



STATE LIBRARY™  
NEW SOUTH WALES

**2018/19**

**Metropolitan Public Library Grants  
Program**

**Guidelines and Conditions**

## **GUIDELINES**

1. Objective	1
2. Eligibility	1
Number of applications per council	1
Projects not eligible for grant funding	2
3. Funding	2
4. Assessment Criteria	2
Standards and Guidelines	3
5. Inquiries	4

## **CONDITIONS**

6. Submission of applications	5
7. Attachments	5
8. Authorisation	5
9. Assessment process	5
10. Notification	5
11. Funding acceptance	6
12. Reporting requirements	6
13. Grants timetable 2018/19	7
Appendix 1 Acceptance agreement terms and conditions	8
Appendix 2 Acceptance agreement declaration	10
Appendix 3 Performance report sample	11
Appendix 4 Acquittal statement form	13
Appendix 5 Statement of income and expenditure form	14

## 1. Objective

The Metropolitan Public Library Grants are for projects that will assist NSW metropolitan councils to improve public library spaces, systems and services. The funds will be directed to projects that provide significant public benefit and develop improved public library services for NSW metropolitan communities.

Applications that position libraries as community hubs, and promote reading, arts and culture are particularly encouraged under the program.

Applications for projects that will substantially deliver a capital asset with a direct outcome for the community are encouraged.

Library Council has identified the following strategic priority areas for the Metropolitan Public Library Grants program:

- library spaces
- information and communications technology projects, including digitisation
- service development initiatives that promote reading, arts and culture.

Please note that this grant program is for 2018/19 only, and that from 2019/20 the State Government has committed \$24M to a new 4 year capital grant program.

## 2. Eligibility

Metropolitan Public Library Grants are available to the following NSW local authorities:

Bayside, Blacktown, Blue Mountains, Burwood, Camden, Campbelltown, Canterbury-Bankstown, City of Canada Bay, City of Parramatta, City of Ryde, City of Sydney, Cumberland, Fairfield, Georges River, Hawkesbury, The Hills, Hornsby, Hunters Hill, Inner West, Ku-Ring-Gai, Lane Cove, Liverpool, Mosman, Newcastle, North Sydney, Northern Beaches, Penrith, Randwick, Strathfield, Sutherland, Waverley, Willoughby, Wollondilly, Wollongong, Woollahra.

Councils that were eligible to apply for the Regional Cultural Fund in 2018/19 are not eligible to apply for the Metropolitan Public Library Grants.

See <https://www.nsw.gov.au/improving-nsw/regional-growth-fund-eligibility/> for the list.

Applications will not be considered from councils that are not up to date on reporting for other State Library grants and subsidies programs.

### **Number of applications per council**

Each council may submit **one** application.

### **Projects not eligible for funding**

- Activities that infringe the Library Act 1939 or the Library Regulation 2018
- Retrospective projects
- Recurrent operating costs, as opposed to project costs
- Staffing, accommodation and catering costs
- Non-library activities and operations
- Work health and safety matters (which are the responsibility of the local authority)

### **3. Funding**

Metropolitan Public Library Grants will be awarded up to a maximum of \$100,000.

Councils are encouraged to match the funding requested under the grant program.

Applicants are **encouraged** to submit applications for projects of significance. As a guide, projects requiring funding of at least \$30,000 would be considered significant.

Library Council reserves the right to recommend partial funding.

Metropolitan Public Library Grants payments are GST exempt.

### **4. Assessment Criteria**

The grants process is competitive and each application is assessed on merit. Projects will be assessed on the basis of the information provided in the application. The following will be taken into consideration when assessing your applications:

- description of how the project will improve library services for your community with a focus on need and community benefit
- details of council commitment, including demonstrated relevance to council strategies
- ongoing sustainability of the project, including engagement with relevant partners if appropriate
- an evaluation plan for the project
- capacity to complete the project (considerations include timetable, personnel and budget)

The application form is designed to ensure applicants address these criteria.

Innovative engagement with other institutions through collaborative or cooperative projects that have the capacity to add value to library services are encouraged.

Statements of benefits and supporting evidence should be specific to the project for which support is requested even when the project is a component of a larger project.

Reference to needs assessments conducted by the State Library of NSW as part of the *Assessment and Compliance* visits from 2015 to 2018 (where appropriate) is encouraged.

The Library Council of NSW Grants Committee notes that the grants are to encourage library development, and advises that the funds are not to be used to underwrite budget reductions.

### **Standards and Guidelines**

The Metropolitan Public Library Grants Program has been provided to assist councils to improve public library buildings, spaces, systems and services.

Applications will need to demonstrate how proposed projects will improve the public library with reference to Library Council of NSW standards and guidelines, in particular:

- [People Places: a guide for public library buildings in NSW](#) sets out a range of principles and trends in contemporary public library building design. *People Places* also sets out methodologies for determining optimum library size based on the population served and services offered.
- [Living Learning Libraries: Standards and Guidelines for NSW Public Libraries](#) sets out a wide range of recommended minimum standards for public library service provision, including collections, staffing, expenditure, information technology and services to key client groups.

The application form assists applicants to demonstrate how proposed projects will improve library services against the standards and guidelines.

## 5. Inquiries

State Library staff are available to discuss project ideas and provide advice on eligibility and Guidelines interpretation. If you have any questions about the program please contact:

Ellen Forsyth  
(02) 9273 1525  
[ellen.forsyth@sl.nsw.gov.au](mailto:ellen.forsyth@sl.nsw.gov.au)

Oriana Acevedo  
(02) 9273 1544  
[oriana.acevedo@sl.nsw.gov.au](mailto:oriana.acevedo@sl.nsw.gov.au)

Mylee Joseph  
(02) 9273 1521  
[mylee.joseph@sl.nsw.gov.au](mailto:mylee.joseph@sl.nsw.gov.au)

Cameron Morley  
(02) 9273 1483  
[cameron.morley@sl.nsw.gov.au](mailto:cameron.morley@sl.nsw.gov.au)

Kate O'Grady  
(02) 9273 1699  
[kate.ogrady@sl.nsw.gov.au](mailto:kate.ogrady@sl.nsw.gov.au)

Philippa Scarf  
(02) 9273 1571  
[philippa.scarf@sl.nsw.gov.au](mailto:philippa.scarf@sl.nsw.gov.au)

Ross Balharrie  
(02) 9273 1498  
[ross.balharrie@sl.nsw.gov.au](mailto:ross.balharrie@sl.nsw.gov.au)  
(for technology related applications)

# CONDITIONS

## 6. Submission of Applications

Applications **must** be submitted using the Smartygrants online application form available at <http://www.sl.nsw.gov.au/public-library-services/grants>

Applications must be submitted by **5pm on Tuesday 29 January 2019**. This closing date is not negotiable and late or incomplete applications will not be considered.

An emailed acknowledgment will be sent upon receipt of your application.

## 7. Attachments

Only attach documents that directly support the proposed project. Only include letters of support from partners or key stakeholders. References to attachments must be to specific pages within the attachment.

If an online version of a referenced document is available on the web please provide a link to the document at the appropriate point in the application, rather than attaching the document to the application.

You can attach electronic or scanned copies of attachments to your online application at the time of lodgment.

## 8. Authorisation

Any application for a Metropolitan Public Library Grant must be duly authorised.

The specific requirements for authorisation are detailed below.

- ALL applications must be authorised by the General Manager of the submitting council and also be authorised by the Library Manager or Branch Librarian / Branch Library Officer of that council.

## 9. Assessment Process

Applications are assessed by the Library Council of NSW Grants Committee with support from State Library staff. The role of this Committee is to make recommendations for funding to the Library Council.

Following consideration by the Library Council, recommendations are then forwarded to the Minister for the Arts for approval. The Minister's Office will subsequently announce the grants.

## 10. Notification

Successful applicants will be notified in writing as soon as official notification has been received from the Minister. This is normally after public announcement by the Minister's Office.

Unsuccessful applicants will be notified in writing and are invited to discuss their applications with State Library staff listed at 5 above.

## **11. Funding acceptance**

Where an application for a Metropolitan Public Library Grant is successful the General Manager of the applicant council will be required to sign and return an Acceptance Agreement Declaration.

Grant offers will lapse if the Acceptance Agreement is not signed and returned within 30 days.

The project must conform to the description in the grant application and any additional requirements as detailed in the grant notification letter unless written approval is obtained from the Library Council for a variation.

## **12. Reporting requirements**

Grant recipients must provide the following reports and also respond to any additional request from Library Council about the project.

- Progress report: required if the project is not completed by 30 December 2019. A progress report must address progress of the project including expenditures and adherence to the timetable.
- Final report: grant recipients must provide a final acquittal report by 30 June 2020. The final report must address the evaluation plan which formed part of the original grant application, the project administration and effectiveness, and a statement of expenditure, including Council expenditure as detailed in the original grant application and any agreed variation.
- A statement including Council expenditure, and any agreed variation, is required as part of the final report. The Council auditor or Council officer with delegated authority must sign this statement.

Reports will be submitted directly into Smartygrants.



### 13. Grants Timetable 2018/19

<b>Date</b>	<b>Action</b>
8 January 2019	Metropolitan councils invited to apply for Grants.
29 January 2019	Applications close.
February 2019	Assessment of applications and consideration of recommendations.
February 2019	Grants announcements by Minister.
March 2019	All applicant councils notified by State Library following Minister's announcement. Successful councils provided with Acceptance Agreement. Unsuccessful councils provided with reasons for the decision.
April 2019	Grant payments made to successful councils.
30 December 2019	Progress reports due from councils.
30 June 2020, or at date approved through a variation request.	Final reports due from councils.

## **Appendix 1: Acceptance Agreement Terms and Conditions 2018/19**

If awarded a Metropolitan Public Library Grant your council is required to comply with the following terms and conditions.

### **Definitions**

The phrases *the project* and *the grant application* in this Acceptance Agreement refer to the successful grant application written at the top of the Acceptance Agreement. The title *General Manager* on the Acceptance Agreement refers to the General Manager of the Council administering the grant.

### **Acceptance of Grant funds**

Grant offers will lapse if the Acceptance Agreement is not signed and returned within 30 days.

Payment of funds for the project is subject to the terms and conditions set out in

- the Acceptance Agreement
- the Metropolitan Public Library Grants Guidelines 2018/19
- the grant notification letter.

### **Internet access**

Where funding is provided for infrastructure or equipment to connect to the Internet, no charges are to be passed on to the community as required by the Library Act 1939.

### **Intellectual property**

Where material is developed with grant funding the rights in the material are vested with the Library Council of New South Wales and the local council where the local council has jointly contributed.

### **Payment**

Grant funds will be paid when the signed Acceptance Agreement for the grant has been received. A single grant payment will be paid electronically by direct deposit after this document has been returned. Payments will be finalised before the end of the 2018/19 financial year.

### **Project funds and budget**

It is a condition of the grant that funds be used for the specified purpose as outlined in the grant application budget, and any additional requirements as detailed in the grant notification letter that accompanies the Agreement. Any interest earned from the grant funds must be expended on the project. Any unspent grant funds and interest earned on those funds must be returned to the Library Council of New South Wales with a financial statement.

## **Project promotion**

Appropriate recognition must be given to the State Government and to Library Council in all promotional materials or any public statement about the funded project. Grant recipients should promote the project through local print and electronic media and include copies of promotional material in the final report. Please contact Public Library Services, State Library of NSW for State Library logos.

## **Project timetable**

The project must adhere to the timetable as outlined in the grant application. Written approval must be obtained from the Library Council if you wish to vary the timetable. See project variation below.

## **Project variation**

The project must conform to the description in the grant application and any additional requirements as detailed in the grant notification letter unless written approval is obtained from the Library Council for a variation. The letter requesting project variation must include the reasons for the variation request, and a revised budget and timetable for implementation and completion. Appropriate supporting documents are to be provided.

## **Project termination**

If the project does not proceed, grant funds and interest earned on those funds must be returned to the Library Council with an audited financial statement. The Library Council may terminate a grant if it considers the project is no longer consistent with the approved application, acceptable progress has not been made and/or prior written approval of a variation has not been granted.

## **Reporting requirements**

Acquittal reports must be submitted as set out in the reporting requirements in the Guidelines (page 6).

The Library Council reserves the right to make final reports available to assist with the administration of promotion of NSW Government funding programs.

## **Return of funds**

Unless satisfactory progress is reported Library Council may require that grant funds and interest earned on those funds be returned to Library Council with an audited financial statement.

## **Appendix 2 : LIBRARY COUNCIL OF NEW SOUTH WALES Metropolitan Public Library Grant**

### **Acceptance Agreement Declaration 2018/19**

Declaration for Grant Application entitled:

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(please print Project Title as shown on Cover Sheet of your Grant Application)

1. I acknowledge that acceptance of the Grant funds is subject to the terms and conditions set out in the Metropolitan Public Library Grant Acceptance Agreement 2018/19 and as detailed in the Metropolitan Public Library Grants Guidelines 2018/19. I also understand that any variation to these terms and conditions will be detailed in the grant notification letter that accompanies this Acceptance Agreement.

2. I further acknowledge that I have read or been given the opportunity to read and agree to abide by the terms and conditions set out on the Metropolitan Public Library Grant Acceptance Agreement 2018/19 and as detailed in the Metropolitan Public Library Grants Guidelines 2018/19 as well as any variation to these terms and conditions as detailed in the grant notification letter.

**Signed for and on behalf of:**

**Council's library**

**by the General Manager:**

**Print name:**

*Sample*

**Date:**        /        /

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Grant funds will only be paid (electronically by direct deposit) upon receipt of this signed declaration.

#### **For Office Use Only**

8227080000 /        / 64012000

Signed

Date

### Appendix 3: PERFORMANCE REPORT [SAMPLE]

Recipient Council:	Insert details	Reporting Period:	Insert details
Library Service:	Insert details	Objective/s:	Insert details
Library Manager:	Insert details	Target Group/s:	Insert details
Project Title:	Insert details	Target Area/s:	Insert details
Grant Round:	Insert details: Fund and date:		

Task/Strategy	Performance Measure	Outcomes & Outputs	Comments
What was done? Restate the strategies from the agreed project plan.	How well was it done? Referring to the evaluation criterion in the agreed project plan.	Was anyone better off? Detail actual results.	Unexpected issues, explanations, additional information, etc.
Insert details	Insert details	Insert details	Insert details
Insert details	Insert details	Insert details	Insert details

Attachments (if necessary) e.g. client feedback, media coverage, developed products.

<b>Performance Measure:</b> the standard by which the success of activities can be measured, e.g.: participation of target group.	<p>I, the undersigned, being a person duly authorised by the Insert Council, certify that:</p> <ul style="list-style-type: none"> <li>(a) the above information is true and complete;</li> <li>(b) the expenditure of the Grant has been solely on the Project;</li> <li>(c) there is no matter or circumstances of which I am aware, that would constitute a breach by Us or, if applicable the End Recipient, of any term of the funding agreement between Us and You dated [insert date] that has not been notified by You.</li> </ul>
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<p><b>Outcome:</b> the broad effect or impact of the funded activities; the eventual benefit to the target group/community, e.g.: improved awareness, enhanced quality of life.</p> <p><b>Output:</b> the specific, measurable amount of goods/services produced as a direct result of the activities, e.g.: event attendance, satisfaction survey results, number of clients served.</p>	<p>Signature: x _____ Position: [insert position] _____</p> <p>Name: [insert name] _____ Date: _____</p>
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## Appendix 4

### ACQUITTAL STATEMENT BY GRANT RECIPIENT

#### Certificate by two authorised Council officers

I, [insert name] \_\_\_\_\_

and [insert name] \_\_\_\_\_

certify that the information contained in the Statement of Expenditure of Grant, books, financial records and financial reports

of insert recipient Council's details \_\_\_\_\_

present the truth, fairness and accuracy of the accounts including the notes to the accounts of the organisation as at [insert date] \_\_\_\_\_.

#### We confirm that: [DELETE 1 OR 2 AS APPLICABLE]

1. An amount equal to the total Grant paid (\$[insert amount]) **has been expended** on the Project in accordance with the terms and conditions of the funding agreement dated [insert date] with the State of New South Wales represented by the Library Council of NSW

**OR**

2. The total Grant of \$[insert amount] **has not been expended**. An amount of \$ [insert amount] has not been expended and –

	a cheque for this amount made payable to the Library Council of NSW is attached.
<b>OR</b>	we have today transferred by EFT (electronic funds transfer) this amount into the bank account of the Library Council of NSW.

All funds were expended in accordance with the terms and conditions of the funding agreement dated [insert date] with the State of New South Wales represented by the Library Council of NSW

**AND**

A complete set of accounting and financial records relevant to the Project have been maintained.

Date:		Date:	
Signature: x		Signature: x	
Name: [insert name]		Name: [insert name]	
<b>General Manager</b>		<b>Library Manager</b>	

**Recipient Council:**

**Library Service:**

**Name of Project/Service:**

**This Reporting Period:**

## Appendix 5

### STATEMENT OF INCOME & EXPENDITURE

Budget

#### INCOME

##### Grants

Grants - Public Library Infrastructure	0
Grants - Other	0

##### Council

Itemise	0
Itemise	0
Itemise	0

##### Other Income

Itemise	0
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**TOTAL INCOME** 0

#### EXPENDITURE

##### Expenses

Itemise	0
Itemise	0
Itemise	0
Itemise	0
Itemise	0
<b>Total Expenses</b>	0

**TOTAL EXPENDITURE** 0

##### Operating Surplus/(Deficit)

**TOTAL** 0

Signatures

**Library Manager:**

**Finance Manager / General Manager:**