CONSTRUCTION CHALLENGE GRANT 2017 - DRAFT
SOUTHERN ADIRONDACK LIBRARY SYSTEM
DEADLINE: December 31, 2016

The SALS Board of Trustees recognizes libraries must rethink current library services, incorporate new ideas, and utilize & adapt library buildings to provide updated, relevant support to their communities.

The SALS Board of Trustees has initiated a competitive grant program to help member libraries perform repairs, renovations, or touch-ups to improve their physical space.

SALS WILL OFFER SIX CONSTRUCTION CHALLENGE GRANTS TO IMPROVE THE FUNCTION OF MEMBER LIBRARY BUILDINGS IN THE AMOUNT OF APPROXIMATELY $5,000 EACH. ALL SALS MEMBER LIBRARIES ARE ENCOURAGED TO APPLY.

- Grant funds may be used to purchase equipment, materials, supplies, labor, professional services (for example, design services needed in order to apply for NYS Construction Grants later in the calendar year or the following year). The funds cannot be used to pay for library staff.

- It is highly recommended that library staff and boards conduct a walk-through of their building with someone from the community. The purpose is to have an objective view of the building from the outside. It is hoped that this will help identify areas that need to be redesigned or freshened to make the library more welcoming and accommodating. A walk-through narrative (no more than 1 page) should be attached to the application. Please include the names of the people who participated in the walk through.

- The renovation, repairs, or maintenance must be completed within one year.

- The construction project can be in conjunction with a larger building project.

- The project must fit into the library's Plan of Service.

- The application must state a clear goal and clear objectives.

- A final report will be required, due December 15th, 2017.

Matching funds are not required, but are encouraged.

PROJECTS MAY INCLUDE: wiring, lighting, handicapped accessibility, furniture, shelving, painting, roof or masonry repair. The project could be hiring a professional (for example, architect, space planner, engineer) to develop plans that can be used in a later grant application. The projects may seek to improve the building, parking lot, or property.

SALS will schedule a workshop in November 2016 to discuss fundable projects and give examples of successful projects.

CHALLENGE QUESTIONS, THINGS TO CONSIDER:

- What is the goal of the project?

- What do you intend to do?

- How will the project change the library building?

- How will the improvements alter the library experience for users?

- Will this project allow better service to people with disabilities?

- How will this project improve the library's physical space?

- How will it help improve services to the people in your community through better use of current library space?

APPLICATION CHECKLIST:

1) COMPLETED APPLICATION
   (WITH A CLEAR GOAL & MEASURABLE OBJECTIVES)

2) BUDGET DOCUMENT

3) LIBRARY WALK-THROUGH NARRATIVE - SHOULD BE NO LONGER THAN ONE PAGE. INCLUDE THE PEOPLE WHO PARTICIPATED IN THE WALK-THROUGH AND WHY YOU CHOSE THEM TO PARTICIPATE. DESCRIBE KEY FINDINGS.

Please submit 2 copies of your application materials: One paper copy (via courier or mail) **and one electronic copy to be emailed to <u>sdallas@sals.edu</u> Hand-written applications will not be accepted.**

Southern Adirondack Library System
2017 Construction Challenge Grant Application
DEADLINE: December 31, 2016

Please call Sara Dallas at 518-584-7300 ext. 205 if you have any questions about the grant process, or if you need assistance in developing your construction project. If you plan on including wiring or cabling and or/technology related upgrades please make sure you discuss the project with Michele Largeteau. The projects will be reviewed by the SALS Board of Trustees Building Committee. The SALS Board of Trustees will approve successful grant applications at its January 2017 meeting.

<mark>**Please submit 2 copies of this grant application: one paper copy, and one electronic copy in MS Word format to be emailed to sdallas@sals.edu. Handwritten applications will not be accepted.**</mark>

LIBRARY REQUESTING GRANT:

CONTACT PERSON:

PHONE/EMAIL:

PROJECT DESCRIPTION: Answer the following questions completely. Please provide enough information so that the SALS Board of Trustees will understand the project based on the application. (Attach to grant application).

- What is the goal of the project?
- How will this project change the library building?
- Briefly describe how the building project will improve the library experience of the library user. (Identify at least 1 measurable outcome.)
- How will you evaluate the project?
- What is the timeline for the project?
- Pictures before starting the project.

Meeting the outcome(s) and the results or your evaluation will be used in the final report narrative due to SALS on or before December 15, 2017.

BUDGET:

In the "details" column, provide details on the cost of each item and the number of items to be purchased.

CATEGORY	PROJECT FUNDS REQUESTED	IN-KIND	TOTAL	DETAILS
Personnel				
Equipment				
Materials/ Supplies				
Total				

NOTE: Special consideration will be given to libraries showing in-kind contributions from the library or community partner.

Library Director Signature: _____

Submission Date: _____

Approval Date: _____