

**Maryland State Department of Education
Division of Library Development and Services
County Public Library Capital Projects Grants Program
APPLICATION CHECKLIST
FY 2010**

Before submitting your application, check to make sure that it addresses and completely answers all of the following points:

Funding

- It clearly states why funds are needed in fiscal year 2010.
- If the project received County Library Capital Funds in 2008 and/or 2009, it explains the status of the project now.
- If construction funds are being requested, it states the cost of the design and how the design was paid for.
- If construction is underway on the project, it states the status of the construction and why funds are still needed in FY 2010.
- It explains the basis for any cost estimates.
- If money was been requested in the “other” category, it explains what will be acquired.

Scheduling

- The schedules for design and construction are reasonable and in line with one another.

Acquisition

- If you are requesting money for site acquisition, it states whether or not the site has been identified.
- If you are listing an acquisition cost, it states the basis of this cost and how the figure was estimated.

Renovation/Expansion

- If you are requesting money for library expansion, you have submitted your collection development policy.
- If you are requesting renovation funds without an expansion, it explains how the building is currently used, what activities will be dropped and how the re-design will be used for additional activities.

Design/Construction

- If you refer to a survey or a study concerning this project, it states the findings of these documents and how it affects the request.
- If you refer to standards, it cites the standard and states specifically what the standard is.
- If a design was created for multiple buildings, it identifies what portion of the cost was used for this project.
- The “Cost and Funds” table coincides with the design and construction schedules.

Need

- If you are asking for funds for a renovation or a new building, it clearly states the inadequacies of the existing structure and how this project will address them.
- If you are renovating or expanding a building, it states what consideration was given to replacing the structure instead.

Justification

- If you cite your master plan or other document in the “Justification” section, the relevant information for this project has been extracted and attached to the application.
- Information in the “Description” and “Justification” sections match the cost and schedule information.