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FY22 Grant Opportunity
New Jersey Libraries: Ready for Anything Mini-Grants

Grant Guidelines

Mission of LibraryLinkNJ

The *New Jersey Libraries: Ready for Anything* grant opportunity is an initiative of LibraryLinkNJ (LLNJ) made possible by a generous donation from EBSCO.

LibraryLinkNJ, the New Jersey Library Cooperative, is a 501(c)3, nonprofit organization with a membership of more than 2,500 public and private school, public, academic, institutional, corporate, health sciences and special libraries and library-related agencies. LLNJ provides the mechanism for its members to cooperatively offer New Jersey residents full and equal access to library materials, programs, and information that might not otherwise be available in their local communities. 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. Members join at no charge and pay no dues.

Goals and objectives of the grant program

This initiative helps LLNJ realize its intention to help libraries respond strategically to the challenges and opportunities they face, while simultaneously offering support to its member institutions as they navigate the new normal following the COVID-19 pandemic. This initiative will assist member institutions as they seek to prepare for future out-of-the-ordinary challenges, including emergency or crisis situations.

Overview of the grant program

Through this competitive grant program, LLNJ will provide support to libraries of all types for purchases and initiatives that seek to prepare the institution itself or the community it serves for potential future large-scale challenges, including crisis, emergency, or disaster situations. The minimum grant amount is \$1,000, the maximum grant amount is \$5,000. The total amount of available funding is \$50,000, generously provided by EBSCO for the purpose of easing the burden of crisis response on New Jersey's library community. All New Jersey library types - including public, school, academic, and special libraries - are eligible to apply. To support the greatest number of libraries, only one application per library will be considered.

Applications should focus on how funding will be used to anticipate and mitigate the impact of future crises or large-scale challenges on the library. LLNJ seeks applicants with a clear idea of how to face such challenges and how their program or initiative might be replicated elsewhere. Areas of focus might include, but are not limited to, accessibility, programming, training, materials, and equipment.

With this funding opportunity, LLNJ seeks to support New Jersey’s libraries as they navigate the burdens of doing their essential work and providing vital services while navigating the unexpected. Each mini-grant awarded will aid the participating institution in the quest to move from surviving to thriving, even in uniquely challenging times.

Grant deadlines and amount to be awarded:

Application due date:	Thursday, September 30, 2021
Number of grant awards and amount:	Grants will be awarded in amounts between \$1000 and \$5000. Total available funding is \$50,000.
Award notification date:	Tuesday, October 26, 2021
Project period:	10/26/21 - 4/26/22
Final report due date:	Tuesday, May 10, 2022

Applicant Eligibility:

- All New Jersey library institutions who are members of LibraryLinkNJ in good standing* including school, public, academic, and special libraries are encouraged to apply.

**If you are unsure of your institution’s membership status, please reach out to Darby Malvey, darby@librarylinknj.org, to find out if you are eligible to apply.*

Eligible Expenses:

A wide range of expenses will be considered eligible, but the applicant must show that expenses will be used specifically to address needs as they relate to emergency, disaster, or crisis management, preparedness, or response, or needs related to other unexpected or out-of-the-ordinary circumstances which create challenges for the library or its community. Examples include, *but are not limited to:*

- Materials or equipment designed to aid the library in enacting new procedures or protocols as a result of precautions or requirements related to crisis response

- Materials or equipment designed to aid the community in its response to potential emergencies
- Programming expenses for events or programs related to emergency preparedness
- Resources to help staff or community cope with or handle escalating trends of concern
- PPE or other equipment purchases
- Staff development in the area of emergency preparedness or response
- Expenses related to trainings or drills, such as active shooter, emergency response, or intervention trainings

Examples of ineligible expenses:

- Expenses that are incurred prior to the grant contract start date
- Food, beverages, or incentives for participants and staff
- Overtime pay or staff benefits

Technical Assistance:

Applicants with questions in advance of the due date may contact:

Darby Malvey

Programming and Outreach Specialist, LLNJ

darby@librarylinknj.org

Phone: 732-752-7720 x 105

Application Review:

Applications are reviewed by an evaluation panel of LibraryLinkNJ staff and Executive Board members. Panelists score the applications following a rubric which lists the required application elements.

Panelists abstain from commenting or voting if they have:

- any recent relationships, financial or otherwise, with the applicant organization or any persons connected with the proposal; or
- played a meaningful role in the development of the project.

Appeal Procedure:

Applicants whose projects have not been awarded may submit a written request for an informal, fair hearing before the LibraryLinkNJ Executive Director. A hearing will be held only if it is alleged that LLNJ has violated a statutory or regulatory provision in the awarding of a grant.

An appeal will not be heard based upon a challenge to the final evaluation score of the application.

Acknowledgement and Publicity:

As a requirement of receiving this grant, the grantee must follow its publicity plan:

- Acknowledge the funders on all promotional materials about the grant and use the proper accreditation statement and logos: *This project is supported by funds from EBSCO and LibraryLinkNJ.*
- Submit a press release about the award (including the above acknowledgement statement) to a local or regional New Jersey newspaper or news website.
- Describe in the final report the grantee's publicity efforts for the purposes of the grant.

Reporting and Monitoring:

Grantees must submit final fiscal and program reports to LibraryLinkNJ, with copies of vendor invoices. The final report form will be sent to grantees upon the issuing of the grant contract.

The report must describe the project that was implemented or the purchases that were made, and must include a detailed explanation of why any parts of the project outlined in the proposal were not successfully implemented.

Final report forms must be submitted no later than Tuesday, May 20, 2022 to the LibraryLinkNJ Business Office 2300 Stuyvesant Avenue, Trenton, NJ 08618 or via email to grants@librarylinknj.org

Application Instructions and Evaluation Criteria:

It is the responsibility of the applicant to submit a fully completed application with original signatures to LibraryLinkNJ by Thursday, September 30, 2021.

The application may be submitted, in PDF format, via email to: [**grants@librarylinknj.org**](mailto:grants@librarylinknj.org)

Please note that, if submitted electronically, hard copies of Form A, containing original signatures, must still be mailed to the LibraryLinkNJ offices no later than 1 week after the September 30 deadline (by October 7, 2021).

Applications may also be mailed in their entirety via U.S.P.S. or delivered via private carrier to:

LibraryLinkNJ
2300 Stuyvesant Avenue, Trenton, NJ 08618
% Grants Evaluation Panel

A fully completed application consists of

- FORM A: APPLICATION TITLE PAGE & CERTIFICATION (filled out and two signatures)
- FORM B: NARRATIVE (filled out)
- FORM C: BUDGET SUMMARY FORM (filled out)
- FORM D: APPLICATION CHECKLIST

Please pay particular attention to the signature lines on Form A.

Guidance for Application Form B: Narrative

Clearly address each of the nine topics listed in Form B, the application Narrative section. ***The evaluation panel will score the applications based on the responses in the Narrative.*** Use the prompts below to help formulate your answers:

1. **Project title:** A succinct phrase or sentence that captures the essence of the project. The title will be utilized in grant award publicity.
2. **Project description:** Describe in detail the proposed project and how it is a response to the library's needs as they relate to preparing for future crises or challenges. Provide evidence that there is reason to anticipate this particular challenge and that the proposed project is designed to meet that challenge in a way that is not currently part of the institution's practice. If there are items needed that are not covered by grant funds, applicants should demonstrate a commitment of funds beyond the grant award. Applicants should demonstrate their consideration of the project's accessibility for their intended users.
3. **Library partnership and project personnel, including roles and responsibilities:** Identify the project team members from the library and any partnering institutions or organizations. Indicate their specific responsibilities within the project and their relevant prior experience which will help the project succeed. Describe how the project will fit into the team members' current roles at their respective libraries or institutions, or explain how new roles and responsibilities will be created and integrated.
4. **Goals and objectives:** Why is this project important to the library? Explain how the project fits into the goals and objectives of the library and into the overall goals of the grant program as stated on page one of these application guidelines.
5. **Statement of need and description of project audience:** Describe the need of the library for the overall project, including mention of relevant surveys, focus groups, staff/patron interest, etc. Clearly state the intended library users who will be engaged by this project.

6. **Project activities with dates:** Outline the project activities, including the dates they will be accomplished during the grant period. Include such benchmarks as program planning meetings, purchase of supplies, program dates, etc.
7. **Budget narrative:** Itemize and justify the requested funds, based on the categories listed on Form C, the Budget Summary Form.
8. **Publicity plan:** Describe the outreach and publicity strategies you will employ to reach your targeted library users, if relevant.
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?
10. **Sustainability:** Explain how the project will continue after the grant period ends and how it might be replicated elsewhere.