

**Arizona State of Library, Archives and Public Records  
State Grants-in-Aid  
Construction Application**

Apply online at <http://www.lib.az.us/alts/Login.aspx>. Follow these steps:

1. Login using your e-mail address and password. Unless you have previously established a password, your password may be the word "password" or the name of your county or city.
2. Select "Users" from the left-hand menu, change your password, and update your information. Press <SAVE> before exiting.
3. If you are the library director, select "Library Directory Admin," find your library and update your record. Press <SAVE> before exiting. This information appears in the State Library's Library Directory. A library's directory record may only be updated from the library director's login or by State Library staff. If you are not the library director, please ask your director to update the record if needed.
4. Prepare your narrative as a single Word document. It should begin with the application questions listed below.
5. Select "Grant" and begin a new SGIA grant. You will assign a password for the grant; this will allow other staff members from your library to access the grant, if you share the password. You will also need this password to complete your final report next year. Print the coversheet, narrative and certification, sign and mail to Laura Stone, Arizona State Library, 1700 W. Washington, Phoenix, AZ 85007.

**Application Questions**

1. Library name: \_\_\_\_\_
  
2. Funding:
  - A. Source of funds:
    1. Local - at least 50% match:
      - a. Appropriated by local government or tribe: \_\_\_\_\_
      - b. Gifts: \_\_\_\_\_
      - c. Other: \_\_\_\_\_
      - d. Subtotal of a, b, & c above: \_\_\_\_\_
    2. State: \_\_\_\_\_
  - Proposed project's **TOTAL**: \_\_\_\_\_
  
3. Estimated costs of project:
  - A. Total costs by category:
    1. Planning and architect's fees: \_\_\_\_\_
    2. Site acquisition: \_\_\_\_\_
    3. Site preparation: \_\_\_\_\_
    4. Construction costs: \_\_\_\_\_
    5. Initial equipment and furniture  
(do not include books or library materials) \_\_\_\_\_

6. Other (specify): \_\_\_\_\_

Proposed project's **TOTAL COST** \_\_\_\_\_

4. Construction Site

A. Does Library/Local Government presently hold legal title to project construction site?

YES \_\_\_\_\_ NO \_\_\_\_\_

B. If legal title is **not** held does library/local government hold unconditional (lease, etc.) possession of project construction site? (Minimum 20 year lease)

If yes, state terms of possession: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. If answers to A and B above are both no, please describe the current status of project construction site acquisition: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Attach brief map/sketch of location of construction site indicating size, shape and immediate surrounding buildings/lots. Also indicate site access routes (driveways, streets, alleys, etc).

5. Type of facility:

A. ( ) County Library

E. ( ) Unicorporated

B. ( ) Local municipal library

F. ( ) Tribal Library

C. ( ) Branch library that is a member of a larger unit

D. ( ) Library located in multipurpose building not devoted exclusively to public library service

6. Library building information:	Existing Library Space	At Completion
A. Floor area in square feet:	_____	_____
B. Volume capacity:	_____	_____
C. Seating capacity:	_____	_____
1. Library study area:	_____	_____
2. Meeting room:	_____	_____
D. Population to be served:		

7. Structural Planning

A. Check appropriate item(s):

New Building \_\_\_\_\_ Existing Building Improvement \_\_\_\_\_  
Addition \_\_\_\_\_

B. Is an architect currently retained for this project? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, give name and address: \_\_\_\_\_  
\_\_\_\_\_

C. Are plans for this project currently available? YES \_\_\_\_\_ NO \_\_\_\_\_

D. If YES to C above indicate which plans are completed \_\_\_\_\_  
\_\_\_\_\_

E. Have any contracts for this project been let to date? YES \_\_\_\_\_ NO \_\_\_\_\_

F. Have any bids been sought or accepted for planning or construction on this project?

YES \_\_\_\_\_ NO \_\_\_\_\_

G. If YES to either E or F above please describe: \_\_\_\_\_  
\_\_\_\_\_

H. Has your project been approved for construction by local government? (codes, zoning, etc.)

YES \_\_\_\_\_ NO \_\_\_\_\_

I. If no to H above please explain: \_\_\_\_\_  
\_\_\_\_\_

J. Identify local political subdivision that will issue building permits and supervise inspection: \_\_\_\_\_  
\_\_\_\_\_

Address

Name of Building Engineer/Inspector

K. Please include a brief sketch/drawing of proposed construction project indicating dimensions and positioning on proposed construction site.

L. Please indicate starting and completion dates for proposed construction:

Starting \_\_\_\_\_

Completion \_\_\_\_\_

8. Need assessment (maybe part of the long-range plan. Library long-range plan): Please attach.

Describe how the proposed project supports the local library's long-range plan. Tell what the project will do for the development of library service for the library's patrons. Give examples of new services and/or existing services to be improved and other information that would help indicate the need for the project. Include information regarding size, materials, architecture, function, technology accommodations, walkways, etc. Show how the building's flexibility will be able to adapt to changing service needs.

9. Provide detailed planning and construction timetable: