

**2024 Construction Challenge Grant**  
**Southern Adirondack Library System**  
**Deadline: April 1, 2024**

SALS will offer Construction Challenge Grants of up to \$5,000 per project to improve the function of member library buildings. All SALS member libraries are encouraged to apply. These funds can be used to work with architects, engineers or other professionals to develop plans, or to perform repairs, renovations or touch ups to improve the libraries' physical space.

The SALS Board aims to fund projects at their requested levels, but demand for funds may require projects to be funded at less than 100%.

**GRANT REQUIREMENTS:**

- *WALK-THROUGH:* You must conduct a walk-through of your building with someone from your community. This should be someone who makes use of the library regularly, or who would like to make use of it but a building element prevents them from doing so. A one-page narrative with the community member's name and observations while participating in the walk-through must be attached to the application, and should be used to help you determine what construction project you will undertake. We have provided a guide you may use for the walk-through.
- *APPLICATION:* The application must state a clear goal and objectives. 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).
  - Examples:
    - Wiring (JA must be looped into these projects)
    - Lighting
    - Accessibility
    - Furniture
    - Shelving
    - Roof or masonry repair
    - Hiring a professional (architect, engineer, etc.) for plan development
    - Project may take place in building, parking lot or property owned by the library
  - The funds cannot be used to pay for library staff.
  - The proposed project can be in conjunction with a larger building project.
  - Projects cannot have started prior to this application being made available, and must be completed prior to the Final Report deadline of April 1, 2025.
  - The project must fit into the library's Long Range Plan of Service. The Long Range Plan of Service must either be on file with the System or attached to the application.
- *BUDGET:* Matching funds are encouraged, but not required. Requested grant funds, and any matching funds, should be detailed on the provided Project Budget form. It must be signed by your Board President.

- **PHOTO DOCUMENTATION:** Provide photographs of the proposed project area.
- **FINAL REPORT:**
  - A final report, including receipts, a written narrative and photos of the completed project area, is required and due by April 1, 2025. The goal and objectives identified in the project application must be referenced in this report.
  - Failure to complete a project as outlined in your application or to not submit a final report on time may result in forfeiting grant funds or make your library ineligible for future grants.

### **APPLICATION QUESTIONS:**

The online form (link below) does not have a “save” function, so you will need to complete it all in one session. The application questions are listed here, and we recommend you craft your responses in Word prior to filling out the online form.

- What are the goals and objectives of your project?
- How will this project change the library building?
- How will this project benefit your patrons?
- What is the timeline for the project?
- What tools will you use to evaluate the program quantitatively (i.e. Statistics)?
- What tools will you use to measure the program’s success qualitatively?

### **APPLICATION CHECKLIST:**

- WALK-THROUGH NARRATIVE
- COMPLETED APPLICATION
- PROJECT BUDGET
- PHOTO DOCUMENTATION
- LONG RANGE PLAN OF SERVICE (if not already on-file with SALS)

Complete the online application and submit all documents as PDFs through the online application portal by April 1, 2024:

<https://www.surveymonkey.com/r/2LBPCHX>

The SALS Board of Trustees meets April 16, 2024. Libraries with approved projects can expect to receive grant funds the last week of April or the beginning of May 2024.

Hand-written applications will not be accepted.

Please direct any questions regarding the application or process to Sara Dallas ([sdallas@sals.edu](mailto:sdallas@sals.edu)) or Pamela DelSignore ([pdelsignore@sals.edu](mailto:pdelsignore@sals.edu)). If you plan on including wiring or cabling and/or technology upgrades in your project, make sure you discuss the project with Michele Largeteau prior to submitting.