



2007 FAMILY LITERACY LIBRARY SERVICES APPLICATION *Instructions/Checklist*



What to submit:

- **FIVE** original-signature copies of application materials, described below

Where to send:

- Library Development, New York State Library, Cultural Education Center, Room 10B41, Albany, NY 12230. ATTN: Tiffany H. Allen

Deadline:

- Must be received **IN** the Division of Library Development by 5:00 p.m., Thursday, March 15, 2007

Additional requirements:

- All copies sent to Library Development must have original signatures (in **BLUE** ink) on cover page, board certification, FS-20 budget.
- Original Documents Only, no FAX copies

Questions: see <http://www.nysl.nysed.gov/libdev/parchld/index.html> or contact Tiffany H. Allen: tallen@mail.nysed.gov ; 518-486-4863 OR Cassandra Artale at: cartale@mail.nysed.gov; 518-474-1479.

Division of Library Development, New York State Library, State Education Department
Room 10B41, Cultural Education Center / Albany, NY 12230

Application must include the following items:

- A) Application cover page (**five** copies)
- B) Application narrative (**five** copies)
- C) Letters of support from participating libraries and partners (**five** copies)
- D) Budgets (FS-20) (**five** copies **each** for year one and year two)
- E) Board Certification (**one** copy from applicant library)

Attachments, if applicable: (five copies of each)

- a) Estimates from vendors
- b) Job descriptions for proposed new staff.
- c) Resumes for project staff and/or contractors to be hired

(over)

BUDGET: (FS-20 Form)

- 1. Budget figures are for requested State grant funds only.** Do not include any other funding sources on the FS-20 Form.
- 2. Project numbers** are assigned in Library Development.
- 3.** Carry category subtotals over to the "**Budget Summary**" section on **page 2** and fill in library's name.
- 4.** All copies must include: **NAME, TITLE, and ORIGINAL SIGNATURE** (in **BLUE** ink) of the Chief Administrative Officer (library director for member libraries; system director for systems) on page 2.

Revised March 8, 2007