effort where it is appropriate, beneficial, and cost effective to an area (i.e., a city and a county library, a city and a community college library, a school and a public library, or other combination.)

Partner organization(s)	Your lead contact at partner organization	Lead contact's email address

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13. How does your library plan to continue the One Book project in the coming years? (Limit response to no more than one page.)

Review and Evaluation

This question is worth **10 points**. Reviewers will look for:

- Evidence that the library has discussed future efforts with partners.
- Evidence of commitment to future efforts.
- A plan for how the library might approach continuation of the One Book project.