



MOVING FORWARD TOGETHER

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

Award Application – Form B: Narrative

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.

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

FORM B: NARRATIVE

**Please respond to each of the sections in the below table. Guidance for each section is provided in the award application guidelines.
 You may expand each section of the table, as needed.**

<p>1. Project title: LLNJ has given this project a title “Powering Up”. You may use this as your project title or create one of your own. If you create one, it needs to be a succinct phrase or sentence that captures the essence of the project. The title will be utilized in award publicity.</p>	
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<p>2. Project description: Articulate the plan for use, placement and installation of the public charging station. Clearly articulate how the project supports the library goals. Applicants should be creative in their approach and could consider outreach and community partnerships. If there are items or services needed that are not covered by the award funds, applicants should demonstrate a commitment of funds beyond the award. Applicants should demonstrate their consideration of the project's impact on their intended users.</p>	
<p>3. Library project personnel, including roles and responsibilities:</p> <ul style="list-style-type: none"> ● Describe the need for a secure public device charging station, addressing the library's need, and the needs of the service community overall. ● Identify the 	

<p>library project team members and indicate their specific responsibilities within the project and any relevant prior experience that will help the project succeed.</p> <ul style="list-style-type: none"> ● Describe how the project will fit into the team members' current roles. Projects that might involve one or more additional partners should describe such partners (including their roles and the added benefit to the project). 	
<p>4. Goals and objectives: Why is this project important to your library? Explain how the project fits into the goals and objectives of your library and into the overall goals of the award program as stated on page one of these application</p>	

<p>guidelines. How does the project complement the library's role in its community? Does this project expand the library's interaction with its users or non-users?</p>	
<p>5. Statement of need and description of project audience: Describe the library's and the community it serves overall need for a secure public device charging station, including:</p> <ul style="list-style-type: none"> ● size of service population ● socio-economic population demographics ● geographic/environmental factors ● role of the library in local emergency support ● user interest, etc. Clearly state the intended users who will be engaged by this project 	
<p>6. Project activities with dates: Outline the project activities,</p>	

<p>including the dates they will be accomplished during the award period. Include such benchmarks as program planning meetings, projected preparation for and installation of charging stations, staff training, public roll-out of the service, etc.</p>	
<p>7. Budget narrative: Itemize and justify the requested funds, include vendor name, model number, device cost, and shipping cost. <i>Library must also obtain and submit a copy of the vendor quote to LibraryLinkNJ.</i> Installation cost is not part of this award.</p>	
<p>8. Publicity plan: Describe the outreach and publicity strategies you will employ to reach your targeted audience.</p>	
<p>9. Measures of success: Describe your plan for evaluating whether the project reaches its goals. How will you identify and measure the impact this project has on your targeted users and on possible partners?</p>	

<p>10. Sustainability: Explain how the library will continue maintain the charging station after the award period ends. Applications which describe a well-articulated plan to continue and/or expand local emergency support, create and/or maintain any partnerships, continue providing device support, and/or leverage other funding to expand the project will be the most competitive.</p>	
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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.