THE NEW YORK STATE PROGRAM FOR THE CONSERVATION AND PRESERVATION OF LIBRARY RESEARCH MATERIALS

The Discretionary Grant Application Process

The New York State Program for the Conservation and Preservation of Library Research Materials

Barbara Lilley

Library Development Specialist II

Division of Library Development

Room 10B41, Cultural Education Center

Albany, NY 12230

Phone: (518) 486-4864

Fax: (518) 486-5254

e-mail: preservation@nysed.gov (C/P grant questions)

barbara.lilley@nysed.gov (C/P program questions)

http://www.nysl.nysed.gov/libdev/cp/index.html

ELIGIBILITY

Eligible agencies include those that have been:

- ✓ chartered by the Board of Regents of the State of New York; OR
- ✓ accepted by the Board of Regents for filing under not-for-profit sections (section 216) of the Education Law; OR
- ✓ registered with the office of Charities of the New York State Department of State; OR
- ✓ granted not-for-profit status under section 501(c)(3) of the United States Internal Revenue code.

NOT ELIGIBLE

- ✓ The 11 designated comprehensive research libraries
- ✓ Institutions wholly or in part under the control of direction of any religious denomination, in which any denominational tenet of doctrine is taught, are constitutionally ineligible to receive State financial assistance.
- ✓ New York State agencies and collections which are part of State agencies, including New York State Historic Sites. However, State University of New York (SUNY) colleges are eligible to receive discretionary grant funds.

Eligible Expenditures

Expenditures may include:

- personnel costs
- service and consultant contracts
- supplies and equipment for project activities, or other activities

All expenditures of discretionary grant funds, whether for personnel, contracted services, supplies, equipment, or others, must be for preservation activities described under FUNDABLE ACTIVITIES

Ineligible Expenditures

Funds will not be awarded for activities or expenditures judged to be the ordinary responsibility of the institution. These activities include (among others):

- General operating expenses, indirect costs or overhead charges
- the acquisition of library research materials in any format, either to add to the collection or to replace deteriorated materials by purchase of reprints or microforms
- capital expenditures for building construction or modification
- providing standard library shelving
- physical processing
- basic disaster planning
- microform readers
- computer equipment
- basic security measures such as burglar alarms, locks, fire extinguishers, etc.
- salaries and/or benefits for existing personnel

FUNDABLE ACTIVITIES

Planning & Screening

Includes:

- Item level surveys
- DHPSNY

*Does **NOT** Include:*

- *Initial preservation planning*

FUNDABLE ACTIVITIES

Environmental Controls & Storage

Includes:

- Upgrading mechanical HVAC
- Special shelving or storage furnishings

*Does **NOT** include:*

- Stop-gap measures
- Standard library shelving

FUNDABLE ACTIVITIES

Reformatting- Microforms

Includes:

- Preservation quality microfilm
- Preservation quality microfiche
- Color microforms

*Does **NOT** include:*

- Microform readers or readers/printers

FUNDABLE ACTIVITIES

Reformatting- Non-microforms

Includes:

- Photographic negative duplication
- Copy prints of photographic images
- Sound recordings
- Photocopying (sometimes)

*Does **NOT** include:*

- *Digitization*
- *Video tapes*
- *Cassette tapes*
- *Photocopying (usually)*

FUNDABLE ACTIVITIES

Physical Treatment

Includes:

- Collection cleaning projects
- Protective enclosures
- Rebinding, minor repairs & mending
- Major conservation treatments

*Does **NOT** include:*

- *Basic housekeeping*
- *Physical processing*
- *Learning-by-doing projects*

FUNDABLE ACTIVITIES

Bibliographic Activities

Includes:

- Limited to 10% of the grant award
- Only when closely connected to preservation work itself

FUNDABLE ACTIVITIES

Other Fundable Activities

Includes:

- Disaster recovery
- Research
- Specialized training
- Preservation Informational materials

*Does **NOT** include:*

- Preparing disaster plans
- Purchasing emergency supplies
- Exhibitions
- Publishing guides or catalogs

APPLICATION

APPLICATION

Conservation/Preservation Discretionary Applications are now online

https://eservices.nysed.gov/LDGrants

You must have a NYSDS username and password to login!

https://eservices.nysed.gov/ldgrants/ldgext/diRegistration.do

Register for username and password

- Fill out your name, contact information, and institution information.
- Your account will have access to C/P Discretionary grants only for the institution you specify.
- Account information will be sent via email within 48 hours.

Register Early!!!!!

http://www.nysl.nysed.gov/libdev/cp/

The New York State Discretionary Grant Program for the Conservation and Preservation of Library Research Materials

The new application cycle is open for C/P Discretionary grants 2019-20; Applications for the new cycle are due by 5:00 p.m. November 9, 2018.

The New York State Program for the Conservation and Preservation of Library Research Materials Discretionary Grant Program application is no longer issued in paper. For the 2019-2020 grant cycle, all applications *must* be submitted through our web-based application program. Please go to the Online Grant System Account Registration Form (opens in a new window) to register to receive a user name and password to access the online grant application system. You will need a user name and password to submit an application.

Conservation/Preservation Discretionary Grant Guidelines and Application

Master Contract for Grants (2019-2020) [; 141k]

Please Note: New York State has implemented a prequalification requirement for not-for-profit entities applying for grants. Proposals received from not-for-profit applicants that have not Registered and are not Prequalified in the Grants Gateway on the proposal due date of 5:00 p.m. on 11/09/2018 cannot be evaluated. Such proposals will be disqualified from further consideration. Even if you have prequalified in the past please be sure you have completed the necessary steps to maintain a Prequalified Status.

Prequalification requirement information and instructions

http://www.nysl.nysed.gov/libdev/cp/

All applicants are required to comply with NYSED's Minority and Women-Owned Business Enterprises (M/WBE) participation goals for this grant. (Applications for grant funding that exceed $25,000 for the full grant period.)

- M/WBE Instructions

Grant-Writing Workshop PowerPoint presentation: PowerPoint slide show format [2.44m] | .PDF format [1.77m]

Frequently Asked Questions

The Conservation/Preservation Program provides State funding for libraries and other organizations engaged in efforts to preserve deteriorating library research materials. The program was established as part of the landmark 1984 library legislation and was expanded in 1986 and 1990. [SEE: *Education Law, Section 273.7*] It is administered by the New York State Library's Division of Library Development. The purposes of the Conservation/Preservation program are to encourage the proper care and accessibility of research materials, to promote the use and development of guidelines and technical standards for conservation/preservation work, and to support the growth of local and cooperative activities within the context of emerging national preservation programs.

Grants Information

- **Research Materials Discretionary Grant Awards**
  - 2017-2018 | 2016-2017 | 2015-2016 | 2014-2015 | 2013-2014 | 2012-2013
  - (.PDF format only): 2011-2012 | 2010-2011 | 2009-2010 | 2008-2009 | 2007-2008 | 2006-2007 | 2005-2006 | 2004-2005 | 2003-2004 | 2002-2003 | 2001-2002 | 2000-2001

Complete Registration Form

New York State Library | Division of Library Development

Online Grant Sytem Account Registration Form

In order to apply for the Division of Library Development Conservation/Preservation Discretionary Grant Aid through the new Online Grant System, you must have a NYS Directory Service account. If you do not have a NYS Directory Service account, then complete the form below to register for an account.

If you already have a NYS Directory Service account, proceed to the Online Grant System.
Login to Online Grant System

Register for a NYS Directory Service account

Fields marked with an (*) are required.

*First Name	
*Last Name	
*Title	

An email will be sent to the Work Email listed below containing the account name/password for the Online Grant System.

*Work Email	
*Work Phone	
*Institution Name	
Library/Archive Name	
*Institution Address	

Complete Registration Form

*Institution Address	
Address Line 2	
*City	
*State	
*Zip Code	
Enter the county, school district, and Federal ID of the institution you represent. If unknown, enter N/A in the corresponding box.	
County	
School District	
Federal ID Number	
Should this account have read, edit or submit access to online grant applications?	

☐ Read
☐ Edit
☐ Submit

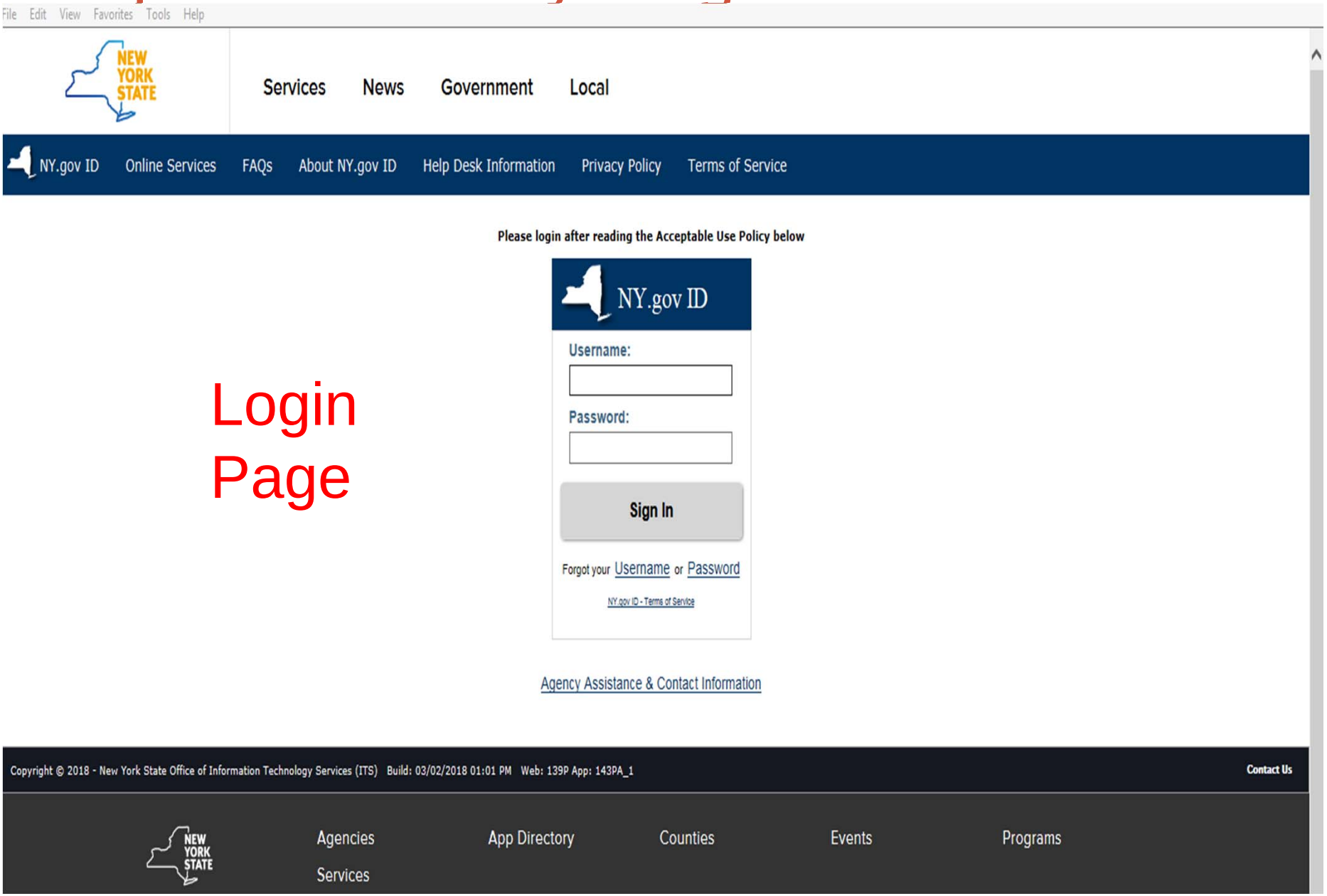
Reset Submit

Read
Edit
Submit

If you have any questions regarding the C/P Discretionary grant program please contact the Conservation/Preservation Program Administrator Barbara Lilley at blilley@mail.nysed.gov or 518-486-4864.

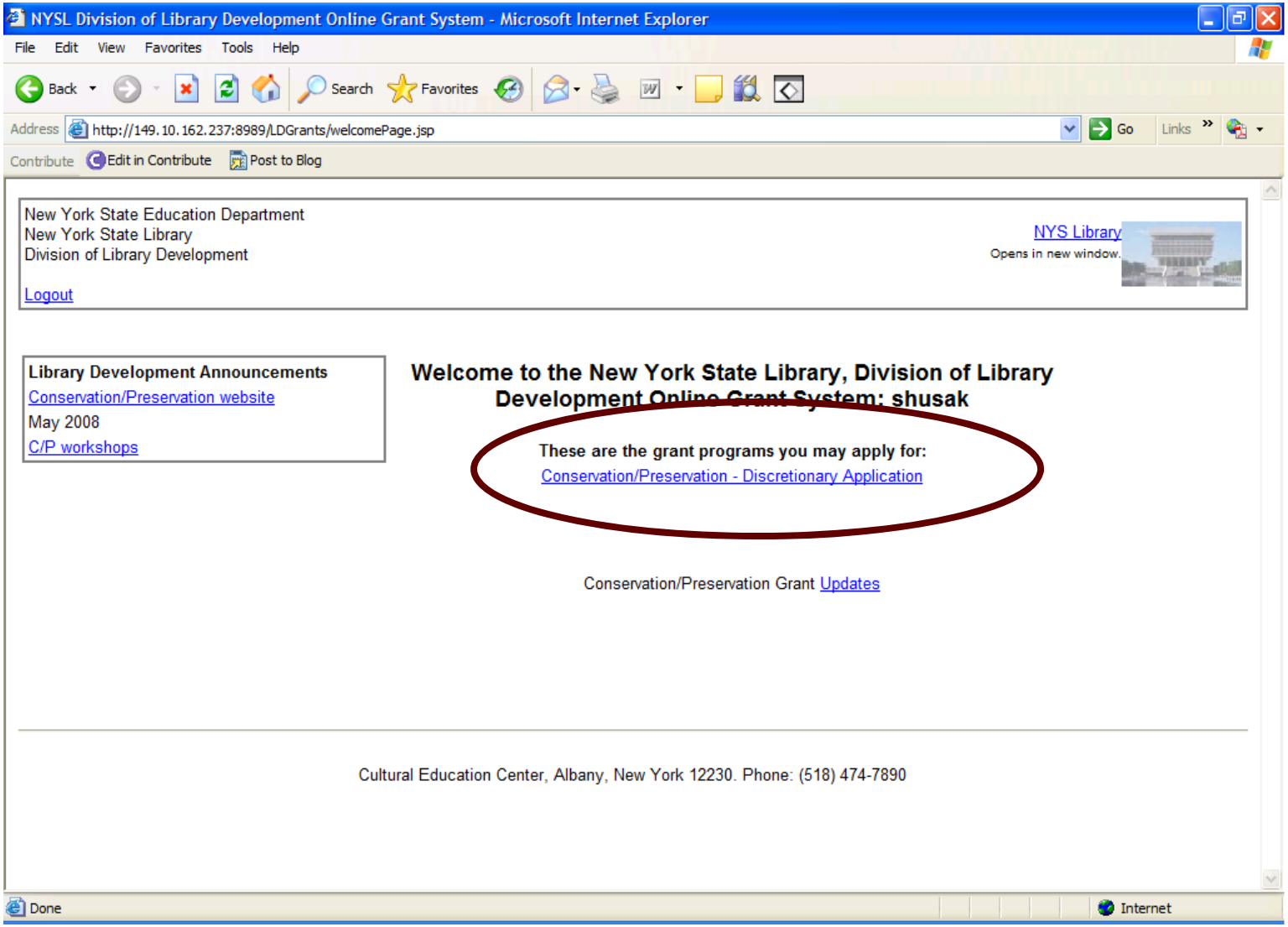
Go to the Conservation/Preservation Program page | Go to Library Development home page

http://eservices.nysed.gov/LDGrants



Login Page

Choose a Grant Program



Application Home Page

Discretionary Aid Home Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address http://149.10.162.237:8989/LDGrants/DiscHomeServlet?todo=getAllGrants Go Links

Contribute Edit in Contribute Post to Blog

Home | Discretionary Home --Initial Application Forms-- Go --Final Report Forms-- Go Help General Reports

The New York State Program for the Conservation and Preservation of Library Research Materials
Discretionary Aid Program

Guidelines

C/P Discretionary Aid Guidelines and Instructions (file opens in new window)
Microsoft Word HTML

Link to Create new application

Create a new Discretionary Aid grant application for FY 07 -08 Create new application

Discretionary Grant Applications

Project Number	Title	Institution	Fiscal Year
0305 -07 -0265	Our great preservation project	Troy Public Library	2007

Discretionary Grant Applications as a Participating Library (read only)

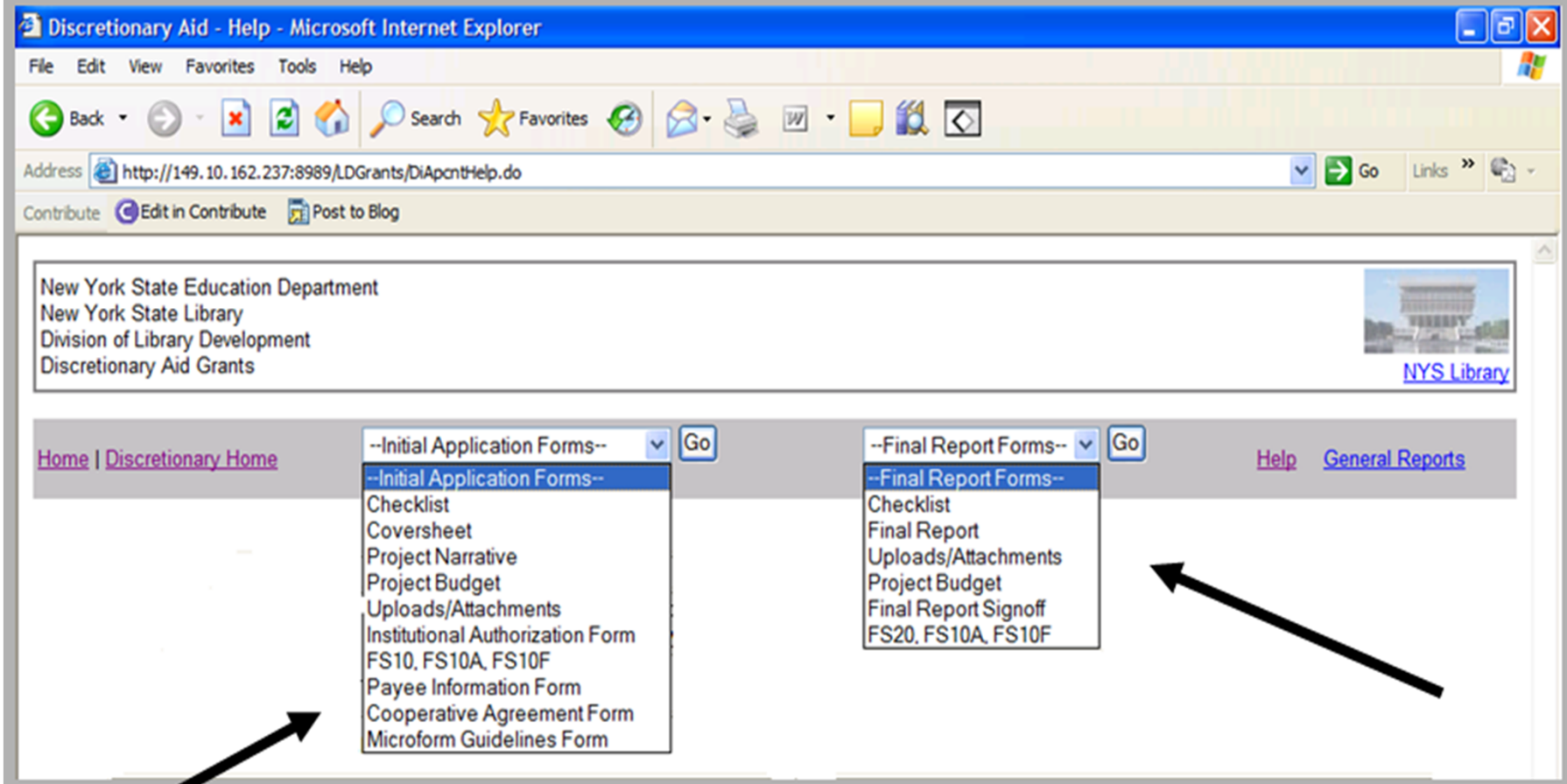
Project Number	Title	Institution	Fiscal Year
0305 -09 -0649		Suny Binghamton	2009
0305 -07 -0266	Discretionary project to microfilm maps	Siena College Standish Library	2007
0305 -07 -0241	My First Discretionary Grant	College Of Saint Rose	2007

Links to cooperating applications

Please contact the Conservation/Preservation Program Administrator, Barbara Lilley, with any questions. 518-486-4864 or blilley@mail.nysed.gov

Done Internet

Navigating the Online Application



Initial Application Forms

Final Report Forms

CHECKLIST

Initial Application Checklist

Home | Discretionary Home --Initial Application Forms-- Go --Final Report Forms-- Go Help General Reports

Checklist

Warning: The due date (11/03/2017) for this application has expired. You may not submit a new application for this fiscal year.

Application Checklist

Project Number	**0305 -19 -7357**

- ☐ Coversheet
- ☐ Project Narrative
- ☐ Project Budget
- ☐ Institutional Authorization Form
- ☐ FS-10 Form 3 original FS-10 Forms must be completed and mailed

Attachments/Uploads

Payee Information Form

Cooperative Agreement Form (if applicable)

Microform Guidelines Form (if applicable)

NEW: (REQUIRED) Prequalification requirement for not-for-profit entities applying for grants

NEW: (REQUIRED) M/WBE Requirement - only for an application for grant funding that exceeds $25,000 for the full grant period.

- ○ Not Applicable
- ◉ Full Participation
- ○ Partial Participation, Partial Request for Waiver
- ○ No Participation, Request for Complete Waiver

Save Progress

Submit

Due Date for new applications: 11/03/2017

Final Report Checklist

Final Report Checklist

- ☐ Final Report Narrative
- ☐ Project Budget (Expenses Submitted)
- ☐ Final Report Sign-off
- ☐ FS-10-F Form 3 original FS-10-F Forms must be completed and mailed

Attachments/Uploads

FS-10-A Form (Optional - 3 original FS-10-A Forms completed and mailed only if there is an amendment to the approved project budget)

Save Progress

Submit

Due Date for final reports: 07/15/2019

View Application Submission/Approvals
View Reviewer Comment/Scores

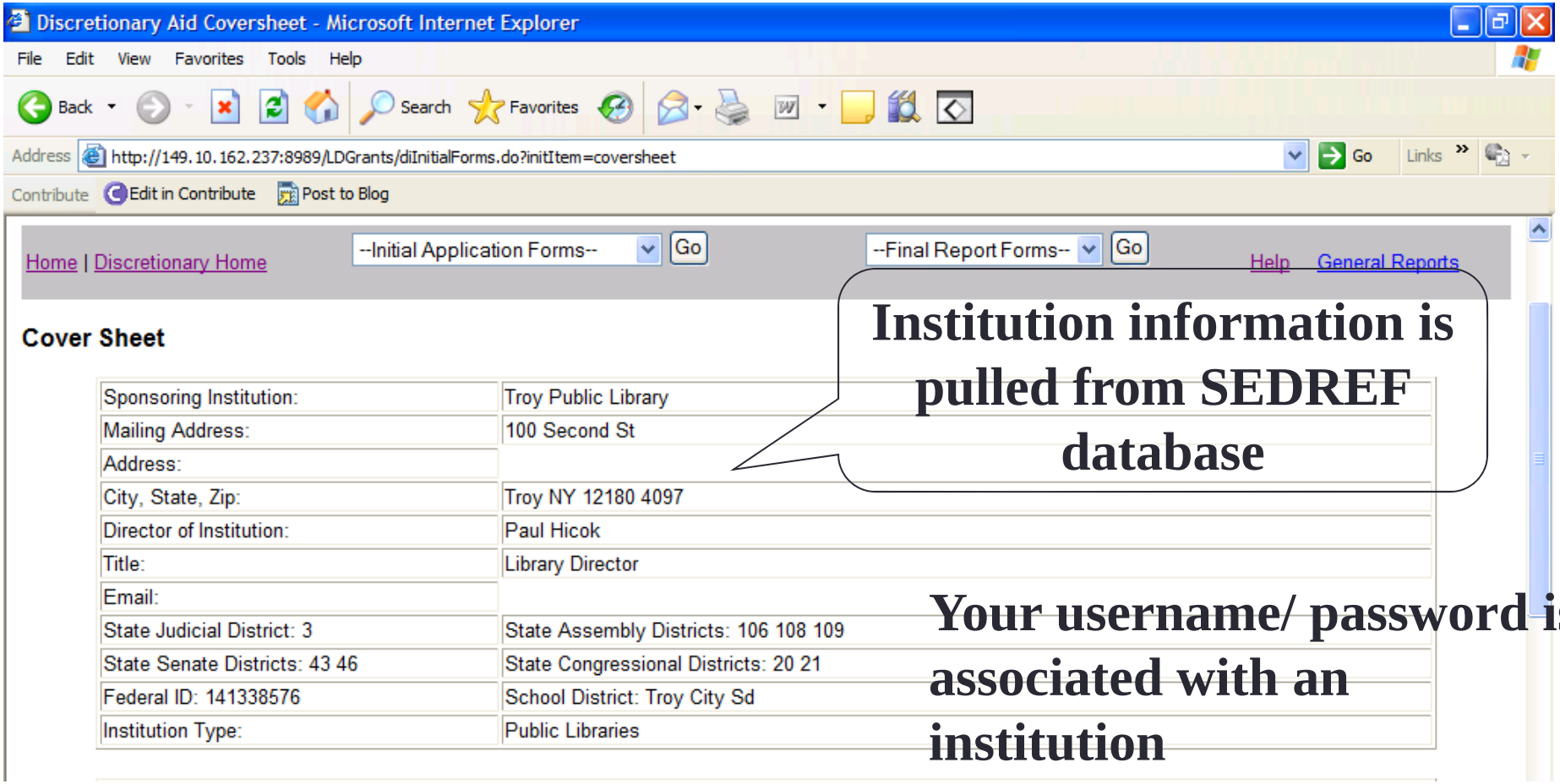
Please use the following links to *print* or *save* your application to your desktop:

Coversheet HTML Narratives HTML Budget HTML

Coversheet PDF Narratives PDF Budget PDF

COVERSHEET

Coversheet



Institution information is pulled from SEDREF database

Your username/ password is associated with an institution

Coversheet- Religious Affiliation and Institutional Eligibility

Discretionary Aid Coversheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

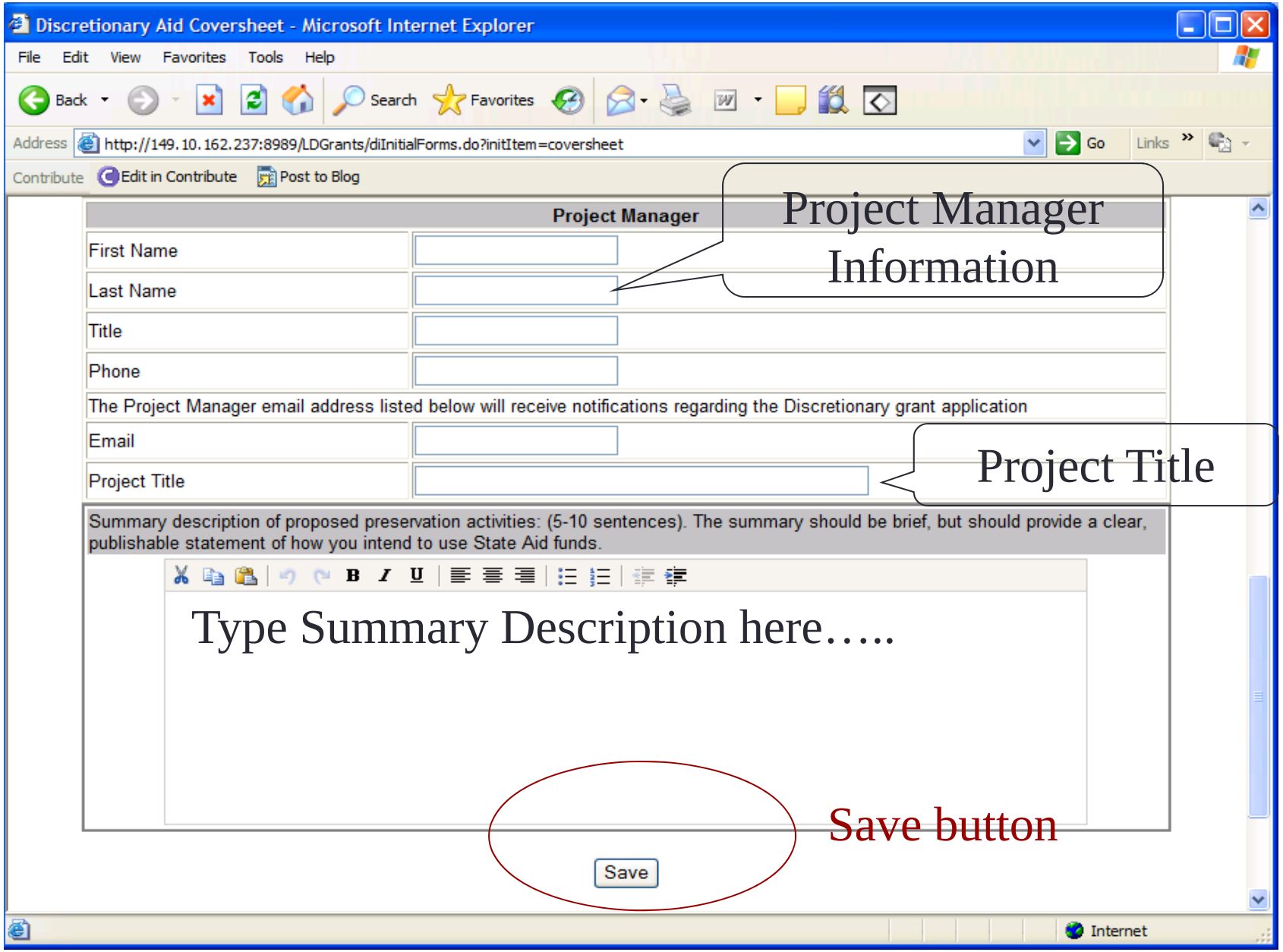
Address http://149.10.162.237:8989/LDGrants/diInitialForms.do?initItem=coversheet Go Links

Contribute Edit in Contribute Post to Blog

Eligibility	
Is Institution Affiliated with Religious Denomination?	See Guidelines for eligibility. ○ Yes ○ No
Institutional Eligibility	☐ Chartered by the Board of Regents of NYS — Date: format mm/dd/yyyy ☐ accepted by the Board of Regents of the State of New York for filing under the not-for- profit section (Section 216) of the Education Law ☐ Registered with the Office of Charities of the NYS Department of State ☐ Granted not-for-profit status under section 501(c)(3) of the United States Internal Revenue Code ☐ Other

Internet

Coversheet-Project Information



NARRATIVES

Narratives

Discretionary Aid Project Description - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address http://149.10.162.237:8989/LDGrants/diInitialForms.do Go Links

Contribute Edit in Contribute Post to Blog

Project Narratives

I. Description of Institution or Agency

- Ia. Size of institution's operation
- Ib. Total collection of library research materials

II. Institutional Commitment to Conservation/Preservation

- IIa. Institutional conservation/preservation activities
- IIb. Environmental conditions in which preserved materials will be stored
- IIc. Preparation for disasters
- IId. Security arrangements for protecting the collections
- IIe. Participation in cooperative

III. Accessibility of Collections to the Public

- IIIa. Access policies and practices of the institution
- IIIb. Cataloging or other forms of bibliographic control
- IIIc. Ownership of materials

IV. Research Value of Materials to be Preserved

Size of Institutions Operation

Include information on the institution's annual budget for staff, materials, operations, etc., and the total number of staff in full time equivalents (FTE). Indicate the number of FTE professional and non-professional staff and the number of volunteers who regularly serve in the institution.

Please see Guidelines for detailed instructions on completing the project description

Type narrative here…..

Links to each of the Project Narrative categories

Save

Save button

Upload a document/attachment to this grant application.

Instructions to copy/paste from another source:

Highlight the text that you want to copy and then click Ctrl + C on keyboard. Put the cursor in the desired area and click Ctrl + V on keyboard to paste. Or use the toolbar icons for Copy and Paste.

Done Internet

I. Description of Institution or Agency

A. Size of the institution's operation

Topics

- ✓ Annual budget
- ✓ FTE staff

I. Description of Institution or Agency

B. The agency's total collection of library research materials

Topics

- ✓ *Quantity* of materials
- ✓ *Types* of materials
- ✓ Collecting policy
- ✓ Number of items acquired & amount expended in the last year
- ✓ Other *relevant* background information

II. Institutional Commitment To Conservation/Preservation

A. Institutional conservation/preservation activities

Topics

- ✓ Current and long-range preservation plans
- ✓ Surveys?
- ✓ Institutional funding for preservation
- ✓ Other sources of funding

II. Institutional Commitment To Conservation/Preservation

B. Environmental conditions in which preserved materials will be stored

Topics

- ✓ Extent of existing controls
- ✓ Possibility or plans for improvement

II. Institutional Commitment To Conservation/Preservation

C. Preparations for disaster

Topics

- ✓ Written disaster plan?
- ✓ Available resources

II. Institutional Commitment To Conservation/Preservation

D. Security arrangements for protecting the collection

Topics

- ✓ Theft
- ✓ Mutilation
- ✓ Inappropriate use

II. Institutional Commitment To Conservation/Preservation

E. Participation in cooperative or regional conservation/preservation activities

Topics

- ✓ Cooperative projects
- ✓ Shared cons/pres staff or facilities
- ✓ Bibliographic databases
- ✓ Participation in regional preservation activities

III. Accessibility of Collections to the Public

A. Access policies and practices of the institution

Topics

- ✓ Hours Open
- ✓ Number of patrons
- ✓ Items loaned or used on site
- ✓ Cooperative access programs

III. Accessibility of Collections to the Public

B. Cataloging or other forms of bibliographic control

Topics

- ✓ Type of cataloging or arrangement
- ✓ Use of regional or national databases
- ✓ Use of other standard bibliographic resources

III. Accessibility of Collections to the Public

C. Ownership of materials

Topics

- ✓ Owned by institution
- ✓ Copy of deposit agreement

IV. Research Value of Materials To Be Preserved

A. Description of materials to be preserved with grant funds

Topics

- ✓ Subject area or content
- ✓ Format (books, mss, photos, maps, etc.)
- ✓ Quantity of materials
- ✓ Condition and specific preservation problems
- ✓ Type of research for which materials are likely to be used

IV. Research Value of Materials To Be Preserved

B. Significance of materials for research

Topics

- ✓ Relevance to the institution's collections
- ✓ Demand for the materials by researchers
- ✓ Short-term topical interest?
- ✓ Long-term historic interest?
- ✓ Scope of interest -- local, regional, national, or international
- ✓ Informational value or artifactual value, or both?
- ✓ Similar collections elsewhere?

V. Plan of Work

A. The timetable for the project

Topics

- ✓ Beginning date
- ✓ Hiring date and duration of work for new personnel
- ✓ Schedules for existing staff
- ✓ Contractual work schedules
- ✓ Schedule for all other significant project activities

V. Plan of Work

B. Conservation/preservation activities to be carried out during the project

Topics

- ✓ Work to be performed
- ✓ Materials and techniques to be used
- ✓ Vendor proposals and cost estimates

V. Plan of Work

C. Personnel and vendors involved in the project

Topics

- ✓ Project manager
- ✓ Personnel to be hired
- ✓ Existing staff to be used
- ✓ Consultants
- ✓ Vendors
- ✓ *Qualifications*

VI. Institutional Contribution to the Project

A. Contributions of staff time

Topics

- ✓ Time existing staff will spend directly on project activities

VI. Institutional Contribution to the Project

B. Financial contribution towards overall project costs

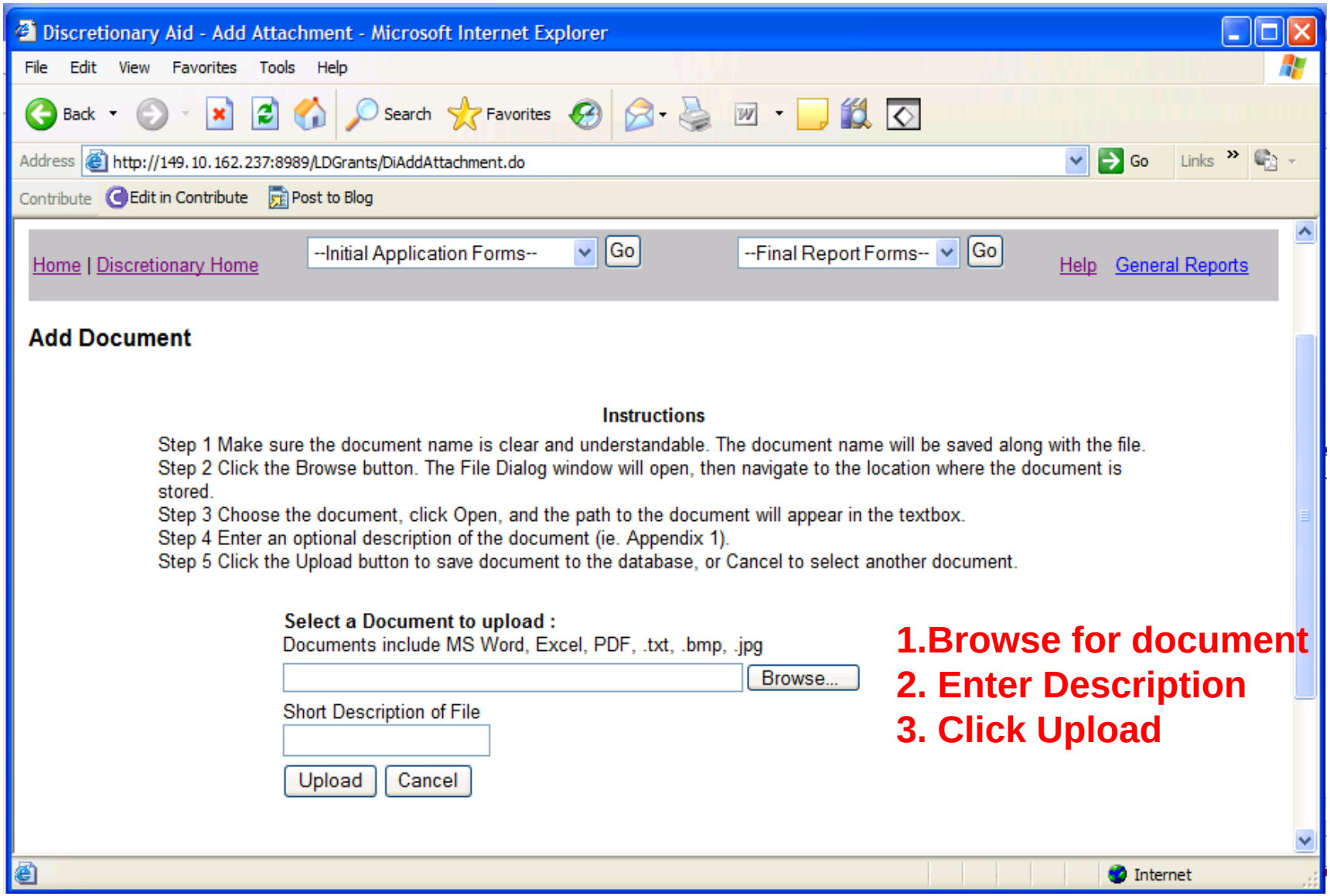
Topics

- ✓ Portion of total project budget to be provided by the institution

Documents/ Attachments

- Bids
- Resumes
- Institutional Authorization Form
- Final Report Signoff
- Microform Guidelines Form
- Cooperative Agreement Form

Uploading Documents

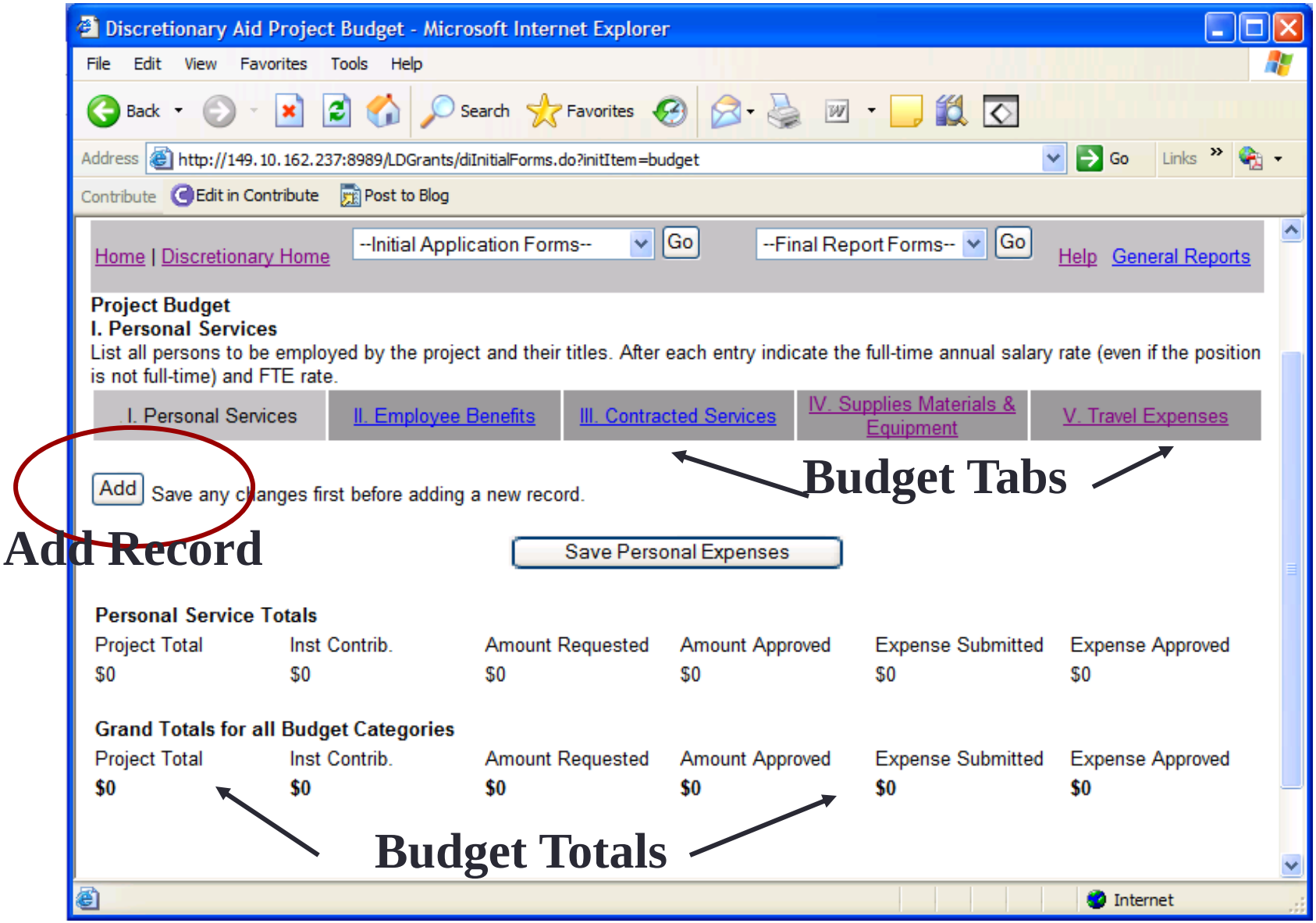


BUDGET

BUDGET

Column A		Column B		Column C
Project Total	=	Institutional Contribution	+	Grant Request

Navigating the 5 Budget Tabs



Project Budget- I Personal Services

Discretionary Aid Project Budget - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address http://149.10.162.237:8989/LDGrants/diInitialForms.do?initItem=budget Go Links

Contribute Edit in Contribute Post to Blog

Project Budget

I. Personal Services

List all persons to be employed by the project and their titles. After each entry indicate the full-time annual salary rate (even if the position is not full-time) and FTE rate.

I. Personal Services	II. Employee Benefits	III. Contracted Services	IV. Supplies Materials & Equipment	V. Travel Expenses

Add Save any changes first before adding a new record.

Name	Title	Salary/Wage	FTE/Hours ex. 1.0	Salary*FTE or Wage*Hours	Type
Jane Doe	Director	$24,525	0.12	$2,943	Professional
ProjTotal	**InstContrib**	**AmtRequested**	**AmtApproved**	**ExpSubmitted**	**ExpApproved**
$2,943	$2,000	$943	$0	$0	$0

Delete

Name	Title	Salary/Wage	FTE/Hours ex. 1.0	Salary*FTE or Wage*Hours	Type
				0	Professional
ProjTotal	**InstContrib**	**AmtRequested**	**AmtApproved**	**ExpSubmitted**	**ExpApproved**
$0		0	$0	$0	$0

Delete

Save Personal Expenses

Personal Service Totals

Project Total	Inst Contrib.	Amount Requested	Amount Approved	Expense Submitted	Expense Approved
$2,943	$2,000	$943	$0	$0	$0

Done Internet

Project Budget-II Employee Benefits

Discretionary Aid Project Budget - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address http://149.10.162.237:8989/LDGrants/diBudgetSelect.do?tab=tab2 Go Links

Contribute Edit in Contribute Post to Blog

Project Budget

II. Employee Benefits

List all persons to be employed by the project as described under "Personal Services." Provide the total amount of State Aid funds to be used to provide benefits for each person.

I. Personal Services	II. Employee Benefits	III. Contracted Services	IV. Supplies Materials & Equipment	V. Travel Expenses

Add Save any changes first before adding a new record.

Name	Benefits Percentage (decimal)	Salary*FTE	BenefitsAmt
Jane Doe	0.09	2,943	$264

ProjTotal	InstContrib	AmtRequested	AmtApproved	ExpSubmitted	ExpApproved
$0	$0	$264	$0	$0	$0

Delete

Save Benefit Expenses

Employee Benefits Totals

Project Total	Inst Contrib.	Amount Requested	Amount Approved	Expense Submitted	Expense Approved
$264	$0	$264	$0	$0	$0

Internet

Project Budget- III Contracted Services

Discretionary Aid Project Budget - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address http://149.10.162.237:8989/LDGrants/AddBudgetItem Go Links

Contribute Edit in Contribute Post to Blog

Project Budget

III. Contracted Services

List all services to be purchased for the project. These include:

- Consultant Services: Professional and technical advice that will be provided by individuals or groups of individuals. Consultants are normally retained for a short period to provide advice about specific aspects of the project. Consultants are normally expected to provide a report of their activities, usually at a time agreed upon before the consultancy begins.
- Contractual Agreements: Professional or technical activities that will be performed by commercial vendors or qualified individuals. Contractual services are normally used for project activities that cannot be carried out by the institution, or for those activities that can be more economically performed by firms or individuals specializing in a particular service.

I. Personal Services	II. Employee Benefits	III. Contracted Services	IV. Supplies Materials & Equipment	V. Travel Expenses

Add Save any changes first before adding a new record.

Service Type	Consultant/Vendor	Description			
consultant	Adam Advice	2 days @ $300			
ProjTotal	InstContrib	AmtRequested	AmtApproved	ExpSubmitted	ExpApproved
$600	$300	$300	$0	$0	$0
Delete					

Service Type	Consultant/Vendor	Description			
contract	Microfilming Inc	400 pieces			
ProjTotal	InstContrib	AmtRequested	AmtApproved	ExpSubmitted	ExpApproved
$4000	$0	$4000	$0	$0	$0
Delete					

Save Contract Expenses

Internet

Project Budget-IV Supplies Materials & Equipment

Discretionary Aid Project Budget - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address http://149.10.162.237:8989/LDGrants/AddBudgetItem Go Links

Contribute Edit in Contribute Post to Blog

Project Budget

IV. Supplies, Materials & Equipment

List all supplies and materials to be purchased for use during the project, do not include supplies to be purchased by your vendor.

- Equipment items under $5,000 should be budgeted under "Supplies and Materials".
- Items that have a unit cost of $5,000 or more that will be purchased for use during the project should be budgeted under "Equipment".

I. Personal Services	II. Employee Benefits	III. Contracted Services	IV. Supplies Materials & Equipment	V. Travel Expenses

Add Save any changes first before adding a new record.

Quantity	Description	UnitPrice	Quantity*Price	Vendor	Type
1000	folders	0.15	$150	Gaylord	Supplies & Materials
ProjTotal	InstContrib	AmtRequested	AmtApproved	ExpSubmitted	ExpApproved
$0	$150	$0	$0	$0	$0
Delete					

Quantity	Description	UnitPrice	Quantity*Price	Vendor	Type
200	boxes	$3.00	$600	Hollinger	Supplies & Materials
ProjTotal	InstContrib	AmtRequested	AmtApproved	ExpSubmitted	ExpApproved
$0	$0	$600	$0	$0	$0
Delete					

Save Supply Expenses

Internet

Project Budget- VI Travel Expenses

Discretionary Aid Project Budget - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address http://149.10.162.237:8989/LDGrants/AddBudgetItem Go Links

Contribute Edit in Contribute Post to Blog

Project Budget

VI. Travel Expenses

List project expenses that relate to travel. All expenses listed in this section must be fully described in the Project Description.

I. Personal Services	II. Employee Benefits	III. Contracted Services	IV. Supplies Materials & Equipment	VI. Travel Expenses

Add Save any changes first before adding a new record.

Description			Purpose		
Travel to vendor			Finalize contract		
ProjTotal	InstContrib	AmtRequested	AmtApproved	ExpSubmitted	ExpApproved
$0	$0	$500	$0	$0	$0
Delete					

Save Travel Expenses

Travel Expense Totals

Project Total	Inst Contrib.	Amount Requested	Amount Approved	Expense Submitted	Expense Approved
$0	$0	$0	$0	$0	$0

Grand Totals for all Budget Categories

Project Total	Inst Contrib.	Amount Requested	Amount Approved	Expense Submitted	Expense Approved
$7,807	**$2,300**	**$5,507**	**$0**	**$0**	**$0**

Done Internet

Institutional Authorization Form

Institutional Authorization

Conservation/Preservation Discretionary Grant Project

I hereby certify that I am the applicant's chief administrative officer and that the information contained in this application is, to the best of my knowledge, complete and accurate. I further certify, to the best of my knowledge, that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, Assurances, Certifications, the Master Grant Contract terms and conditions, and that the requested budget amounts are necessary for the implementation of this project. All materials whose preservation is supported by funds from the State are, or will be, made available for reference, on-site examination and/or loan. It is understood by the applicant that this application constitutes an offer and, if accepted by the NYS Education Department or renegotiated to acceptance, will form a binding agreement. It is also understood by the applicant that immediate written notice will be provided to the grant program office if at any time the applicant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

Project Title:

President of Applicant Institution

signed | type name | date

Director of Library/Archives

Print and Sign this Form

signed | type name | date

Instructions

The Authorization Form must be printed and signed. Then scan the signed form and upload the form to your application as an attachment. Attach the form as a document/attachment to your grant application. Please put Institutional Authorization as the description for your attachment.

View PDF version of Institutional Authorization Form

Submit the Application

Discretionary Aid Checklist - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address http://149.10.162.237:8989/LDGrants/diInitialForms.do Go Links

Contribute Edit in Contribute Post to Blog

Home | Discretionary Home --Initial Application Forms-- Go --Final Report Forms-- Go Help General Reports

Checklist

Application Checklist	
Project Number	**0305 -08 -0655**
☐ Coversheet	View
☐ Project Narrative	View
☐ Project Budget	View
☐ 3 Copies of the FS 10 must be completed and mailed	View
Save Progress	
☐ Institutional Authorization	View
Submit	

Due Date for new applications: 09/05/2008

Internet

Confirm Submission

Discretionary Aid - Confirm Submission - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address http://149.10.162.237:8989/LDGrants/VerifySubmitServlet Go Links

Contribute Edit in Contribute Post to Blog

Confirm Application Submission

Submit Application

If you submit the application you will no longer be able to edit it.
If your application is complete and accurate, click the Submit button.
Remember to mail 3 copies of the FS-20 form and 1 copy of the Payee Information Form to the Division of Library Development.
Forms must have original signatures in blue ink

Warning: The following narratives were not completed. If the narrative does not apply to your project - please put 'Not applicable' in the corresponding narrative box on the Project Narrative page.

- Access policies and practices of Institution
- Ownership of Materials
- Bibliographic Control
- C/P Activities
- Timetable of the Project
- Personnel and Vendors

Do you want to submit the application?

Submit Cancel

Please use the following link to print or save your completed application in HTML form.
C/P Discretionary Application - HTML

Done Internet

1. Look for any incomplete narratives
2. Click Submit
3. Use link at bottom to print or save your application.

FS 10

FS-10 Coversheet

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
(see instructions for mailing address)

FINAL EXPENDITURE FOR A
FEDERAL OR STATE PROJECT
FS-10-F Long Form (03/15)
Project Number: 0305 -17-1234

Local Agency Information

Funding Source: **Conservation/Preservation Discretionary Grants**

Fiscal Year: 2016-2017

Report Prepared By: Beatrice Bibliophile

Agency Name: Booktown Public Library

Mailing Address: 123 Main St

City,State: Booktown, NY 00011 County: New York

Telephone # 518-111-1234

Email Address bbiblio@booktownlibrary.org

FS-10 Page 2

SALARIES FOR PROFESSIONAL STAFF: Code 15

Include only staff that are employees of the agency. Do not include consultants or per diem staff. Do not include central administrative staff that are considered to be indirect costs, e.g., business office staff. One full-time equivalent (FTE) equals one person working an entire week each week of the project. Express partial FTE's in decimals, e.g., a teacher working one day per week equals .2 FTE.

Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
		Subtotal - Code 15	

SALARIES FOR SUPPORT STAFF: Code 16

Include salaries for teacher aides, secretarial and clerical assistance, and for personnel in pupil transportation and building operation and maintenance. Do not include central administrative staff that are considered to be indirect costs, e.g., account clerks.

Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Conservation Technician			$ 5,000

FS-10 Page 3

PURCHASED SERVICES: Code 40

Include consultants (indicate per diem rate), rentals, tuition, and other contractual services. Copies of contracts may be requested by the State Education Department. Purchased Services from a BOCES, if other than applicant agency, should be budgeted under Purchased Services with BOCES, Code 49.

Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
Microfilming Services, Inc.			$ 4,000
		Subtotal - Code 40	$ 4,000

SUPPLIES AND MATERIALS: Code 45

Include computer software, library books and equipment items under $5,000 per unit.

Description of Item	Quantity	Unit Cost	Proposed Expenditure
Archival document boxes	1	3.00	$ 600
Photo negative envelopes	1	.50	$ 150
Neutral pH photo storage boxes	1	3.00	$ 600
pHase box maker	1	700	$ 700

FS-10 Page 4

TRAVEL EXPENSES: Code 46

Include pupil transportation, conference costs and travel of staff between instructional sites. Specify agency approved mileage rate for travel by personal car or school-owned vehicle.

Position of Traveler	Destination and Purpose	Calculation of Cost	Proposed Expenditures
		Subtotal - Code 46	

EMPLOYEE BENEFITS: Code 80

Rates used for project personnel must be the same as those used for other agency personnel.

Benefit		Proposed Expenditure
Social Security		
Retirement	New York State Teachers	
	New York State Employees	
	Other	
Health Insurance		
Worker's Compensation		
Unemployment Insurance		
Other (Identify)		
	Subtotal – Code 80	

FS-10 Page 5

INDIRECT COST: Code 90

A. Direct Cost Base - Sum of all preceding subtotals (codes 15, 16, 40, 45, 46 and 80).		(A)
B. Approved Restricted Indirect Cost Rate		(B)
C. (A) x (B) = Total Indirect Cost **Subtotal - Code 90**		(C)

PURCHASED SERVICES WITH BOCES: Code 49

Description of Services	Name of BOCES	Calculation of Cost	Proposed Expenditure
		Subtotal – Code 49	

MINOR REMODELING: Code 30

Allowable costs include salaries, associated employee benefits, purchased services, and supplies and materials related to alterations to existing sites.

Description of Work To be Performed	Calculation of Cost	Proposed Expenditure

EQUIPMENT: Code 20

All equipment to be purchased in support of this project with a unit cost of $5,000 or more should be itemized in this category. Equipment items under 5,000 should be budgeted under Supplies and Materials, Code 45. Repairs of equipment should be budgeted under Purchased Services, Code 40.

Description of Item	Quantity	Unit Cost	Proposed Expenditure
		Subtotal – Code 20	

Helpful Reminders

- Check for the required number of copies to be submitted, including the number of original signature copies. The number of copies may vary from program to program. If unsure, contact the State Education Department office responsible for the program for which you are applying.
- An approved copy of the FS-10 will be returned to the contact person at the address completed on page 1. A window envelope will be used for the return mailing; please make sure that the contact information is accurate, legible, and confined to the address field.
- Be sure to check your math and carry all subtotals forward to the Summary on Page 8. Simple mathematical errors often require Grants Finance to contact both the local agency and other State Education Department offices, resulting in unnecessary delays in program approval. And remember, use whole dollars only.
- School districts and BOCES should use the restricted indirect cost rate that has been approved for the school year in which the grant will operate. Most other agencies are subject to a fixed maximum rate depending on the grant program and type of agency. Contact Grants Finance at (518) 474-4815 if you have any questions regarding indirect costs.
- The modified direct cost used in the calculation of indirect cost must exclude equipment, minor remodeling, the portion of each subcontract exceeding $25,000 and any flow through funds.
- Only equipment items with a unit cost of $5,000 or more should be included under Equipment, Code 20.
- Be sure to complete the Agency Code and Project # on Page 8 as well as the Project #, if pre-assigned. For Special Legislative projects and Grant Contracts, also enter the Contract #.
- For ease of data entry at the State Education Department, please make sure that Page 8 faces out. Submit forms to the State Education Department Program Office as indicated in the application instructions for the grant program for which you are applying. DO NOT submit this form to the Grants Finance Unit.

BUDGET SUMMARY

CATEGORIES	CODE	PROJECT COSTS
Professional Salaries	15	$0.00
Support Staff Salaries	16	$5,000.00
Purchased Services	40	$4,000.00
Supplies and Materials	45	$2050.00
Travel Expenses	46	$0.00
Employee Benefits	80	$0.00
BOCES Services	49	$0.00
Minor Remodeling	30	$0.00
Equipment	20	$0.00
Grand Total		$11,050.00

Agency Code	000000000000
Project #	0305 -17 -1234
Contract #	
Federal Employer ID # (New non-municipal agencies only)	131234567
Agency Name	Booktown Public Library

For Department Use Only

Funding Dates:	07/01/2016	06/30/2017
	From	To
Program Approval:		
Date:		

CHIEF ADMINISTRATOR'S CERTIFICATION

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal (or State) award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Date_____ Signature_____

Name and Title of Chief Administrative Officer

Fiscal Year	Amount Budgeted	First Payment
Voucher#	First Payment	
Log	Approved	MIR

Payee Information Form

E STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234 (09/12)

PAYEE INFORMATION

In order to receive funds from the NYS Education Department, ALL SECTIONS of the **Payee Information/PI Form** AND of the **NYSED Substitute W-9 Form** (required only if your agency does not have/know its NYS Vendor Identification Number) will need to be completed and returned with **original signature(s)** to the Education Department program office to which your agency's grant application was sent.

Please print or type all information

Section I: Institution Identifying Information

Exact Legal Name of Agency	Contact Person/Name & E-mail Address

Federal Employer Identification Number (FEIN): ☐☐-☐☐☐☐☐☐☐

NYS Vendor Identification Number:* ** ☐☐☐☐☐☐☐☐☐☐

Federal System for Award Management/SAM – Is your Agency Registered?
(Please note that your agency MUST be registered in SAM (& must maintain a CURRENT registration) in order to be awarded federal funds.)

☐ **Yes, then provide the following:**

(1) Expiration Date on SAM: _____

(2) Data Universal Numbering System/DUNS Number used to register : ☐☐☐☐☐☐☐☐☐

☐ **No**

******If you do not know your agency's NYS Vendor Identification Number, follow the specific instructions under Section I(c).***

Payee Information Form

******If you do not know your agency's NYS Vendor Identification Number, follow the specific instructions under Section I(c).***

Section II: Agency Profile

1. This agency is a (check one) ☐ Non-Profit Organization ☐ For Profit Organization
2. This agency is a (check one) ☐ Sectarian Organization ☐ Non-sectarian Organization
3. Is this agency chartered or incorporated by the New York State Board of Regents? (Check one) ☐ Yes ☐ No

Section III: Certification

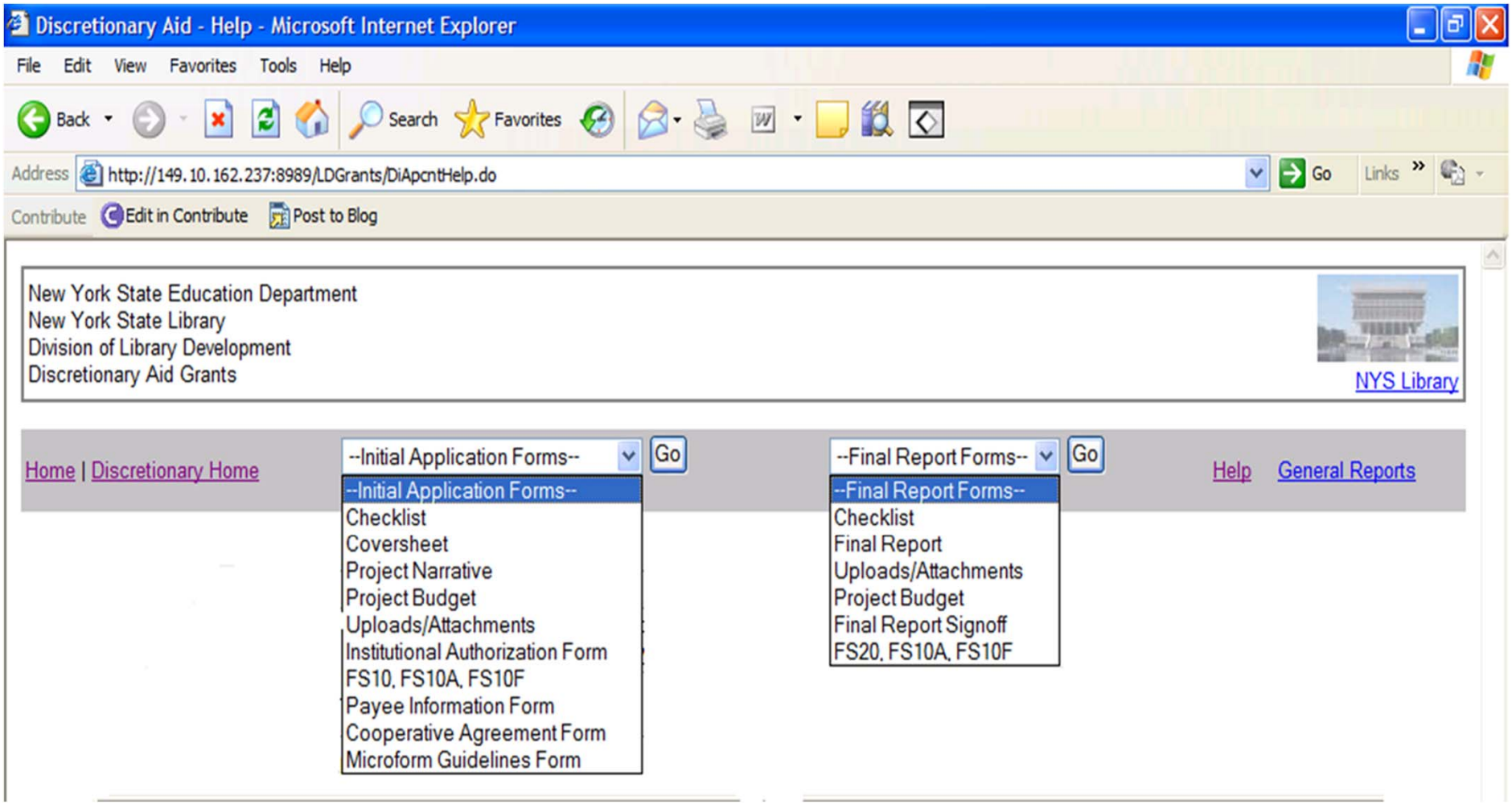
I hereby certify that the information herewith provided is to the best of my knowledge both accurate and true.

_____
Chief Administrative Agency Official/Authorized Designee **(Please Print)**

_____
Title

_____ _____
Signature - Chief Administrative Agency Official/Authorized Designee Date

General Reports



Search Discretionary Awards by Year

Discretionary Aid - Reports - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address http://149.10.162.237:8989/LDGrants/DiApcntReport Go Links

Contribute Edit in Contribute Post to Blog

Home | Discretionary Home --Initial Application Forms-- Go --Final Report Forms-- Go Help General Reports

C/P Discretionary Data

Find information about prior year Discretionary grant projects

View Discretionary Aid award list for a Fiscal year

Fiscal year 2007 Search

Search Discretionary Aid projects by Title

Title Search

Search Results

Institution	American Museum Of Natural History
Project	Scientific Art on Paper Stabilization and Rehousing Project
City	New York
County	New York
Award	$29,086
Year	2007
Project Manager	Barbara Rhodes
Phone	(212) 769-5424
Email	rhodes@amnh.org

Internet

Search by Keyword in Title

Discretionary Aid - Reports - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address http://149.10.162.237:8989/LDGrants/DiApcntReport Go Links

Contribute Edit in Contribute Post to Blog

Home | Discretionary Home --Initial Application Forms-- Go --Final Report Forms-- Go Help General Reports

C/P Discretionary Data

Find information about prior year Discretionary grant projects

View Discretionary Aid award list for a Fiscal year

Fiscal year 2007 Search

Search Discretionary Aid projects by Title

Title Search

Search Results

Institution	American Museum Of Natural History
Project	Scientific Art on Paper Stabilization and Rehousing Project
City	New York
County	New York
Award	$29,086
Year	2007
Project Manager	Barbara Rhodes
Phone	(212) 769-5424
Email	rhodes@amnh.org

Internet