

LibraryLinkNJ Mobile Project 2013-2014 *New Jersey Libraries-On-The-Go*

Mobile Project **Application-A** & Instructions

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, Monday, October 7, 2013.

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:*

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
coconnor@librarylinknj.org



44 Stelton Road, Suite 330 TEL: 732-752-7720 or 866-505-5465
Piscataway, NJ 08854 FAX: 732-752-7785 or 800-793-8007
Cheryl O'Connor, Executive Director

<http://librarylinknj.org>

APPLICATION-A & CERTIFICATION FORM
LibraryLinkNJ Mobile Pilot Project 2013-2014
New Jersey Libraries-On-The-Go

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, **Monday, October 7, 2013.**

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.

Send completed forms by email attachment no later than 4:00 pm, Monday, October 7, 2013, to: Cheryl O'Connor, Executive Director, LibraryLinkNJ at coconnor@librarylinknj.org

REQUIRED APPLICATION-A FORMAT

LibraryLinkNJ Mobile Pilot Project 2013-2014 *New Jersey Libraries-On-The-Go*

Filling Out Sections 1 – 9 is required.

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

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