

Overview

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 for access to collections, technology, services and programs, are particularly encouraged.

Public Library Infrastructure Grants are available to NSW local authorities (local councils) that have adopted the Library Act, and provide public library services in accordance with that Act.

Library Council has identified the following strategic priority areas for funding:

- library buildings and spaces
- mobile libraries
- IT and digitisation projects
- cooperative library development activities
- projects that assist public libraries to support the [NSW Government Creative Communities Policy](#).

Applications close 5pm Monday 28 October 2024.

Applying for a grant

To apply for a grant, applicants must:

1. Be a NSW local authority and have adopted the Library Act 1939 and provide public libraries in accordance with the Act
2. Meet requirements outlined in the Public Library Infrastructure Grant Guidelines
3. **Submit a completed online application before 5pm, Monday 28 October 2024.**

Please read the [Public Library Infrastructure Grant Guidelines](#) carefully before completing your application.

Applicants are advised to use [People Places: a guide for planning public library buildings](#) and its tools in preparing related applications.

Applicants are advised to reference appropriate standards and guidelines from [Living Learning Libraries: standards and guidelines for NSW public libraries](#) when detailing a project's expected benefits.

Applicants should contact a [State Library Consultant](#) for advice before submitting an application.

Applicants must address each question.

Applications are assessed on merit according to the following criteria:

1. description of how the project will improve library services for your community with a focus on community benefit and need
2. details of council commitment, including demonstrated relevance to council strategies

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3.ongoing viability of the project, including maintenance and upgrades and, engagement with relevant partners if appropriate

4.capacity to complete the project (considerations include timetable, personnel, budget and evaluation).

Please contact Public Library Services on 02 9273 1699 if you have any problems submitting your application online.

Disclaimer

The Applicant acknowledges and agrees that:

- submission of this application does not guarantee funding. The Library Council of NSW can withdraw funding in described circumstances (see [Public Library Infrastructure Grant Guidelines](#)).
- they must bear the costs of preparing and submitting this application and the Library Council of NSW does not accept any liability for such costs, whether or not this application is ultimately accepted or rejected; and
- they have read the Public Library Infrastructure Grant Guidelines and are fully informed of the relevant program requirements.

Use of Information

By submitting this application form, the Applicant acknowledges and agrees that:

- if this project application is successful, the relevant details of the project will be made public, including details such as Council, project title, project description, and amount awarded;
- The State Library will use reasonable endeavours to ensure that any information received in or in respect of this application which is clearly marked 'Commercial-in-confidence' or 'Confidential' is treated as confidential, however, such documents will remain subject to the Government Information (Public Access) Act 2009 (NSW) (GIPA Act); and
- in some circumstances the State Library may release information contained in this application form and other relevant information in relation to this application in response to a request lodged under the GIPA Act or otherwise as required or permitted by law.

Privacy Notice

By submitting this application form, the Applicant acknowledges and agrees that:

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- The State Library is required to comply with the Privacy and Personal Information Protection Act 1998 (NSW) (the Privacy Act) and that any personal information (as defined by the Privacy Act) collected by the Department in relation to the program will be handled in accordance with the [Privacy Act and its privacy policy](#);
- the information provided to the State Library in connection with this application will be collected and stored on a database and will only be used for the purposes for which it was collected (including, where necessary, being disclosed to other Government agencies in connection with the assessment of the merits of an application) or as otherwise permitted by the Privacy Act;
- steps have been taken to ensure that any person whose personal information (as defined by the Privacy Act) is included in this application has consented to the fact that the State Library and other Government agencies may be supplied with that personal information, and has been made aware of the purposes for which it has been collected and may be used.

Contact Details

* indicates a required field

Council *

Library service *

Applicant Details

Applicant *

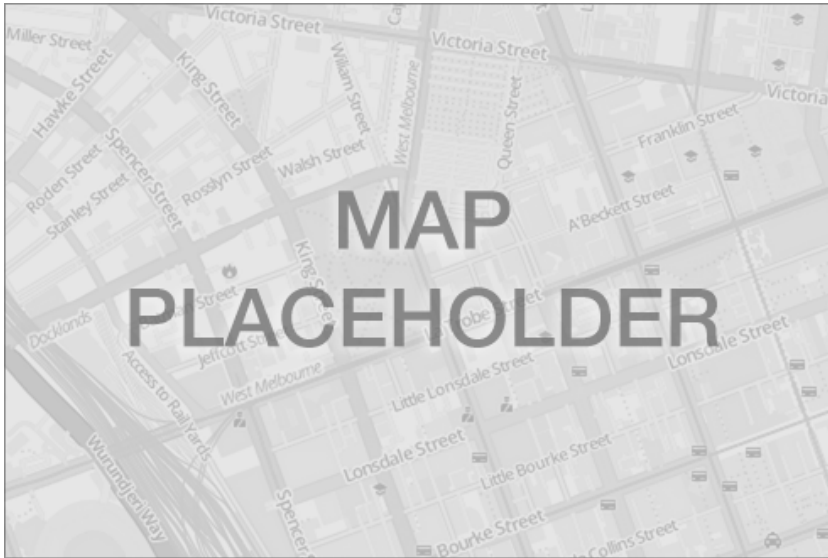
Title First Name Last Name

Applicant Primary Address

Address

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Applicant Postal Address

Address

Applicant Primary Phone Number *

Must be an Australian phone number.
Country code not required, area code for landlines is required.

Applicant Other Phone Number

Must be an Australian phone number.
Country code not required, area code for landlines is required.

Applicant Email Address *

Must be an email address.

Applicant Website

Must be a URL.

Project description

* indicates a required field

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Title *

Word count:

Must be no more than 25 words.

Provide a name for your initiative. Your title should be short but descriptive.

Brief description *

Word count:

Must be no more than 50 words.

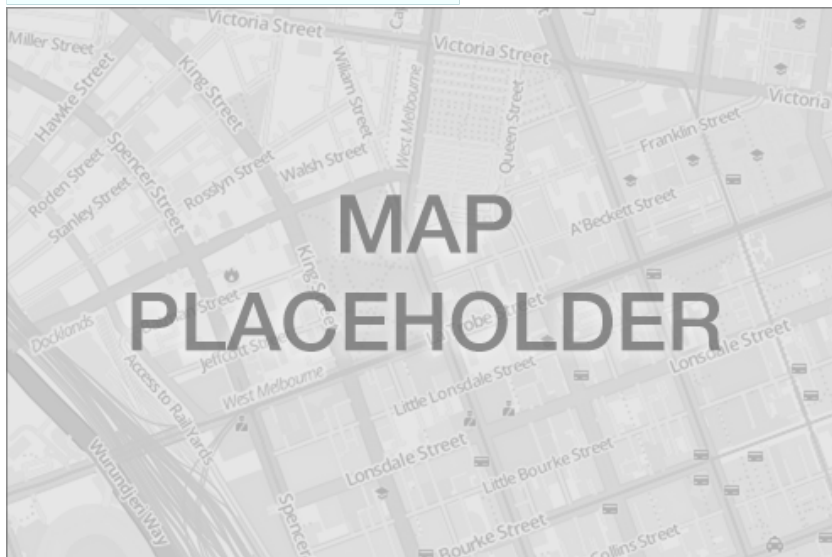
Include a brief summary of who will benefit from this initiative, what activities you will do and what outcomes you expect from your activities.

Anticipated start date *

Anticipated end date *

Primary location of your initiative

Address



Primary location does not need to be a specific address, and can be postcode, suburb, state, etc. If delivered online, please specify the area of focus for delivery.

Application type

Please indicate what type of application this is *

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- ☐ an individual library service application
- ☐ a regional library application
- ☐ a collaborative application with another library service

Choose one from above

Activities and timeline

Please detail the activities expected to be completed as a result of the funding.

Activity	Expected start date	Expected end date	Responsibility: person or organisation
One per row. Add more rows if you want to list additional activities. Must be no more than 25 words.	Must be a date.	Must be a date.	Add notes if you need to provide more context. Must be no more than 50 words.

Assessment criteria

* indicates a required field

Demonstrate how your project will improve your library with reference to [People Places](#) and [Living Learning Libraries standards and guidelines](#) where relevant. For digitisation projects refer also to the [Digital Practice Guidelines](#). All applications should refer to sources such as [Public Library Statistics](#); demographic data; evidence of client demand; community consultation; research and surveys; as relevant.

Describe the key elements and purpose of your project *

Word count:

Must be no more than 250 words.

Describe how the project will improve library services for your community *

Word count:

Must be no more than 500 words.

(refer to community needs and benefits, statistics, surveys and feedback where available)

Provide details of council commitment, including demonstrated relevance to council strategies and financial commitment. Include a brief statement outlining

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how council has allocated the increased annual State Government funding to improve library services. *

Word count:

Must be no more than 250 words.

How will your project remain viable and sustainable once complete? *

Word count:

Must be no more than 250 words.

Building applications

* indicates a required field

Building and related projects include new buildings, renovations, extensions and refurbishment. **Refurbishment can include purchase of new furniture and shelving and a rearrangement of the library layout.**

Use [People Places library building calculator](#) to calculate your population and service-based benchmarks. These spreadsheets should be attached to your application. Please contact your [Public Library Services Consultant](#) if you have any questions about the benchmarking spreadsheets.

Is this a building related application? *

☐ Yes

☐ No

Type of building

Please select the type of building project

- ☐ new building
- ☐ extension of current library
- ☐ refurbishment of current library
- ☐ modification of non-library building into a library

Select all that apply

Building size and catchments

Library branch	Current population catchment	10 year projected population catchment	Current building size sqm	New building size sqm	Size of shared space and percentage allocated	Population benchmark	Service benchmark	Is the building owned by council?	If no, how long is the lease?
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to
library

	Current population served by library branch.	Refer to the tips below for information on how to calculate your projected catchment.		If applicable	If applicable eg hall, foyer, meeting room. Please talk to a Public Library Consultant about shared spaces.	The People Places population calculator should be used (and attached at the end of the application for all building related applications. If your building will be below the recommended size the application should provide reasons why this is the case.	The service calculator is an additional tool used for planning the optimum size of a library building. It should be used for all new buildings and may be used when planning an extension or refurbishment.	If no, please contact your State Library Consultant for advice.	Please provide proof of tenancy in attachments at end of application.

Building size and catchments

Calculating your library catchments

Use population projections provided by the NSW Department of Planning and Environment or ABS. Ensure that projected population figures are consistent throughout your calculations and application.

If the proposed library is the single service point in your Local Government Area [LGA]

- use the 10 year population projection for the entire Local Government area

If your library service has multiple service points in one LGA

- Begin with the 10 year population projection for the entire Local Government Area
- Calculate the % of the population likely to use each of the branches. NB: the total catchment for the library service must be 100% of the population of the LGA.
- Take into account commercial, recreational, industrial and residential concentrations.
- Consider any physical barriers that may affect known traffic pathways eg. river, motorway

For a Regional Library Service operating across multiple LGAs

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- Where the branch library is the only service point in an LGA Catchment use the 10 year population projection for entire LGA
- Where there is more than one branch in an LGA refer to *Multiple service points in LGA* (above)
- When calculating the Regional Central Library catchment begin with the 10 year population projection for all of the LGAs and the local catchment for the central library.
- If your regional headquarters is administration only i.e. no branch or central library attached, please discuss your application with your Public Library Services consultant.

Budget

* indicates a required field

Total Amount Requested

*

\$

What is the total financial support you are requesting under this grant?

Invalid amount

Amount requested must be below \$500,000, please update **Total Amount Requested** in the section above

You have entered an invalid amount *

\$

Amount must be below \$500,000

Income and expenditure

Income should include Council contributions and the grant request and could also include sponsorship, partner contributions and funding from other sources or organisations. In-kind and other funding such as recurrent costs and use of Council staff should be included.

Expenditure should include a description of **all** budget expenditure items. Prices should be ex-GST (to calculate prices ex-GST divide by 1.1 eg $\$575/1.1 = \522.73). Include promotion and evaluation costs where appropriate.

Please indicate an in-kind income or expenditure item by including (IK) on that line eg Project management (IK); Room hire (IK)

Total Income and Expenditure figures should match.

Income

Please outline funding for your project. Include grant amount requested.

Income description

Amount

	Must be a dollar amount.
	\$

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	\$
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Expenditure

Please outline expenditure for the project.

Expenditure description	Amount (ex. GST)
	Must be a dollar amount.
	\$
	\$

Budget totals

Total income amount	Total expenditure amount	Income - Expenditure
This number/amount is calculated.	This number/amount is calculated.	This number must be zero. This number/amount is calculated.
\$	\$	\$

Explanatory notes for budget

Please add explanatory notes for budget if required

Supporting Documentation

* indicates a required field

Add your attachments

You should attach electronic or scanned copies of attachments to this application.

Only attach those documents that directly relate to or support the proposed project.

References to attachments must be to specific pages within the attachment.

If an online version of the 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 application.

Letters of support from partners or key stakeholders may be attached. Please note that where attachments such as letters of support are required, electronic signatures (including scanned signatures) are preferable, however faxed or mailed copies are acceptable.

Large attachments such as building plans may be posted to us but they must be received on or before the closing date.

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Attachments *

Attach a file:

Files that can be attached include: word, pdf, jpeg. Emails or messages should be saved in one of these formats rather than directly in your email system. Please contact your Consultant if you are unsure if a file type is suitable.

List all attachments you have included with your application

Please include any attachments you have posted here and the date posted.

It is strongly recommended that applications for building-related projects include the following additional information:

Checklist for attachments

- ☐ Dated copies of the development application (if available)
- ☐ Dated construction certificate (if available)
- ☐ Confirmation that council owns the land/building
- ☐ Scaled architectural plans with associated cost plan
- ☐ Council minutes and other supporting evidence documenting commitment to the project
- ☐ People Places benchmarking spreadsheets

Large attachments such as building plans may be posted to us but we must receive them on or before the closing date.

Declaration and Authorisation

* indicates a required field

Declaration

The Applicant represents and warrants that this application has been submitted by an authorised representative of the Applicant (Library Manager or other authorised manager, Grants Officer etc).

ALL applications must be authorised by the General Manager of the submitting council and also be endorsed 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 endorse the application through a letter submitted with the application.

By submitting this application form I hereby declare that:

- I have read and understood each of the acknowledgements, agreements, representations and warranties provided above, and that each of these are true and correct;
- All information provided including the responses to each question in the relevant sections of this application is true and correct to the best of my knowledge;

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- Any information contained in this application may be disclosed to other Government agencies, staff administering the program, and to external stakeholders (including consultants, lawyers and other advisers) as part of the assessment of this application;
- I am authorised to submit this application, on behalf of council's General Manager, and certify that the information provided in this application is true and accurate;
- I have the authority to represent and bind the Applicant; and
- I understand that any false declaration may render this application ineligible/invalid.

Authorisation

I agree *

☐ Yes

Name of authorised person *

Title

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Phone number *

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

Email *

Must be an email address.