



**Target Audience and Need (continued):**

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**SECTION IV: PROJECT DESCRIPTION**

- Explain the overall design of the project clearly describing all plans, including details about project management.
- Address how the project plans to meet existing library standards as outlined in the Illinois Library Association's most recent edition of the *Standards for Public Libraries*.
- Describe the project's potential contribution to the improvement of library services within the library's area of service and in any other portions of the state.
- Address the library's ability to maintain and sustain library operations following the completion of this project (e.g., expanded costs for utilities, staffing, maintaining a larger collection, building maintenance).

**Project Description (continued):**

**SECTION V: ESTIMATED COSTS**

CATEGORY	AMOUNT
1. Site Acquisition (Land and/or Facility) <i>*New Construction/Remodeling &amp; Mini-Grants</i>	
a) Real Property Costs	
b) All Other Related Costs	
2. Site (Real Property) Improvements <i>*New Construction/Remodel &amp; Mini</i>	
3. New Facility and/or Addition <i>*New Construction/Remodeling</i>	
a) Real Construction	
b) Professional Fees	
c) Fixed Equipment	
d) Square Footage Involved	
<b>A. Cost per Square Foot</b>	
4. Remodel/Renovation <i>*New Construction/Remodeling &amp; Mini-Grants</i>	
a) Real Construction	
b) Professional Fees	
c) Fixed Equipment	
d) Square Footage Involved	
<b>B. Cost per Square Foot</b>	
5. Furniture and Movable Equipment <i>*New Construction/Remodeling &amp; Mini-Grants</i>	
6. Accessibility	
a) Elevators or Lifts	
b) Remodeling Restrooms	
c) Ramps and Curbs	
d) Entrances	
e) Remodeling Stairways	
f) Drinking Fountains	
g) Accessibility Signs	
h) Shifting of Book Stacks for 3-Foot Clear Aisles	
i) Circulation Desk and Study Carrels	
j) Professional Fees	
k) Site Acquisition	
i. Accessibility Related	
ii. Non-Accessibility Related	
l) Site Improvement	
i. Accessibility Related	
ii. Non-Accessibility Related	
m) Other Accessibility Costs	
n) Other Non-Accessibility Costs	
o) Square Footage Involved	
<b>C. Cost per Square Foot</b>	
7. Total Project Cost	
8. Grant Request Amount	
9. Local Cost Share	

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**SECTION VI: PROVIDE THE FOLLOWING INFORMATION IF THE TOTAL PROJECT COST IS OVER \$75,000**

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Architect's/Engineer's First Name      MI      Last Name

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Illinois Registration Number

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**SECTION VII: REQUIRED SUPPORTING INFORMATION**

Applications must be complete and include the following supporting documentation if applicable. Supporting documentation, when applicable, must be submitted as Portable Document Format (PDF) attachments or on a Compact Disc (CD) and may be submitted separately from the application. **Incomplete applications will not be considered for funding.**

- Sign-off Letter from the Illinois Historic Preservation Agency or a copy of the applicant's request to the Illinois Historic Preservation Agency
- Facilities Plan

**IN ADDITION TO THE ABOVE, THE FOLLOWING ARE ALSO REQUIRED FOR:**

**ACCESSIBILITY:**

- Deed of Ownership or Proof of Long-Term Occupancy
- Proof of Local Cost Share

**NEW CONSTRUCTION/REMODELING:**

- Deed of Ownership or Proof of Long-Term Occupancy
- Proof of Local Cost Share

**REQUIRED FOR ALL PROJECTS INVOLVING THE EVACUATION OF SOIL:**

- Special Flood-Hazard Area Documentation
- Subsurface Soil Analysis (submit as a one-page summary)
- Environmental Site Assessment (submit as a one-page summary)