



JESSE WHITE • Secretary of State & State Librarian

Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

WWW.CYBERDRIVEILLINOIS.COM

**Illinois State Library
GRANT APPLICATION**

For ISL Use Only

Enter initials to confirm authorization to submit this application and that you have read and understand the Program Overview for this grant offering from the Illinois State Library. If initials have not been entered (typed) on this line, the application will not be reviewed or considered for funding by the State Library.

Initials Date

IDENTIFYING INFORMATION

1. Submitting Agency: _____

2. Control Number: _____ Branch Number: _____

3. Name of Project Director: _____
Prefix (e.g., Dr., Mr., Mrs., Ms.) First Name Last Name

4. Contact Information for Project Director:

Email: _____

Telephone: _____ Extension: _____ Fax: _____

5. Work Mailing Address:

Building Name: _____

Street or P.O. Box: _____

City: _____, Illinois Zip + 4: _____

NARRATIVE

6. **Project Title:** _____

7. **Abstract:** In 90-160 words, provide a brief and explicit description of the proposed program or services including overview, goals and impact on the intended audience.

8. **Select One Primary Purpose:**

- Provide access to information, ideas and diverse resources, whether virtual or tangible.
- Offer activities or programs for education and learning.
- Encourage reading for information or enjoyment.
- Lead via research, innovation and best practices.

9. **Select One Intent:**

Lifelong Learning

- Improve users' formal education
- Improve users' general knowledge and skills

Information Access

- Improve users' ability to discover information resources.
- Improve users' ability to obtain and/or use information resources.

Institutional Capacity

- Improve the library workforce
- Improve the library's physical and technological infrastructure
- Improve library operations

Economic & Employment Development

- Improve users' ability to use resources and apply information for employment support
- Improve users' ability to use and apply business resources

Human Services

- Improve users' ability to apply information that furthers their personal, family, or household finances
- Improve users' ability to apply information that furthers their personal or family health & wellness
- Improve users' ability to apply information that furthers their parenting and family skills

Civic Engagement

- Improve users' ability to participate in their community
- Improve users' ability to participate in community conversations around topics of concern.

10. Administrative Capacity:

- a. How does this project relate to your agency's mission or strategic plan?
- b. Describe your agency's capacity to administer the project. As appropriate, this may include internal controls such as policies for procurement (e.g., bids required, purchase orders), procedures for hiring, collection-development strategies, inventory management or travel rules.
- c. Describe the qualifications of key staff to be involved with this project.

11. Project Description:

- a. Provide a comprehensive description of the project. Include details about methods, activities and services to be provided, how they will be implemented, and how items budgeted will be used. (Attach additional documents if needed.)
- b. If appropriate, explain the roles of partnering agencies.

12. Target Audience and Need:

- a. Identify the intended audience and describe the necessity for this project.
- b. Provide data (quantitative or anecdotal) to support how the audience and need were identified. Estimate the number of persons/libraries the project directly seeks to impact.
- c. If applicable, explain promotion, recruitment and/or outreach strategies to encourage involvement by the target audience or use of the end product.

13. **Project Schedule:** Provide a timeline illustrating when actions and activities will be scheduled or completed.
(e.g., August - planning meetings with partnering agencies; September - October - recruitment of participants; Oct. 15 - submit quarterly report; Nov. 11 - Instruction on ABC.)

Date or Month Scheduled or Completed	Action/Activities
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14. Outcome(s) and Method(s):

- a. Propose one to four measurable outcomes that will be achieved as a result of this project. Reflect outcomes as changes in knowledge, skills, attitudes or behavior of the target audience. (e.g., 85 percent of the participants will increase their ability to independently search the Illinois Digital Archives.)
- b. For each outcome, list specific methods and measurable activities or services to be implemented and the resources necessary to achieve the outcome. (e.g., Offer 1 program on ABC weekly for 6 weeks, for a total of 6 sessions. Recruit 25 participants. Contract with X to provide Y services. Add 250 historical images to the Illinois Digital Archives.)

Outcome 1:

Method(s), Activity(s) or Service(s) to Achieve Outcome 1

Outcome 2:

Method(s), Activity(s) or Service(s) to Achieve Outcome 2

Outcome 3:

Method(s), Activity(s) or Service(s) to Achieve Outcome 3

Outcome 4:

Method(s), Activity(s) or Service(s) to Achieve Outcome 4

15. **Evaluation:** What strategies will be used to assess the success of the project? Check all that apply.

- Survey
- Review of Administrative Data
- Interview/Focus Group
- Participant Observation
- Other

Describe the methodology. For example: Will the evaluation be conducted by project staff or by a third party evaluator? What parts of the project will be evaluated? What data or information will be collected and when?

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CONTROL NUMBER _____ BRANCH NUMBER _____

BUDGET

16. Details and Explanation for Use of Grant Funds

Salaries/Wages/Benefits: Salaries, wages and fringe benefits paid with grant funds for staff contributing directly to the project. List position titles (not names), number of full-time equivalent (FTE) in that position, and anticipated hours devoted to the project.

Position Title	#FTE	Anticipated Hours	\$ Amount
TOTAL			

Consultant Fees: Includes all expenses related to acquiring the services of a consultant for a specific activity within the project. Include costs that will be paid to the consultant, including fees, travel, accommodations and support services. Provide the consultant's name and description of expertise that the consultant brings to the project.

Name and Expertise	\$ Amount
TOTAL	

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Travel: Include travel costs for project staff and/or participants. Travel must be related to project activities and considered educational, not entertainment. This includes transportation as well as costs and fees for educational sites, meetings or programs if appropriate. Budget the most economical mode of transportation, considering travel time, costs and purpose for travel. Provide the number of travelers, destination and purpose for travel, and a description of the types of travel expenditures expected (i.e., mileage, registration fees).

Number of Travelers	Destination and Purpose	Type of Travel Expenditures	\$ Amount
TOTAL			

Supplies/Materials: Include costs for supplies and materials purchased specifically for the project. This includes books, nonprint resources, software, virtual or tangible materials, and computing devices if the acquisition cost per unit is less than \$5,000.

TOTAL \$ _____

Provide descriptions and quantities of all supplies and materials proposed.

Equipment: Only for individual items costing \$5,000 or more.

TOTAL \$_____

Provide descriptions as well as quantities of equipment proposed and cost.

Services: Services may include, but are not limited to, hiring a firm to provide instruction and training as well as technical assistance, outsourcing and databases. Budget project activities to be undertaken by a third-party contractor or vendor as Services.

TOTAL \$_____

Identify the costs and parameters for grant-funded services or activities, including the name of the vendor, firm or organization providing the direct service, if known.

BUDGET SUMMARY:

Budget Line	Total
Salaries/Wages/Benefits	
Consultant Fees	
Travel	
Supplies/Materials	
Equipment	
Services	
Total Direct Costs	

Indirect (Facilities and Administrative) Costs: Indirect costs are incurred for the organization’s overall objectives and therefore, cannot be identified specifically for a particular project. Typical examples of indirect costs are general telephone service, audit costs, utilities, general office supplies, and administrative or financial operations such as audit costs. If you choose to request indirect costs, you must exclude all indirect-cost-type items from other budget lines.

Choose One:

No Indirect Costs	\$0
Indirect Costs not to exceed 10 percent of the Total Direct Costs. <ul style="list-style-type: none"> • For all grants awarded state funds, OR • Grants awarded federal funds, such as LSTA, for applicants with no federally negotiated indirect cost rate. 	
Indirect Costs not to exceed the Federally Negotiated Indirect Cost Rate of _____ percent. <ul style="list-style-type: none"> • Only for grants awarded federal funds, such as LSTA, AND • Limited to those agencies with a federally negotiated indirect cost rate. Attach documentation to confirm the negotiated rate. 	

Total Grant Request	
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