

**NEW JERSEY STATE LIBRARY  
STATEWIDE DIVERSITY LEADERSHIP GRANT**

**TERMS AND CONDITIONS  
FY 2008**

**1. Intent**

**New Jersey State Library:**

The goal of the New Jersey State Library (NJSL) is to create a grant program for public libraries in the New Jersey Library Network to identify and fund leadership programs in the field of diversity. These grants are to serve the residents of New Jersey at the community or statewide level by funding public libraries in an open, competitive grant program. The New Jersey State Library seeks to identify model programs and services that can be replicated or serve as pilot projects that will in turn affect how New Jersey libraries address diversity issues. These grants will identify and fund innovative concepts, ideas, and actions that address residents' issues and needs, and place New Jersey's libraries in the forefront of library service nationally. Each recipient of a NJSL Diversity Leadership Program Grant will be required to act as a resource in helping New Jersey librarians learn about their programs and services.

**LSTA:**

"An intent of the Library Services and Technology Act is to "promote improvement in library services in all types of libraries in order to better serve the people of the United States" and "to facilitate access to resources in all types of libraries for the purpose of cultivating an educated and informed citizenry" (Museum and Library Services Act of 2003, P.L. 108-81, Section 201 (2-3).

**2. Program Description**

**2.1. Goal**

The diversity needs of New Jersey residents will begin to be addressed by regional or statewide library services, resources and programs.

## **2.2. Objective**

To implement, strengthen or expand projects in the field of diversity services to library customers for replication in other libraries and regions, to include but not limited to collection development, community needs analysis, programming and/or technological innovations.

## **2.3. Project Description**

Projects funded under this program will assist public libraries to initiate, implement, strengthen or expand diversity initiatives. The library must actively promote the project to members of its community and serve as a model for other New Jersey libraries to replicate. Libraries are encouraged to partner with other agencies and community organizations.

Projects focusing on the needs of the following customer groups (as identified in the statewide diversity survey) as it relates to their ability to use library services are eligible:

Differently-abled, English as a Second Language, English for Speakers of Other Languages, ethnicity, language, low income/poverty, older adults, race, religion, sexual identity.

Applicants are encouraged to seek additional partnerships and funding sources from their communities. Programs must be replicable and be designed to be self-sustaining after the grant period.

## **3. Eligible Applicants**

All New Jersey public libraries are eligible to respond to this grant application, individually or in groups. These libraries must be members of the New Jersey Library Network; must have filed a Public Library Annual Report; and must meet all Per Capita State Aid requirements for 2005 (as reported in New Jersey Library Statistics 2005).

All New Jersey Regional Library Cooperatives are eligible to respond to this grant application with the understanding that any project funded must provide a statewide service.

All New Jersey computer consortia recognized by the State Library are eligible to respond to this grant application.

NOTE: The New Jersey State Library is precluded from entering into contracts with an entity, public or private, or its principals, that are suspended or debarred

pursuant to Federal Executive Orders 12549 and 12689 and State Executive Orders 34 and 189. For purposes of this requirement, debarment means an exclusion from state contracting, on the basis of lack of responsibility evidenced by an offense, failure, or inadequacy of performance, for a reasonable period of time commensurate with the seriousness of the offense, failure or inadequacy of performance. Suspension means an exclusion from state contracting for a temporary period of time, pending the completion of an investigation or legal proceedings. If you are not certain if your organization is suspended or debarred, you may check the New Jersey Consolidated Debarment Report at: <http://www.state.nj.us/treasury/debarred>.

**5. Type of Competition: Competitive.**

**6. Application Due Date and Submission**

The original and **four** copies of the completed application must be submitted to the New Jersey State Library's Finance Office no later than 4:00 p.m. on June 11, 2007.

If you are using the US Postal Service, use the following address:

New Jersey State Library  
Business Office  
PO Box 520  
Trenton, NJ 08625-0520

If you are using a private mail carrier, use the following address:

New Jersey State Library  
Business Office, Fourth Floor  
185 West State Street  
Trenton, NJ 08608-1101

**7. Funding and Length of Contract**

A total of \$100,000 is available in FY 2008, which begins July 1, 2007. The minimum grant award is expected to be \$10,000; the maximum amount available under this program is \$25,000 per project.

The contract for this grant program will be for the period August 1, 2007 to July 31, 2008.

Pending available funding and compatibility of the project with New Jersey's 2008-2012 LSTA five year plan, funding may be provided for up to an additional two years.

## **8. Eligible and Ineligible Costs:**

Eligible costs include:

- Staff, including consultant services
- Computer hardware and software
- Library equipment and materials
- Telephone and Internet line charges
- Postage
- Printing
- Supplies
- Expenses related to conducting workshops.

Ineligible Costs:

- Travel
- Capital costs
- Debts or financial losses that result from a project
- Existing library staff salaries
- Normal operating expenses of the library or grant recipient not directly related to the implementation of this grant project
- Continuing education
- Furniture

## **9. Monitoring and Reporting**

The recipient agency must submit to the State Library a six month fiscal and program report which includes a status report and statistics on project activities, statements on whether there are any problems in implementing the project, and a list of expenditures made during the six month period.

The recipient agency must submit final fiscal and program reports to the State Library, with copies of vendor invoices, within sixty (60) days after the end of the contract. The report must describe the project that was implemented, and a detailed explanation of why any parts of the project outlined in the proposal were not successfully implemented.

The successful applicants must also indicate outcomes achieved as part of their pilot project.

#### Outcomes Based Evaluation:

A qualitative analysis must be submitted according to IMLS Outcomes Based Evaluation (OBE) practices (see <http://www.imls.gov/applicants/obe.shtm>). Grant recipients needing guidance in applying these practices should refer to the IMLS toolkit located at [www.lstatoolkit.com](http://www.lstatoolkit.com). OBE training offered in the Fall of 2007 by the State Library is mandatory for those libraries new to the OBE reporting process.

Outcomes Based Evaluation answers the following:

- Describe the people who participated in these programs (nationality, gender, age, economic status, occupation, etc.)
- How did these people benefit from the service made possible by the grant? (e.g. improvement in skills, achievement of goals, etc.)
- What has been the impact of funds used to support community diversity initiatives
- Provide anecdotes that show how the targeted participants' lives have changed or improved as a result of the program (e.g. change in knowledge, skills, attitude and life condition such as getting a job, etc.)

State Library staff may make telephone calls or on-site visits to monitor the progress of a project.

## 10. Application Review Process

The Program Manager will perform a programmatic and technical review of the applications. Applications that do not have a signed and/or complete Title Page; Budget Detail Form; and Budget Summary Form will not be approved.

Grant applications will be evaluated by a trained team of three readers. The team will be composed of one reader from the State Library and two external readers that will include at least one professional librarian.

To be recommended for funding, the agency's application must achieve a total score of 65 points or more according to the criteria listed in the **Application, Parts 1 through 6, pp. 9 – 11.**

Applications above the cut off score will be funded in rank order to the extent of available funds. In the case of tied scores, if available funds cannot fully fund each project, the remaining money will be prorated among the tied applicants based on the amounts requested.

## **11. Appeal Procedure**

An appeal will be heard only if it has been alleged that the State Library has violated a statutory or regulatory provision in awarding the grant. An appeal will not be heard based upon a challenge to the State Library's evaluation of a grant proposal. When an applicant agency requests results of a denied proposal, the State Library will send a written explanation of the denial reasons.

## **12. NJSL Acknowledgement and Publicity Requirements**

As a requirement of receiving a New Jersey State Library grant, the grantee must:

- Acknowledge the NJSL on all promotional materials using the proper accreditation statement and logo during the contract:
- Submit a press release to your local newspapers within 30 days of grant award; and,
- Include in the final report an outline of the grantee's publicity efforts for the purposes of the grant.

If awarded a grant from the State Library, the grantee will be sent *The Acknowledgement Guidelines and Publicity Packet* with the award letter. The packet includes the required guidelines that grantees must follow regarding acknowledging the New Jersey State Library for all media activities; a tailored press release template that the grantee may use for their press release to their local newspaper; and publicity ideas that are designed to assist your library to make the public aware of this grant and increase the visibility of the library's programs. Lastly, this packet also delineates the required reporting elements that grantees need to include in the final diversity grant reports to the New Jersey State Library.

A PDF file of this packet and a Word document of the press release template may be found on our website at: <http://www.njstatelib.org/LDB/Download/>

### **13. Technical Assistance**

Technical assistance will be provided on May 21, 2007 beginning at 11:00 AM at the New Jersey State Library, Fifth floor, by the Program Manager, Peggy Cadigan. If you plan to attend please RSVP to Ms. Cadigan by May 14, 2007 at [pcadigan@njstatelib.org](mailto:pcadigan@njstatelib.org) or (609) 292-4161. Attendance at this session is optional.

### **14. Program Manager**

The manager for the Diversity Leadership grant program this year will be Peggy Cadigan, Consultant, Library Development Bureau.

### **15. Dissemination**

The New Jersey State Library will post the RFP and application to their web site and listserv. A hard copy will be sent to prospective applicants by request to the program manager.

### **16. Child Internet Protection Act (CIPA) Certification and Compliance**

Every library that submits an application for LSTA funding to the State Library must include the appropriate CIPA certification document(s) as part of its application package if you are purchasing computers to access the Internet or paying directly for Internet access. Applicants should read the Guidelines for completing the certification document to determine the appropriate certification to make in conjunction with their application funds.

Public Libraries may read the LSTA CIPA Compliance information document at: <http://www.imls.gov/about/cipa.shtm>.

## **Instructions for Submitting Public Library Diversity Leadership Programs Grant:**

Submit the parts of proposal in the following order:

- Signed Application title page
- Narrative Statement
- Completed Budget Detail
- Completed Budget Summary
- Internet Safety Certification Form

Note: No Board Resolution is required for this grant program. Instead of the Board Resolution, the President of the Library Board of Trustees or equivalent governing body must sign the application title page unless the Library Director has been authorized by the Board to sign the application title page.

***Late or incomplete proposals will be disqualified.***

Failure to submit the required forms or to follow these instructions will disqualify the application. Please make sure that:

- all questions in the application narrative statement are answered;
- all required forms are submitted;
- the required copies are made and that the copies have the exact information contained in the original application.
- the application is addressed to the State Library Business Office, not to the program manager; and
- the address used for sending the application through the US Postal Service is the one that **only** contains the P.O. Box number and not the street address.

*The original and four copies of the completed application must be submitted to the New Jersey State Library Business Office and must be received no later than **4:00 p.m. on June 11, 2007.***

**APPLICATION FOR  
PUBLIC LIBRARY DIVERSITY LEADERSHIP PROGRAMS  
FY 2008**

**Abstract (no points)** Briefly describe the project, its purpose and outcomes. Limit your abstract to 250 words or less.

**1. Statement of Need (10 points)**

Describe the diversity needs of adults, young adults, and/or families in the library's community for the proposed project. Describe the target audience using appropriate data and demographic information. Describe what problems this project will address, and how this project specifically addresses the diverse needs in your own community.

**2. Project Description: 50 points total (choose one, either New Project or Existing Program)**

**Part 1: Proposed New Project (maximum of 50 points)**

Describe how this project will strengthen current diversity programs, if any, existing in other parts of your community. Describe the results and benefits to be derived from implementing this project. If appropriate, describe the involvement of other agencies and community organizations that are cooperating with the library in providing these programs. Describe how the library will promote the program to its community. Describe the personnel needs, materials, equipment, services, etc. that will be required in order to implement the project. *(Note: Any computer-related costs must be an integral part of the program, must be justified in this section of the proposal and will require CIPA certification if they will be used to access the Internet.)* Describe how this program will serve as a model or pilot program for other libraries throughout the State. Describe in Outcomes Based Evaluations (OBE) terms what you intend to accomplish and how you will maintain this program after this grant year. Applications that exhibit strong partnerships to leverage federal grant funds with private or other funding sources will be awarded higher consideration. Please list proposed partners with letters of support.

**OR:**

**Part 2: Existing Program Effectiveness (maximum of 50 points)**

Present evaluation data that supports the effectiveness of the existing diversity programs that the library offers (5 pages maximum). Applications that exhibit strong partnerships to leverage federal funds with private or other funding sources will be awarded higher consideration. Please list partners with letters of support. Describe how this program will be self-sustaining at the end of the grant period. This presentation must include at a minimum the following points:

- how many years the program has been in operation (all programs);
- anecdotes that show how participants' lives were positively changed as a result of the program (e.g. change in knowledge, skills, attitude and life condition such as getting a job, etc.) (all programs)
- indicate if the program used grant funds to gain corporate, social service agency or other partnerships who then contributed to covering the costs of the program or to jointly running a part of the program.
- Indicate plans for sustainability of the program at the end of the grant period.

**3. Goals and Objectives (5 points)**

Identify the major goal(s) of this project. What outcomes are anticipated as a result of the successful completion of this project? List the specific, measurable objectives of this project.

**4. Activity Plan (15 points)**

List the activities that need to be accomplished for a successful project. Include a time line that indicates what will be done, when, and by whom. Provide the names and describe the background and experience of the key staff that will be involved in the project.

### **5. Evaluation Plan (15 points)**

Describe the types of information and data that will be collected in response to the criteria required for the evaluation report as outlined in RFP section 9. At what point(s) will the data be collected? By whom? At what point(s) will the evaluation be done? By whom? If the applicant cannot collect all the information or data, indicate what cannot be collected and provide a detailed explanation of why this cannot be done.

Please note the requirement in this FY 2008 Grant that the following types of data be provided in the evaluation report:

- anecdotes that show how participants' lives were changed as a result of the program (e.g. change in knowledge, skills, attitude and life condition such as getting a job, etc.) (for all programs)

### **6. Budget (5 points)**

Provide a budget that is adequate to support the project's activities. All items in the budget must be justified in the proposal. Applicants must complete the attached *Budget Detail* form and the *Application for Funds - Budget Summary* form.

## INSTRUCTIONS FOR SUBMITTING APPLICATION

### DIVERSITY INITIATIVE GRANT PROGRAM

Submit the following forms:

- Signed Application Title Page
- Completed Budget Detail
- Completed Budget Summary  
**Enter figures in column 3, "Federal"**

All three forms must be submitted before a contract will be issued. The President of the Library Board of Trustees, or equivalent governing body, must sign the Application Title Page unless another person has been authorized by the Board to sign these forms.

The original and two copies of the completed forms must be submitted to the New Jersey State Library Business Office and must be received no later than 4:00 p.m. on June 11, 2007.

**NEW JERSEY STATE LIBRARY  
APPLICATION TITLE PAGE**

**RFP TITLE: DIVERSITY LEADERSHIP GRANT**

**APPLICANT:**

\_\_\_\_\_  
NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

STATE

ZIP

**PROJECT DIRECTOR:** \_\_\_\_\_

**TELEPHONE NO.:** (\_\_\_\_\_) \_\_\_\_\_ **FAX:** (\_\_\_\_\_) \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**DURATION OF PROGRAM: From 8 / 1 / 2007 to 07 / 31 / 2008**

**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 provide services as outlined in the Terms and Conditions.

\_\_\_\_\_  
TYPED NAME AND TITLE

\_\_\_\_\_  
SIGNATURE

**Application title page and any other required application forms must be signed by the president of the Board of Trustees or individual authorized by the Board.**

**No late applications will be accepted regardless of the date post marked. No additional materials can be submitted after receipt of this application. The**

**State Library will not accept applications sent via FAX or other electronic means.**

**Any missing documents or copies as required in this RFP will disqualify the application.**

**SEND OR DELIVER APPLICATION TO:**

NEW JERSEY STATE LIBRARY, BUSINESS OFFICE  
P.O. Box 520 (USPS)  
185 W. STATE STREET, 4<sup>th</sup> FLOOR (PRIVATE CARRIER OR BY HAND)  
TRENTON NJ 08625-0520

**APPLICATION MUST BE POSTMARKED BY:**

***4:00 PM ON JUNE 11, 2007***

DIVERSITY INITIATIVE GRANT  
Program Budget Detail

**Budget Detail Form:**

All lines marked with a \* must be entered on the appropriate line of the **Budget Summary**.

**LIBRARIANS' SALARIES**

Title	Rate	x	Hours	=	Salary
_____	_____		_____		_____
_____	_____		_____		_____
					<b>Subtotal _____*</b>

*\*Enter subtotal on Line I.A*

**SUPPORT STAFF SALARY**

Title	Rate	x	Hours	=	Salary
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____
					<b>Subtotal _____*</b>

*\*Enter subtotal on Line I.B*

**EMPLOYEE BENEFITS**

Librarians _____					
_____					
Support Staff _____					
_____					
					<b>Subtotal _____*</b>

*\*Enter subtotal on Line I.C*

**LEARNING MATERIALS (Books, instructional materials-all formats)**

<b>Title</b>	<b>Cost</b>
_____	_____
_____	_____
_____	_____
_____	_____

**Subtotal:** \_\_\_\_\_\*

*\*Enter subtotal on Line II.A*

**COMPUTER EQUIPMENT**

<b>Make, Model</b>	<b>No.</b>	<b>x</b>	<b>Unit Cost</b>	<b>=</b>	<b>Cost</b>
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____

**Subtotal** \_\_\_\_\_\*

*\*Enter subtotal on Line III.A*

**COMPUTER SOFTWARE (applications, operating systems, etc., software)**

<b>Description</b>	<b>No.</b>	<b>x</b>	<b>Unit Cost</b>	<b>=</b>	<b>Cost</b>
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____

**Subtotal** \_\_\_\_\_\*

*\*Enter subtotal on Line III.D*

**TELECOMMUNICATIONS**

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Subtotal** \_\_\_\_\_\*  
*\*Enter subtotal on Line III.E*

**PRINTING**

_____	_____
_____	_____

**Subtotal** \_\_\_\_\_\*  
*\*Enter subtotal on Line IV.A*

**SUPPLIES**

Description	No. x	Unit Cost	=	Cost
_____	_____	_____		_____
_____	_____	_____		_____
_____	_____	_____		_____

**Subtotal** \_\_\_\_\_\*  
*\*Enter subtotal on Line IV.B*

**TRAVEL (related to conducting grant-related workshops)**

_____	_____
_____	_____

**Subtotal** \_\_\_\_\_\*  
*\*Enter subtotal on Line IV.C*

**POSTAGE**

\_\_\_\_\_

**Subtotal \_\_\_\_\_\***

*\*Enter subtotal on Line IV.D*

**EQUIPMENT (other than computers/computer-related equipment)**

<b>Make, model</b>	<b>No. x</b>	<b>Unit Cost</b>	<b>=</b>	<b>Cost</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Subtotal \_\_\_\_\_\***

*\*Enter subtotal on Line IV.F*

**PROFESSIONAL SERVICES (Consultants, OCLC, ISP)**

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Subtotal \_\_\_\_\_\***

*\*Enter subtotal on Line IV. G.*

**OTHER**

_____	_____
_____	_____
_____	_____

**Subtotal \_\_\_\_\_\***

*\*Enter subtotal on Line IV.H*

**TOTAL GRANT BUDGET**

\_\_\_\_\_

**NEW JERSEY STATE LIBRARY  
APPLICATION FOR FUNDS - BUDGET SUMMARY FORM**

Applicant Name

**Public Library Diversity Leadership Programs, FY 2008**

	<b>BUDGET CATEGORY</b>	<b>GRANT FUNDS - FEDERAL</b>
<b>I.</b>	<b>SALARIES &amp; FRINGE BENEFITS</b>	
A	Salaries of Professionals	
B	Salaries of Support Staff	
C	Fringe Benefits	
	<b>SUBTOTAL PAYROLL</b>	
<b>II.</b>	<b>LEARNING MATERIALS</b>	
A	Books, instructional materials (all formats).	
	<b>SUBTOTAL MATERIALS</b>	
<b>III.</b>	<b>TECHNOLOGY</b>	
A	Computer Hardware	
D	Software	
E.	Telecommunications	
	<b>SUBTOTAL TECHNOLOGY</b>	
<b>IV.</b>	<b>OTHER</b>	
A	Printing	
B	Supplies	
C	Travel	
D	Postage	
F	Equipment	
H	Other, including Professional Services	
	<b>SUBTOTAL OTHER</b>	
	<b>TOTAL GRANT BUDGET</b>	

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