

Department of State
Division of Library and Information Services

Program Name: LIBRARY COOPERATIVE GRANTS

Authority: ss. 257.40-257.42, F.S.; 1B-2.011, F.A.C.

Appropriation: \$1.2 million in FY 2001-2002

Purpose: The Library Cooperative Grant program, established in 1992, provides up to \$400,000 in state funding to multitype library cooperatives to assist them in meeting the educational and informational needs of Florida residents by encouraging and assuring cooperation among libraries of all types for the development of library service. The grant funds provided under this program cannot be used to supplant local or other funds and are to be used based upon an annual plan of service and expenditure and an annually updated 5-year, long-range plan of cooperative library resource sharing.

Eligibility: Multitype library cooperatives are eligible to apply for grants under this program. Library cooperatives are defined as not-for-profit corporations that are qualified or registered and are in good standing according to Chapter 617, F.S. They consist of two or more libraries under separate governance and of more than one type, including any combination of academic, school, special, state institution, and public libraries.

Solicitation: Announcements of the availability of applications are made through the *Florida Administrative Weekly*. Application forms are also mailed to the six eligible entities.

**Application
Deadline:** April 15

Match: Applicants are required to provide a 10% cash match of funds from local sources.

Application Review: Applications are reviewed by Division staff for eligibility and completeness based on a list of required documents referenced in the *Florida Administrative Code*. A 30-day correction period is provided to complete the application or correct deficiencies after staff has completed reviewing all applications. A Legislative Budget Request issue is prepared for the Department of State's budget for review and approval by the Secretary of State for submission to the Governor and Legislature.

Award Process: After the General Appropriations Act becomes law and the funding for the Library Cooperative Grant program is known, the Division notifies, by

letter, applicants in July of the new fiscal year. The notification includes the grant agreement.

Agreements: Agreements are executed for each grant recipient. The application becomes a part of the grant agreement.

Payments: Grant payments are distributed on a quarterly basis.

Reports: A financial audit must be submitted within six months of the close of the grant recipient's fiscal year. An annual report reflecting the use of grant funds and a summary of the progress toward meeting program priorities is due December 1.

Department of State
Division of Library and Information Services

- Program Name:** PUBLIC LIBRARY CONSTRUCTION GRANTS
- Authority:** ss. 257.12 and 257.191, F.S.; 1B-2.011, F.A.C.
- Appropriation:** \$6,287,137 in FY 2001-2002
- Purpose:** The Public Library Construction Grant program, established in 1973, provides matching funds to remodel or expand existing public library facilities, or construct new public library facilities. The maximum grant is \$500,000; the minimum grant is \$10,000. The minimum project size is 3,000 square feet.
- Eligibility:** Any of the 67 county general governments, incorporated municipalities, special districts, and special tax districts that establish or maintain a public library and provide free public library service may apply for a Public Library Construction Grant.
- Solicitation:** Announcements of the availability of applications are made through the *Florida Administrative Weekly* in addition to letters sent to Florida public library administrative units in December.
- Application Deadline:** April 1
- Match:** A dollar-for-dollar match is required for all construction grants. Eligible matching funds include cash; governmental appropriation; negotiable and non-negotiable securities; bonds sold or validated; funds used for advance plans; estimates; the cost of the land for the construction or acquisition of a building not already in use as a public library; the current appraised fair market value of a currently owned site for new construction; the current appraised fair market value of the building or portion of the building not being used as a public library for remodeling and expansion projects.
- Application Review:** Applications are scored by Division staff based on point criteria referenced in the *Florida Administrative Code*. A 30-day correction period is provided to complete the application or correct deficiencies after staff has completed reviewing all applications. A Legislative Budget Request issue is prepared for the Department of State's Capital

Improvement budget for review and approval by the Secretary of State and for submission to the Governor and Legislature.

Award Process: After the Legislature makes decisions on the state's public library construction grant priority list, the Division notifies, by letter, applicants in July of the new fiscal year. The notification includes the grant agreement.

Agreements: An agreement is executed with each grant recipient. Applicants have 270 days from agreement execution to award a construction contract. An extension of an additional 270 days may be allowed for extenuating circumstances.

Payments: Payments are made on a reimbursement basis (30%-30%-30%-10%) for costs incurred during construction. Various specified construction-related documents are required to be submitted with each payment request. The final payment of 10% is provided after submission of the financial audit.

Reports: Certain construction related documents are required to be submitted with payment request. At the end of the project, a project completion report must be submitted which details project expenditures and project activities. A financial audit must be submitted along with the final payment request.

Department of State
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Program Name: LITERACY GRANTS

Authority: s. 257.192, F.S.; 1B-2.011, F.A.C.

Appropriation: \$250,000 in FY 2001-2002 (State funding)

Purpose: The purpose of this community-based grant program, first funded in FY 1999–2000, is to support family literacy and learning programs through Florida public libraries. The program focuses on the broadest range of literacy needs of people in minority, low-income areas and assists libraries in addressing two program outcomes: (1) adult learners' literacy skills improve and (2) parents or caregivers read to their children.

Eligibility: Any Florida public library is eligible to apply for Florida Library Literacy Grant funds. For the purposes of this grant, public libraries are defined as all libraries eligible to receive State Aid to Libraries grants; and city, county or nonprofit association-funded libraries that provide free library service to their legal service area. To receive a grant, a librarian who has completed a library education program accredited by the American Library Association must administer the library's services program.

Solicitation: Announcements of application availability are made through the *Florida Administrative Weekly* in addition to letters sent to Florida public library administrative units in July.

Application

Deadline: September 1

Match: Local matching funds must equal a minimum of 1/3 of the amount of grant funds requested or awarded and may be in the form of direct expenditures, in-kind donations and/or services of partner agencies.

Application Review: Applications are evaluated in a three-phase process: (1) State and Federal Grants Office staff review for eligibility and completeness; (2) Florida Library Literacy Advisory Council members review and make funding recommendations; and (3) Secretary of State makes final funding decisions based upon recommendations from the Advisory Council.

Award Process: After the Secretary of State approves the state's Library Literacy grants, the Division notifies, by letter, applicants in November. The notification includes the grant agreement.

Agreements: An agreement is executed with each grant recipient. The application becomes part of the grant agreement.

Payments:

Payments are made on a quarterly basis.

Reports:

A mid-year report is due April 1. An annual report, due November 1, provides accomplishments, evaluation of the project impact and a financial accounting of expenditures.