2022/23

Public Library Infrastructure Grants

Guidelines and Conditions

Guidelines

Conditions

1. Objective

The Public Library Infrastructure Grants are for projects that will assist NSW councils to improve public library infrastructure, including buildings and information technology systems. The funds will be directed to projects that provide significant public benefit and develop improved public library services for NSW communities.

Applications that position libraries as prominent community spaces (including appropriate co-locations) and projects that increase or improve library spaces and services, 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 Public Library Infrastructure Grants program:

- library buildings and spaces
- mobile libraries
- information and communications technology projects
- cooperative library development activities

2. Eligibility

Public Library Infrastructure Grants are available to NSW local authorities that have adopted the Library Act 1939 and provide public libraries in accordance with that Act.

Applications will only be considered from councils that are up to date on reporting for all State Library grants and subsidies programs.

Regional or collaborative applications will only be considered if reporting by **all** participating councils is up to date.

Number of applications per council

Each council may submit **one** application where it is the exclusive beneficiary of the project.

In addition, a council may submit **one** application on behalf of a regional library service. A regional library service is one where councils are signatory to a formal agreement for the provision of library services under the Library Act. All such applications are to be submitted by a nominated council on behalf of the participating councils. The submitting council takes responsibility for the administration of the grant.

A council may also submit **one** collaborative application on behalf of itself and one or more other councils. All such applications are to be submitted by a nominated council on behalf of the participating councils. The submitting council takes responsibility for the administration of the grant.

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

- Software development costs

- Non-library activities and operations

- Work health and safety matters (which are the responsibility of the local authority)

- Artworks or decorations which are not considered critical to a program or service

3. Funding

Public Library Infrastructure Grants will be awarded up to a maximum of $500,000 with two categories of funding:

- up to $200,000

- $200,001 to $500,000

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.

Public Library Infrastructure 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:

1. description of how the project will improve library services for your community with a focus on need and community benefit

2. details of council commitment, including demonstrated relevance to council strategies

3. ongoing sustainability of the project, including engagement with relevant partners if appropriate

4. an evaluation plan for the project

5. 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 2022 (where appropriate) is encouraged.

Applicants are encouraged to include brief details outlining how the increased NSW

Government subsidy payments (commencing in 2019/20) have been allocated to improving library operations. Inclusion of this detail under the council commitment criteria will enhance the grant application.

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.

Additional supporting evidence (as appropriate) for grants between $200,001 and $500,000

- Detailed plans
- Development Application
- Detailed costings (possibly including quantity surveyor documentation)
- Matching funding
- Use of *People Places* guidelines and tools
- Reference to other relevant NSW public library standards

IT Infrastructure Projects

For IT-related projects, councils are advised to consider infrastructure projects that will significantly improve library services. Library systems, digitisation infrastructure and RFID are examples of the scale of project that is encouraged under the program. Applications that seek smaller scale equipment such as tablets, 3D printers or laptops are likely to be less competitive. Applications for digitisation projects are not classified as infrastructure projects and are ineligible under this grants program. Councils are encouraged to use the Local Priority Grant component of the annual library subsidy for these smaller scale IT projects.

Standards and Guidelines

The Public Library Infrastructure Grants Program has been provided to assist councils to improve public library buildings, spaces and IT infrastructure.

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 planning public library buildings* sets out a range of principles and trends in contemporary public library building design. People Places also sets out methodologies and provides tools 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:

Oriana Acevedo
(02) 9273 1544
oriana.acevedo@sl.nsw.gov.au

Andrea Curr
(02) 9273 1677
andrea.curr@sl.nsw.gov.au

Ellen Forsyth
(02) 9273 1525
ellen.forsyth@sl.nsw.gov.au

Cameron Morley
(02) 9273 1483
cameron.morley@sl.nsw.gov.au

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

Philippa Scarf
(02) 9273 1571
philippa.scarf@sl.nsw.gov.au

Ross Balharrie
(02) 9273 1498
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
https://sl-nsw.smartygrants.com.au/

Applications must be submitted by **5pm on Friday 28 October 2022**. 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 Public Library Infrastructure 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.

- Where the application is a regional application, the Regional Librarian must also authorise the application.

9. Letters of Commitment

- A collaborative application requires a letter of commitment signed by the General Manager **and** Library Manager of each participating council.

- An application from a council that is a member of a regional library service requires a letter of commitment from the Regional Library Manager.

- Where a project includes strategic partners or sponsors, include letters of support from these participants.

Please note that where signatures are required electronic signatures (including scanned signatures) are preferable, however faxed or mailed copies are acceptable.

10. 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 forwarded to the Minister for the Arts for approval. Subsequently, the Minister's Office announce the grants.

11. 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.

12. Funding acceptance

Where an application for a Public Library Infrastructure 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.

13. 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 2023. 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 2024. 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.

14. Grants Timetable 2022/23

Date	Action
August 2022	2022/23 Public Library Funding Strategy approved by the Minister for the Arts.
9 September 2022	NSW councils invited to apply for Grants.
28 October 2022	Applications close.
November 2022 – February 2023	Assessment of applications. Recommendations prepared by Library Council of NSW Grants Committee.
March 2023	Grants announcements by Minister.
March 2023	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 2023	Grant payments made to successful councils.
30 December 2023	Progress reports due from councils.
30 June 2024, or at date approved through a variation request.	Final reports due from councils.

Acceptance Agreement Terms and Conditions 2022/23

If awarded a Public Library Infrastructure 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

Payment of funds for the project is subject to the terms and conditions set out in
- the Acceptance Agreement
- the Public Library Infrastructure Grants Guidelines 2022/23
- 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 2022/23 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 and NSW Government logos. Further information can be found in the NSW Government Funding Acknowledgement Guidelines.

Suggested statement for inclusion in promotional materials and articles:

> Funded by the NSW Government Public Library Infrastructure Grants through the State Library of NSW.

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.

Acceptance agreement

Public Library Infrastructure Grant: Acceptance Agreement Declaration 2022/23

Declaration for grant titled:

Grant amount recommended:

1. I acknowledge that acceptance of the grant funds is subject to the terms and conditions set out in the Public Library Infrastructure Grant Acceptance Agreement 2022/23 and as detailed in the Public Library Infrastructure Grants Guidelines 2022/23. 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 Public Library Infrastructure Grant Acceptance Agreement 2022/23 and as detailed in the Public Library Infrastructure Grants Guidelines 2022/23 as well as any variation to these terms and conditions as detailed in the grant notification letter.

Signed for and on behalf of:

Council:

Library name:

General Manager:
(signed and dated)

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

Final performance report

Project title:

Council:

Library Service:

Library Manager:

Please provide a short summary of the work that was completed as part of this project/program/initiative:

Milestones
What were the major steps/stages in delivering your project? Include task, performance, outcomes and comments for each milestone.

Task or strategy	Performance measure	Outcomes and outputs	Issues or comments
What was done? Restate the strategies from the agreed project plan	How well was it done? Refer to the application evaluation plan	Was anyone better off? Detail actual results	Any additional information

Attachments: evaluation, client feedback, media coverage, photographs etc

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

Name of authorised person:
Position:
Date:

Acquittal statement by grant recipient

Certificate by two authorised Council officers

Declaration for grant application titled:

Grant amount paid:

I, [insert name]

and [insert name]

certify that the information contained in the Statement of Expenditure and any other financial records provided by

Council

present the truth, fairness and accuracy of the accounts including the notes to the accounts of the organization, as at:

We confirm that: [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

<div align="center">OR</div>

2. The total Grant of $[insert amount] **has not been expended**. An amount of $ [insert amount] has not been expended and the remaining funds will be returned to 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

<div align="center">AND</div>

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

General Manager
Name, signature, date

Library Manager
Name, signature, date

Statement of income and expenditure

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Recipient Council:

Library service:

Project title:

Grant amount:

Budget

Income

Grants
Grants - Public Library Infrastructure	0
Grants - Other	0

Council
Itemise	0
Itemise	0
Itemise	0

Other Income
Itemise	0

Total income	0

Expenditure

Expenses
Itemise	0
Itemise	0
Itemise	0
Itemise	0
Itemise	0
Total Expenses	0

Total expenditure	0

Operating Surplus/(Deficit)
Total	0

Signatures

Library Manager:

Finance Manager / General Manager: