

# Application for 2012 Texas Book Festival Technology Grant



## General Instructions for 2012 Grants

The Texas Book Festival accepts applications from Texas public libraries. Incomplete applications will not be considered. Libraries which failed to submit timely final reports for past grants will be penalized on the current application. All grant applications are reviewed by a committee selected by the Texas Library Association and the Texas Book Festival.

## When to Apply:

The Texas Book Festival has one funding period per year for Library Grants. For the 2011-2012 cycle, applications will be accepted with postmarks no earlier than November 15, 2011 and no later than January 20, 2012.

## Where to Apply:

Please mail three (3) copies of each application to:

Texas Book Festival Grants  
Texas Library Association  
3355 Bee Caves Road, Suite 401  
Austin, Texas 78746-6763

Faxed or emailed applications will not be accepted. If you have questions or concerns, please contact Heidi Smith at (512) 477-4055 or [heidismith@texasbookfestival.org](mailto:heidismith@texasbookfestival.org)

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## Funding will not be considered for:

Videos (VHS or DVD)	Furniture
Equipment for Staff Use	Gaming Technology
Music CDs	Carpeting
Giveaway Books	Playaways
CD ROMs	Office Supplies
Marketing Programs	Televisions or DVD Players
Subscriptions	Hardware for Staff Use
Specific "Computers for Tots"	

## What we do fund:

Please review your specific grant application for more detail.

### 1) Collections Enhancement Grants

Upgrade or increase book collections, E-Books, Books on CD, and special collections in support of community needs.

### 2) Literacy Initiative Grants

Provide sustainable programs (not one-day events) to increase literacy in the community. These programs can be targeted at a specific community (Spanish speakers, young parents, etc) and can include funding for the materials required to support the literacy initiative.

### 3) Technology Grants

Assist in the purchase of distance education equipment, upgrade internet connections at your branch, purchase new or upgraded hardware and software for your patrons' use, hire IT consultants to assist in upgrading your hardware, software, internet connection and security, provide training for patrons on specific software, purchase or upgrade library check out systems (kiosks, self check out, etc).

## Final Report Submission

If an award is granted, it is agreed that the grantee will complete the Texas Book Festival Final Report and submit it no later than December 31, 2012 by mail to:

Texas Book Festival  
610 Brazos, Suite 200  
Austin, Texas 78701

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## Grant Writing Tips

1. Fill out the application completely.
2. Complete the application on a computer or typewriter – do not do it by hand.
3. Be specific and direct.
4. Be realistic in your request.
5. Make sure you demonstrate need, and how you will fulfill this need with the grant funds.
6. Check your spelling and grammar.
7. Don't assume that the evaluator is a librarian – refrain from using library terminology.
8. Provide a concise budget, and attach quotes from vendors to show what your actual costs will be. Consider using the School Library Journal for average prices if you cannot obtain actual vendor quotes.
9. Provide a timeline of your project, including when you will order items, receive them, implement them, and promote them to your desired community.
10. Consider providing community statistics to show your need and how the project will address that need.
11. When demonstrating your publicity plan, make sure you are getting outside of your library to reach your audience, promoting the project as well as the Texas Book Festival's award.

**Sample Grant Applications are available on the Texas Book Festival's web site at:** [http://www.texasbookfestival.org/Library\\_Grants.php](http://www.texasbookfestival.org/Library_Grants.php)

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## **2012 Technology Grant Guidelines**

Although technology is not “new” it is even more important for today’s community members to be technologically literate. Just as it is imperative that people read, people must be able to take advantage of the technology resources that offer information in a variety of formats and through a variety of delivery methods. With these grant funds, a public library might be able to begin a new program outright or partner with a community group with library dollars to:

- Assist in the purchase of distance education equipment and connectivity for your library
- Pay for installation charges for Internet connectivity
- Assist in the funding of wireless projects for Internet and laptop use
- Provide for training for librarians and community members invited for getting the library online or on getting the library’s connection upgraded
- Assist in paying for upgrade charges such as a library moving from DSL to broadband
- Assist in paying for Internet Service Provider charges for a year
- Provide funding for consultants to assess how libraries might connect or upgrade or staying up to date (since many are connected)
- Provide funding for publicity and promotion/marketing programs for libraries who wish to advertise their service or their “new” service such as wireless
- Provide or replace computer hardware for public use
- Provide computer software for public use
- Provide funding for a consultant for training others or to design library web pages – these websites could then be mounted and then branded as supported by TBF Grant funding

Some examples of innovation are adding kiosks or self-check machines, adding technology that allows RFID or that checks the barcoded books in automatically. Perhaps adding flat screen panels and low profile computers for space savings or portable computer stations that can be moved as needed.

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Has this library <b>received</b> a TBF Grant in the past?					
No		Yes			
2006	2007	2008	2009	2010	2011

**Name of library:** \_\_\_\_\_

*If branch, provide headquarters library:* \_\_\_\_\_

**If awarded this grant, check should read:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **County:** \_\_\_\_\_

**System:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

*Hours available for questions and notification:* \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Library Director:** \_\_\_\_\_ **Contact info:** \_\_\_\_\_

**Information about library:**

*Number of full-time library staff* \_\_\_\_\_

*Number of part-time library staff* \_\_\_\_\_

*Current total branch budget* \_\_\_\_\_

*Current library branch materials budget* \_\_\_\_\_

**Amount requested:** \$ \_\_\_\_\_ (*not to exceed \$5,000*)

If an award is received, it is agreed that this library will submit a progress report including an accounting of funds by December 31, 2012. This report should be submitted to the Texas Book Festival office, 610 Brazos, Suite 200, Austin, TX 78701.

\_\_\_\_\_  
**Signature of Head Librarian**

\_\_\_\_\_  
**Date**

*Branch library applications must have signature of library director.*

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Type your responses to the following questions in the spaces provided. Every section of this application must be completed for the application to be reviewed. No attachments will be considered in this portion of the application.

### 1. GRANT DESCRIPTION

a. Please give a **brief** statement of **how you will use** Book Festival award money to implement a Technology Grant in your public library this coming year

b. Describe the **need(s) you have identified in your community** and state how the Book Festival award will be used to meet the needs identified.

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c. Describe **who in your community and how they will benefit** from this award.

### **2. PUBLICITY / PROMOTION**

Describe **what you will do to actively promote** the Technology Grant for new services and programs or support of your existing services and programs.

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### 3. PROPOSED BUDGET (not to exceed \$5,000)

Give an estimated budget for funds needed. (Book and materials money should not be requested for this grant application. For purchasing collections for your needs, applicants should apply for the Collection Enhancement Grant.)

Item (staffing, materials, outreach, publicity)	Description	Quantity	Cost Each	Cost Extended
	Total Cost			\$

3. B. Please attach quotes from vendors to support your above estimates. Please list all attachments below:

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### **4. Time Line**

Please provide a brief time line that would ensure expending the above funds within a calendar year of receipt.

Three (3) copies of this application should be postmarked no later than January 20, 2012. Applications received with postmarks prior to November 15, 2011 will be returned.

**No faxed or e-mail applications will be accepted.**

### **Mail to:**

Texas Book Festival Grants  
Texas Library Association  
3355 Bee Cave Road, Suite 401  
Austin, Texas 78746-6763