



Department of State

Tennessee State Library and Archives
403 Seventh Avenue North
Nashville, Tennessee 37243-0312
(615) 741-7996

General Guidelines

Construction funds are typically granted to a City, County or Library Board. The applicant must have the legal authority to accept state grant funds and will be responsible for adhering to all applicable laws. In order to qualify for this grant a library must meet the guidelines for inclusion in the regional system (please see Part VI).

State funding will not exceed 50% of the project's budget or \$100,000, whichever is less. The project budget must include an appropriation by the city and/or county government of at least 10% of the amount requested in this application. The minimum amount for a grant award is \$20,000.

Primary consideration will be given to new construction projects and significant expansions. In the case of a library system or a county with multiple libraries buildings, once the system/county has received the maximum in grant funds, any additional applications from that system/county within a 10 year period will be given a lower priority. When funds are available, projects for remodeling will be considered provided the purpose is to improve accessibility of the library and its collections to the public.

Construction grants require a pre-requisite amount of local funds to be spent prior to grant funds. This pre-requisite amount is equal to the amount of the grant award and can be spent on elements of the project that grant funds are not eligible towards, including but not limited to planning, studies, architectural drawings or other pre-construction expenses. These pre-requisite funds can also be spent prior to the grant contract start date. Grant funds can only be for actual construction costs and must be expended within the contracted start and end dates.

Part I. Applicant Information

Applicant Name		
<i>[City, County or Library Board applying for funds]</i>		
Mailing Address:		
Phone:	Fax:	
e-mail:		

Local Government Officials		
County Mayor		
Mailing Address:		
Phone:	Fax:	
e-mail:		
City Mayor		
Mailing Address:		
Phone:	Fax:	
e-mail:		

Library Board Chair		
Mailing Address:		
Phone:	Fax:	
e-mail:		

Applicant Primary Contact For Grant Funding		
Name		
Job Title		
Mailing Address:		
Phone:	Fax:	

Library Director		
Mailing Address:		
Phone:	Fax:	
e-mail:		

State Senator(s)	
State Representative(s)	
Regional Library Director	

Project Architect/Firm	
Project Leader Contact	
Tennessee Registration Number	
Mailing Address:	
Phone:	Fax:
e-mail:	

Type of Library	
<input type="checkbox"/>	Department of the County or City
<input type="checkbox"/>	Joint Venture (a formal agreement between a city and county; between cities; or between counties where funding for the library is split between the agreeing entities)
<input type="checkbox"/>	A documented 501-C-3 (the library has filed with the IRS as a 501-C-3 non-profit organization; having a tax exempt number or using one from a city or county does not qualify the library as a 501-C-3, just as tax exempt)
<input type="checkbox"/>	Other, please specify

Part II. Summary of Construction Project

Type of Construction Project:		
New Building _____	Expansion _____	Remodel/Renovation _____

Function of Proposed Building:		
Main Public Library _____ Branch of System _____	Special Purpose _____	Will this project replace an existing public library facility? Yes _____ No _____

Property Address of Proposed Project:

Project Scope Summary:

Describe Service Enhancement/Community Impact:

Part III. Project Budget by Source of Funds

County	\$
City	\$
Library Board	\$
Other (Specify source)	\$
	\$
	\$
	\$
Federal:	\$
a. (Specify Source)	\$
b. (Specify Source)	\$
State: Public Library Construction	\$

TOTAL*	\$
<p>*Must be equal to or greater than architect's project cost estimate. <i>(please include architect's project cost estimate with this application)</i></p>	

Prior Grant Information		
	Yes	No
Has your library or library system received a construction grant prior to this application?		
Name of Library or Branch that received a Construction Grant		
Year Grant Awarded		
Amount of Grant Award		

Part IV. Support of Service

The Applicant must provide evidence of the availability of funding or intent to provide sufficient funding necessary to support the new or improved services that will be available in the completed facility and to assure effective operation and maintenance of the facility for public library operations. List below the anticipated changes in the library budget necessary for the new facility. *Add other categories if needed.*

Category or Line Item	Current Budget	Projected Budget
Salaries & benefits		
Utilities		
Maintenance		
Total Increase		

Budget Notes/Comments:

Financial Certification

Library Name: _____

Federal Employer Identification
Number (FEIN) _____

Also referred to as a tax exempt number

Business Name or Name of the
Holder of the FEIN _____

I prefer to have my grant funds direct deposited.

Please provide the last 4 digits of the account you will be using for this grant

Note: if using a new account for direct deposit, please contact the grant manager for the documentation and instructions to add this account to your file.

Signature of Authorizing Authority

Date

Printed Name of Authorizing Authority

Title of Authorizing Authority

Part V. Checklist of Application Materials Submitted

Please submit application with the required documents as specified and confirm inclusion with this checklist.

1. Application for Construction Funds: Yes____ No____
2. Resolution authorizing the project: Yes____ No____
3. Resolution by each contributing funding body confirming the amount, source and availability of local funds: Yes____ No____
4. Documentation that funds are available for project completion, i.e., copy of bank statement(s), promissory note(s), etc.: Yes____ No____
5. Copies of the library's two most recent operating budgets: Yes____ No____
6. Site Documentation:
 - a. Legal Description: Yes____ No____
 - b. Deed Proving Ownership: Yes____ No____
 - c. Site Survey: Yes____ No____
 - d. Vicinity Map: Yes____ No____
7. Documentation concerning flood hazards, environmental impact, and effect on historic properties:
 - a. Flood plain map Yes____ No____
 - b. Historic properties Yes____ No____ Not Applicable____
8. Library building program (if new construction or renovation); please ask your regional library director for assistance.) Yes____ No____
9. Preliminary Design Information (to be completed by a certified architect/licensed contractor):
 - a. Contractor licensed and bonded Yes____ No____
 - b. Square foot summary Yes____ No____
 - c. Preliminary drawings Yes____ No____
 - d. Outline specifications Yes____ No____
 - e. Project cost estimate Yes____ No____
 - f. Floor plan of proposed project Yes____ No____
10. Financial Certification included. Yes____ No____

**Based on application submitted, additional documentation may be required, dependent on the scope of the project. It is the responsibility of the applicant to ensure the project complies with all applicable laws, including but not limited to, construction bidding requirements, local zoning and planning commission requirements, and the Americans with Disabilities Act.

PART VI. GUIDELINES FOR INCLUSION IN THE REGIONAL SYSTEM

All applicants must meet or exceed the following guidelines which are based on the Level I standards in the *Tennessee Standards for Public Libraries*. Please indicate that the library meets each guideline by checking the appropriate boxes.

- Resolution from the city or county commission that recognizes the entity as a public library.
- Minimum of 51% of the library operating expense is comprised of public funds from the city and/or county.
- The library budget provides a minimum of 20 hours a week for paid staff.
- Library is located in a county currently served by the regional library system.
- A governing library board has been appointed in accordance with TCA 10-3-101 and 10-3-103.
- The library is open a minimum of 20 hours a week.
- Library holds and/or owns a circulating, cataloged collection.
- Basic library services are free to the community, including but not limited to circulation of materials, reference services, programming, and public access to technology.
- Have submitted both the Service Agreement and Maintenance of Effort documents

PART VII. CERTIFICATION OF APPLICATION

The Applicant Assures and Certifies:

1. That it possesses legal authority to apply for the grant and to finance and construct the proposed facility; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the Application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the Applicant to act in connection with the Application and to provide additional information as may be required.
2. That the architectural plans for the project will be drawn by an architect licensed to practice in Tennessee; that the contractor engaged on the project will be licensed and bonded according to Tennessee law; that access will meet the requirements of the Americans with Disabilities Act; and that the project will be fully reviewed and approved by all relevant building codes authorities.
3. That it will comply with the regulations, policies, guidelines and requirements as they relate to the Application, acceptance and use of funds received from the State for this project.
4. That, if awarded, grant funds will be released only after a majority of the local funding for the project has been expended; that invoices will be submitted and the local agency will be promptly reimbursed by the state up to the amount of the grant.
5. That to the best of their knowledge and belief, all of the statements made in this Application for Construction Funds are true and correct, that the estimates made are as accurate as they can be at this date; that all funds received for the project will be expended solely for the purpose of such grant; and any such funds not so expended, including funds lost or diverted to other purposes, shall be repaid to the State of Tennessee.
6. The funding body(ies) acknowledge and understand that any projected increase in the operational cost will be completely funded at the conclusion of the construction project. (Insert amount of increase from Section IV: \$_____.)

Chief Executive of Applicant Government

Signature

Title

Date

Library Board Chairman

Signature

Title

Date

SUBMIT APPLICATION TO YOUR REGIONAL LIBRARY DIRECTOR

Regional Directors will review and forward to the State Librarian and Archivist and Secretary of State

Buffalo River Region

230 E. James Campbell Blvd. 108
Columbia, TN 38401
Marion Bryant, Director
(931) 388-9282
FAX: (931) 388-1762

Marion.Bryant@tn.gov

Counties Served:

- Giles
- Hickman
- Lawrence
- Lewis
- Lincoln
- Marshall
- Maury
- Perry
- Wayne
- Williamson

Clinch River Region

130 North Main Street, Suite 2
Clinton, TN 37716
Matthew Jordan, Director
(865) 220-4000
FAX: (865) 425-4468

Matthew.Jordan@tn.gov

Counties Served:

- Anderson
- Campbell
- Claiborne
- Grainger
- Jefferson
- Morgan
- Scott
- Sevier
- Union

Falling Water River Region

208 Minnear Street
Cookeville, TN 38501
Matt Kirby, Director
(931) 526-4016
FAX: (931) 528-3311

Matthew.Kirby@tn.gov

Counties Served:

- Bledsoe
- Clay
- Cumberland
- DeKalb
- Fentress
- Jackson
- Macon
- Overton
- Pickett
- Putnam
- Sequatchie
- Smith
- Van Buren
- White

Hatchie River Region

63 Executive Drive
Jackson, TN 38305
Genny Carter, Director
(731) 668-0710
FAX: (731) 668-6663

Genny.Carter@tn.gov

Counties Served:

- Chester
- Decatur
- Fayette
- Hardeman
- Hardin
- Haywood
- Henderson
- Lauderdale
- Madison
- McNairy
- Tipton

Holston River Region

170 West Springbrook Drive
Johnson City, TN 37601
Amy Kimani, Director
(423) 926-2951
FAX: (423) 854-5082

Amy.Kimani@tn.gov

Counties Served:

- Carter
- Cocke
- Greene
- Hancock
- Hawkins
- Hamblen
- Johnson
- Sullivan
- Unicoi
- Washington

Obion River Region

542 N. Lindell
Martin, TN 38237
Mary Carpenter, Director
(731) 364-4597
FAX: (731) 587-0027

Mary.Carpenter@tn.gov

Counties Served:

- Benton
- Carroll
- Crockett
- Dyer
- Gibson
- Henry
- Lake
- Obion
- Weakley

Ocoee River Region

718 George Street, N.W.
Athens, TN 37303
Liz Schreck, Director
(423) 745-5194
FAX: (423) 649-1501

Liz.Schreck@tn.gov

Counties Served:

- Blount
- Bradley
- Loudoun
- McMinn
- Meigs
- Monroe
- Polk
- Rhea
- Roane

Red River Region

1753 Alpine Drive Suite A
Clarksville, TN 37041
Cecilie Maynor, Director
(931) 645-9531
FAX: (931) 645-6695

Cecilie.Maynor@tn.gov

Counties Served:

- Cheatham
- Dickson
- Houston
- Humphreys
- Montgomery
- Robertson
- Stewart
- Sumner

Stones River Region

2118 East Main Street
Murfreesboro, TN 37130
Betty Jo Jarvis, Director
(615) 893-3380
FAX: (615) 895-6727

Bettyjo.Jarvis@tn.gov

Counties Served:

- Bedford
- Cannon
- Coffee
- Franklin
- Grundy
- Marion
- Moore
- Rutherford
- Trousdale
- Warren
- Wilson