

**Bill and Melinda Gates Foundation
Opportunity Online Hardware Grant Program**

2008 (Phase 1) Grant Application

INFORMATION AND FILING REQUIREMENTS FOR 2008 Grant Program

GENERAL INFORMATION

- **Four** copies of the completed applications, budget (FS-20) and related forms must be received in Library Development by **April 1, 2008**. Copies of each form are available as Word and/or .pdf files that can be downloaded. (Customized FS20s will be sent electronically to each participating applicant and must be returned with the application forms.) The filing requirements for each form are noted on the pages that follow.
- Two copies of original signature forms are required. For ease of processing, please keep all original signature copies together as one complete set. **Indicate which sets have original signatures by checking box at top of first page.**
- The operational project dates will be 4/1/2008 – 3/31/2009.

APPLICATION FORM

| | |
|--|---|
| Use pages 1 and 3 of the form provided. | |
| Page 1 | <p>Fill in system name, project title, name, telephone number and email address of the project director and system director.</p> <p>The Funds Requested should be the same amount that appears as the GRAND TOTAL on page 8 of the Budget Form (FS-20) and will include the 7% Administration Costs. If you have chosen to host Online Training, make sure you select and complete the appropriate FS-20 form that includes an additional \$1,000 in the total.</p> <p>Indicate the number of participating libraries.</p> <p>List the Congressional districts to be served. A list of Congressional districts can be found on this website.</p> |

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|-----------|---|
| Page 2 | All of the questions and your answers should be inserted between pages 1 and 3. |
| Page 3 | Supply information as requested. Two copies must have original signatures |

OTHER APPLICATION FORMS**BUDGET FORM FS-20**

Please use only the short budget form (FS-20).

- The short budget form (FS-20) has only two pages. **The detail about the budget are now required in narrative form under question 2 of the Application.**
- Enter only **whole dollar amounts**.
- **All software**, regardless of unit price, should be budgeted in Supplies and Materials (45). **Equipment items with a unit cost of less than \$5,000** should be budgeted in Supplies and Materials (45).

Page
1

Fill in project title, contact person, and applicant information as requested.

Page
2

Sign and date in Chief Administrator's Certification box on bottom, left-hand side of page.

Please note that page 2 should **face out** as the last page.

Match Verification Form- Submit with the Grant Application Form

Page
1

Supply information as requested. Two copies must have an original signature.

Page
2

Supply information as requested. Additional pages may be attached if necessary.

Proposal to Host Online Training (if this option is chosen) -- Submit with the Grant Application Form

Page
1

Supply information as requested. Two copies must have an original signature.

Authentication Form – Submit with grant application and supply information as requested. Two copies must have original signatures.

Applications must be *received* in Library Development Office by **5:00 PM April 1, 2008**
Faxed or email applications **will not be** accepted.

Send **4 copies** of each application, FS-20 and related forms to: Mary Linda Todd
Division of Library Development, NYS Library, Room 10B41 CEC, Albany, NY 12230