

LibraryLinkNJ Mobile Pilot Project - FY2012
New Jersey Libraries-On-The-Go

Mobile Project Application & Instructions

APPLICATION A - FOR LIBRARIES
THAT HAVE NOT YET IMPLEMENTED
A MOBILE APP OR MOBILE WEBSITE SERVICE

All the documents describing and supporting the Mobile Pilot Project can be found on the LibraryLinkNJ website. Please read them completely and carefully.

Application Deadline:

The completed application must be received no later than 4:00 pm, Wednesday, February 29, 2012.

Submit the following completed forms by email attachment:

- *Application & Certification Form:(signed)*

Applications that do not include the signed *Application & Certification* will be disqualified.

- *Application Form A:*

Save a copy of the Application Form appropriate for your project and use as a template to supply the information for each of the required sections.

IMPORTANT NOTE: The President of the Library Board of Trustees, or equivalent governing body, must sign the *Application & Certification Page* unless the library director has been authorized to sign by the board or equivalent governing body.

Send completed forms by email attachment to:

Cheryl O'Connor, Executive Director
LibraryLinkNJ – The New Jersey Library Cooperative
44 Stelton Road, Suite 330
Piscataway, NJ 08854
732-752-7720
coconnor@librarylinknj.org

LibraryLinkNJ 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.

APPLICATION & CERTIFICATION FORM
LibraryLinkNJ Mobile Pilot Project - FY2012
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APPLICANT:

LIBRARY/INSTITUTION/SCHOOL DISTRICT NAME

ADDRESS

CITY

STATE

ZIP

COUNTY - REQUIRED

PROJECT DIRECTOR: _____

TELEPHONE NUMBER: (_____) _____

FAX#: (_____) _____

E-Mail Address: _____

Application Deadline:

The completed application must be received no later than 4:00 pm, Wednesday, February 29, 2012.

TOTAL AMOUNT OF FUNDS 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 funding is approved.

TYPE NAME AND TITLE

SIGNATURE

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

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**APPLICATION FORM A - FOR LIBRARIES
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Filling Out Sections 1 – 8 is required.

1. **Project Description:** *Provide the goal and objectives of your proposed project.*
2. **Vendor and Product of Choice:** *Submit vendor and product choice(s), and describe how it relates to your goal.*
3. **Vendor Quote:** *Submit formal vendor quote.*
4. **Proposed Budget:** *Submit a basic fund budget and include:*
 1. Vendor Quote
 2. LibraryLinkNJ Subsidy Request
 3. Amount of local funding contribution, if any (this is desirable, but not required):
4. **Staff Commitment:** *Please describe number of project staff and estimate of staff hours.*
5. **Implementation Timeline:** *Provide estimated timeline for implementing project.*
6. **Marketing and/or Public Relations Plan:** *Describe marketing strategy and public relations materials.*
7. **Evaluation Plan:** *Describe how you intend to evaluate the project results.*
8. **Sustainability Plan:** *Describe how your library will sustain its future mobile presence (budget & staff commitment).*

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