

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

Apply online at <http://azlibrary.gov/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."
2. Select "Users" from the right-hand menu, change your password, and update your information. Press <SAVE> before exiting.
3. Select "Grant" and begin a new SGIA grant. You will assign a password for the grant, which 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.
4. Complete this application and upload it as your narrative. Print the coversheet, narrative and certification, sign and mail to Jaime Ball, Arizona State Library, 1101 W. Washington St., 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. Unincorporated

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:

