

Date Received by MSL _____

Maine State Library - New Century Community Program: Application for Public Library Renovation and Construction Program

Application Deadline: Monday May 5, 2008 5:00 p.m.

Please return original application PLUS six copies.

Mail to:

Linda Lord

Maine State Library

64 State House Station

Augusta, ME 04333

Please type or print. Please write N/A for any items not applicable.

Requirement:

Please remember that a 1 to 1 local funding match is a legislative requirement of receiving this grant. If you are requesting the maximum grant of \$50,000, you must have a \$50,000 local match.

Project Title _____

e.g. Expansion of Children's Room; Expansion of Meeting Room; New Library Construction Project Replacing 100 year Old Building, Renovating Building to Improve Accessibility; etc. (*Note: We are often asked to place grant information into a database and need a short, descriptive title in order to do this.*)

Contact Information

1. Name of Applicant Library _____

2. Address _____

3a. Name of Project Director _____

(All communications will be sent to this person)

3b. Title of Project Director _____

4. Address (if different from No. 2 above) _____

5. Telephone number _____ Fax _____

6. Email _____

District Membership and Criteria

7. Check one: Our library is a member of the ____ Central ____ Northeastern
____ Southern Maine Library District

8. Criteria:

The Maine Library Commission has unanimously agreed to utilize the **2007 Maine Public Library Minimum standards**, with the exception of the physical facility standards, as the criteria for judging applications. Libraries not meeting the physical facility standards must gear their grant applications to projects which would allow them to meet those standards.

The Commission also agreed that grants are to be capped at \$50,000 per applicant.

Does this library meet the minimum library standards set forth in Maine Public Library Standards 2007 pp. 75-78 with the exception of the facilities standards? _____yes
_____no

(If the response is no, your application will not be evaluated. The Maine Library Commission has set the other minimum standards as mandatory requirements for grant eligibility.) If your grant application will help your library achieve a minimum facility standard, it will be accepted and rated.

Construction Related Information

9. Type of construction project (check one and include description):

_____ New building (Brief description)

_____ Renovation of existing building (Brief description)

_____ Expansion of existing building (Brief description)

10. Do you have a program building statement? _____yes _____no If yes, please send one copy.

(See "program building" **definition** at the end of document)

11. Name of your library building consultant _____
 (See " building consultant " **definition** at the end of document)
 Address _____
 Telephone _____

12. Have preliminary schematics been prepared?
 ____yes (please send one copy) ____no

13a. Name of Maine registered engineer associated with this project.

 Address _____
 Telephone _____

13b. Name of Maine registered architect associated with this project.

 Address _____
 Telephone _____

14. Earliest date construction can begin _____

15. Projected ending date of project _____

16. Date applicant last received a major construction grant _____
 Was the award from: ____ state ____ federal ____ or other (e.g. Stephen and
 Tabitha Foundation)? Amount of the award _____

17. Population of town in which library is located _____

18. Population of library's legal service area _____
 (Check your annual report or with Felicia Kennedy at felicia.kennedy@maine.gov if not certain.)

19. Please complete the following chart if any change will occur as a result of your project.

Facility/Space Data - Existing and Future Gain

Facility/Space Data	Existing	To be Gained as a Result of Proposed Project
Meetings rooms		
Building –Square Footage		
Hours open		

Number of Full Time Equivalent Staff (FTE's)*		
Number of public computers		

* per page 48 of the Maine Library Standards or <http://www.maine.gov/msl/libs/standards/minstandards.htm>

20. Describe **in detail** how the proposed construction/renovation project will impact/improve your service to patrons?

Budget Information

Section A – Calculation of Proposed Project Budget (Round to Nearest Dollar)

Cost Classification	Amount Expended Within Past 36 Months, if any	Projected Expenditures	TOTAL	Maine State Library USE ONLY
Acquisition of Site				
Acquisition of Building				
Site Development				
Site Survey and Soil Investigation				
Site Appraisal				
Architect's Fees				
Engineer's Fees				
Special Consultant Fees (Describe work under "Remarks" below)				
Legal Fees				
Title Opinion				
Advertisement of Bids				
Duplication of Plans				
Construction				
Movable Equipment & Furniture				
Works of Art (1% limit)				
Audit Service				
Other (Specify, e.g. fund raising) _____)				
Other (Specify _____)				
Grand Total				

Architect's/Engineer's Estimate Per Square Foot Cost of Construction:
\$ _____

Remarks

Section B - Proposed Method of Financing Project

Methods to Finance Project	Amount in Dollars
1. Local Cash now available	\$
2. Local Cash to be raised	\$
3. Local Loan	\$
4. Community Bonds	\$
5. *Value of donated construction materials (do not include labor)	\$
6. TOTAL OF LOCAL CONTRIBUTIONS #1-5 above	\$
7. Amount requested in New Century funds (Should be equal to or less than #6 above)	\$
8. Grand Total Cost of Project (Add #6 & 7 above)	\$

* Please be prepared to verify this amount when reporting on your completed project.

Section C – Budget Expenditures / Forecasting

Classification	Current Operating Budget	Budget for First Fiscal Year After Construction/Renovation
SALARIES / FRINGE		
Salaries		
Fringe Benefits		
Sub-Total		
OPERATING		
Maintenance		
Insurance		
Utilities (including telephone)		
Office & Program Supplies		
Public Relations		
Debt Retirement		
Electronic Access Costs		
Materials Collection		
Other		
Sub-Total		
CAPITAL OUTLAY		
New Equipment (include major computer installations)		
Furniture for new or expanded buildings		
Payments & interest on loans & Bonds for construction of new buildings & buildings additions		
Site acquisition costs		
Other (Specify)		
Sub-Total		
GRAND TOTAL		

Definition Help

* **Program Building Statement:** The building program statement is a description of why you need an addition or renovation to meet your library's mission statement. It connects your building plans to your programs and services. For example, if children's services is part of your mission statement, and you need an expanded children's area to offer more children's programs and services, your building program statement would say that. If your collection does not meet the needs of your patrons, you'd need more area to house your collection.

****Building Consultant:** A building consultant is an individual and/or firm with recent, extensive experience with library building projects and who are prepared to consult in planning new or renovated library spaces". They are not necessarily architects.

Certification of Application

Possessing the legal authority to apply for a State Public Library Construction grant, we the undersigned members of the Public Library Board of Trustees of (Name of library)

_____ OR the governing body for the (Name of library)

_____ in

(town/city) _____ certify that:

a resolution, motion or similar action has been duly adopted or passed as an official act of the Board, authorizing the filing of the Application, and directing and authorizing the person identified as the Project Director on Page one (1) of the Application as the official representative of the Board to act in connection with the Application (and the proposed project, if funded), and to provide such additional information as may be required; and

to the best of our knowledge and belief, all information in the Application is true and correct, and fiscal estimates are as accurate as they can be as of the date of this Application.

Further, we agree to comply with all Assurances contained in the Application, and with all rules, regulations, policies, procedures, and requirements as they relate to the application, acceptance, and use of State funds for this State-assisted project, and that all State funds received for the project will be expended solely for the purpose for which granted, and any such funds not so expended, including funds lost or diverted to other purposes shall be returned to the Maine State Library for repayment to the State of Maine.

Signature of governing body official (e.g. Chair of Board of Trustees or Town Manager)

Name _____

Signature _____ Date _____

Title _____

_____ Date _____

Library Director Signature

Person Authorized to receive New Century Construction Funds:

Name and title _____

Address _____

City/Town _____ Zip _____

Telephone _____ Fax _____

Email _____