



MOVING FORWARD TOGETHER

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 Kathy Schalk-Greene, Executive Director | kathy@librarylinknj.org

**FY17 Incubator Project Award Opportunity:
*Powering Up: Library Charging Stations***

Award Application – Form A

Application due date: by 4:00 P.M. on Friday, April 28, 2017. One completed application with original signatures and one copy must be mailed via U.S.P.S. to LibraryLinkNJ, 44 Stelton Rd., Suite 330, Piscataway, NJ 08854 or delivered via private carrier (e.g. FedEx) and received by this date and time. Applications may not be sent via email. Any application sent by email or received after this time and date are automatically disqualified from consideration.

FORM A: APPLICATION TITLE PAGE & CERTIFICATION FORM

You may expand each section of the table, as needed.

Please fill out the following and sign below:

Applicant library name:	
Library Director or Library Manager name:	
Project Manager name & title:	
Project Director phone & email:	
Library address, city & zip:	
Population of community served by the library (include number and source of data):	
Total library budget:	
County:	
Type of library - public, school, academic or special:	
Project title:	
Name of selected vendor:	
Total award request (<i>applicants must obtain a written quote from the vendor and submit a copy as part of the award</i>) Installation is not part of this award:	
Duration of project:	June 30, 2017 – December 29, 2017

Project Timeline, Award Deadlines and Amount to be Awarded:

Project Launch:	Thursday, March 2, 2017
Application due date:	4:00 P.M. on Friday, April 28, 2017
Evaluation period:	Monday, May 1 - Thursday, May 25, 2017
Number of grant awards and amount:	Up to 12 awards at a maximum of \$6,000.00 each.
Award notification date:	On or about Friday, May 26, 2017
Funds Distributed:	By Friday, June 30, 2017
Implementation/Installation of charging device deadline:	By Friday, December 29, 2017
Project period:	June 30, 2017 – December 29, 2017
Final report due date:	June 30, 2018

The applicant certifies that:

- the library does not have an extant secured public device charging station at the time of this application. A secure charging station is one that locks up the device. Providing a safe and protected place while it charges.
- the charging station purchased from the *Powering Up: Library Charging Stations* award opportunity will be used only in accordance with this submitted application narrative.
- the library will purchase the secure charging station directly from the vendor, per their own purchasing guidelines.
- the secure charging station will be installed by December 29, 2017.
- if the charging station is not installed by December 29, 2017, all award money will be promptly returned to LibraryLinkNJ by Thursday, February 1, 2018
- they will publicize the project in accordance with the submitted application narrative and acknowledge LibraryLinkNJ as described in the *Powering Up: Library Charging Stations* award opportunity guidelines.
- they will submit one final report to LibraryLinkNJ by June 30, 2018.
- data in this application are true and correct.

Application & Certification Form must be signed. The President of the Library Board of Trustees, or equivalent governing body, must sign the *Application Title Page & Certification Form* unless the library director has been authorized to sign by the board or equivalent governing body or person.

Checklist of documents that need to be submitted:

1. Form A: Application and Certification
2. Form B: Narrative
3. Copy of the vendor quote, including shipping charges

(cont'd) **FORM A: APPLICATION TITLE PAGE & CERTIFICATION FORM**

CERTIFICATION FORM

APPLICANT:

LIBRARY/INSTITUTION/SCHOOL DISTRICT NAME

ADDRESS

CITY

STATE

ZIP

COUNTY

PROJECT DIRECTOR:

TELEPHONE NUMBER:

FAX#:

E-Mail Address:

Application Deadline:

The completed application must be received *no later than 4:00 pm, Friday, April 28, 2017.*

TOTAL AMOUNT OF AWARD REQUESTED: _____

APPLICATION CERTIFICATION: To the best of my knowledge and belief, data in the application are true and correct. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the project parameters, if its award is approved.

NAME AND TITLE

SIGNATURE

LibraryLinkNJ, The New Jersey Library Cooperative, and its services are funded by the New Jersey State Library, which is responsible for the coordination, promotion, and funding of the New Jersey Library Network.