The Tennessee State Library and Archives is pleased to provide a grant opportunity to public libraries across Tennessee for their technology needs. This grant is supported in part by the U. S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act.

The 2018 Technology Grant is available for public libraries to replace or purchase technology for use by staff or the public. Grant funds are available for the following:

- Computers
- Software
- Networking hardware
- Peripherals

Grant awards are in the amount of up to $20,000.00, and each grant will require a 50% local match. The Grant will run from October 1, 2017 – April 30, 2018.

Note: As this is a contractual grant, all contracts will have to be signed and received by the Library and Archives prior to funds being available.

Applications can be sent via e-mail, fax, or mail, as we do not require original signatures to be submitted. Please send all applications to the following:

Jennifer Cowan-Henderson  
Director of Planning and Development  
Tennessee State Library and Archives  
403 7th Avenue North  
Nashville, TN 37243  
ph: 615-741-1923  
fax: 615-532-9904  
jennifer.cowan-henderson@tn.gov

Deadline for applications is July 7, 2017
## 2018 Technology Grant

Tennessee State Library and Archives  
Department of State  
State of Tennessee  
403 7th Avenue North  
Nashville, TN 37243  
615-741-7996

<table>
<thead>
<tr>
<th>Legal Library Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grantee Mailing Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Name of Region</td>
<td></td>
</tr>
<tr>
<td>Independent or Metro (if not in regional system)</td>
<td></td>
</tr>
</tbody>
</table>
| Date of Grantee’s Last A-133 Audit  
(entity spent $500,00 or more in Federal Funds) |  |
| Fiscal Years Covered in Last A-133 Audit  
.ie 2017/2018, 2013/2014, etc |  |
| Grant Contact Person  
(will be the person listed in the contract) |  |
| Grant Contact Person Title |  |
| Grant Contact Person e-mail address |  |
| City/County to be Served |  |
| Federal Congressional District(s) to be Served  
(http://capwiz.com/nra/dbq/officials/) |  |
| State House District to be Served  
(http://capwiz.com/nra/dbq/officials/) |  |
| State Senate District to be Served  
(http://capwiz.com/nra/dbq/officials/) |  |
| Full Name of the Entity that is registered for the DUNS number listed below |  |
| DUNS (Data Universal Numbering System) Number* |  |

*If the entity does not have a DUNS number, one will either need to be applied for before applying for the Tech Grant, or another eligible entity that has a DUNS number will need to be used.
Has my organization identified its Data Universal Number System (DUNS)?
Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number.

If your organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet website:

Register or Search for a DUNS Number:
http://fedgov.dnb.com/webform/displayHomePage.do

Purpose of this Step:
The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. DUNS numbers identify your organization.

How long should it take?
If requested over the phone, DUNS is provided immediately. Webform requests take 1 to 2 business days.

What is a DUNS Number and why do I need to obtain one?
The Data Universal Number System (DUNS) number is a unique nine-character number that identifies your organization. It is a tool of the federal government to track how federal money is distributed. Most large organizations, libraries, colleges and research universities already have DUNS numbers. Ask your grant administrator or chief financial officer to provide your organization's DUNS number.

List of Information you will need to obtain a DUNS number (if your organization does not already have one):

- Name of organization
- Organization address
- Name of the CEO/organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started
- Primary type of business
- Total number of employees (full and part time)

If your organization does not have a DUNS number, use the Dun & Bradstreet (D&B) online registration to receive one free of charge.

NOTE: Obtaining a DUNS number places your organization on D&B's marketing list that is sold to other companies. You can request not to be added to this list during your application.
2018 Technology Grant

Instructions

1. All Windows Desktops and Laptops purchased in this grant must follow the minimum specifications, though you are not required to purchase from the State contract.
2. If you are planning to purchase off of the State Contract for desktops or laptops, the description can be “Platform 3” or whichever platform meets the minimum specifications.
3. You will need to specify what purpose each item will provide. For example:
   a. Is your item to replace an older one?
   b. Will it be to increase your network size?
   c. Will it allow you to increase your service?

   Note: Items requested cannot be for marketing or advocacy purposes.

4. The grant request should be up to half of the total cost, with the overall grant request from all categories not being more than $20,000.00 and no less than $350.00. A grant request of $20,000.00 would mean that a minimum total of $40,000.00 would be spent towards the grant with both the grant award and local funding match.
5. Any item that is $5,000.00 or more in total cost for a single item is not eligible for this grant.
6. This is a matching grant, in that for every dollar you receive from the grant, a local dollar must be spent at well.

   Note: Federal funds (i.e. USDA funds) cannot be used as your match for this grant.

7. Paper purchases can be an eligible cost with leftover funds, up to $100.00, but may not be requested on the application.
8. Printer toner can only be requested if a printer is requested.

Ineligible Items

Items not eligible for direct purchase through this grant include (but may not be limited to):

- Furniture
- Salaries
- Construction
- Televisions (including smart tvs)
- Network Cabling
- Device stands
- Phones
- Internet access or phone charges
- Late fees
- Taxes
- Renewal charges
- Items costing $5,000.00 or more
- Digital picture frames
- Headphones/earbuds purchased specifically to sell or give away
- Non-digital microfilm readers or reader/printers
- Non-networked copiers
- Leased networked copiers
- Items purchased solely for marketing or advocacy purposes
- Food or giveaway items

Note: if you are not sure if the item you are interested in is eligible, please feel free to ask.
Minimum Specifications for Windows Desktops and Laptops

Windows Desktop

**Platform 3 on State contract**

http://tn.gov/assets/entities/generalservices/cpo/attachments/SWCWeb_Lines6.html#SWC3005

Operating System: Windows 10 Professional Edition 64-bit
Processor Speed: 3.3 GHz Intel ‘I5-6600’ processor
Memory: 8 GB
Hard Drive: 500 GB
Warranty: 3 year next day parts and labor on-site warranty

Windows Laptop

**Platform 2 on State contract**

http://tn.gov/assets/entities/generalservices/cpo/attachments/SWCWeb_Lines6.html#SWC3005

Operating System: Windows 10 Professional Edition 64-bit
Processor Speed: 2.3 (up to 2.8) GHz Intel ‘I5-6200M’ processor
Memory: 8 GB
Hard Drive: 500 GB
Warranty: 4 year next business day parts and labor on-site warranty
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Purpose</th>
<th># Requested</th>
<th>Cost per Unit</th>
<th>Total Cost</th>
<th>Grant Request (up to 1/2 of total cost)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Computers

- **Windows Desktop**
  - (must meet or exceed minimum specifications)
- **Windows Laptop**
  - (must meet or exceed minimum specifications)
- **Additional Warranty**
- **Macintosh Desktop**
- **Macintosh Laptop**
- **Server**
- **Children’s Workstation**
- **All-in-one or Thin Clients**
- **Other Computers (please specify)**

### Software (annual fees are not eligible)

- **Productivity Software**
- **AntiVirus Software**
- **Security Software**
- **Automation**
- **Other Software (please specify)**

### Networking Hardware (networking cables are not eligible)

- **Routers/Wireless Routers**
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Purpose</th>
<th># Requested</th>
<th>Cost per Unit</th>
<th>Total Cost</th>
<th>Grant Request (up to 1/2 of total cost)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hubs/Switches/etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Access Points</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Networking Hardware (please specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Peripherals, Mobile Devices and other Small Items</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black and White Printers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Color Printers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All-in-One Scanners/ Fax / Printers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barcode Scanners</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flatbed Scanners</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-Book Reader</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digital Camera</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tablet/iPad</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (please specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Items Not in Another Category (please specify)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Revised Total**

*Total request should be in a whole dollar format*
Certifications

For this LSTA Grant Proposal to be considered for funding, the library must meet requirements for items in the certification tables below.

- If this LSTA grant request does not include funding for computers or electronic devices to access the Internet, computer software, or peripherals installed on computers accessing the internet, compliance with item 1 is not required.

I certify that the applicant or public library being applied for is compliant with the following:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Please check one</td>
<td>Yes</td>
</tr>
<tr>
<td>1.</td>
<td>Children’s Internet Protection Act (complete and sign Internet Safety Certification page, which follows this page)</td>
</tr>
<tr>
<td>2.</td>
<td>Title VI, Civil Rights Act of 1964</td>
</tr>
<tr>
<td>3.</td>
<td>Type of Library (please mark yes or no, please choose only one as yes)</td>
</tr>
<tr>
<td>3.a.</td>
<td>Department of the County or City</td>
</tr>
<tr>
<td>3.b.</td>
<td>Joint Venture (a formal agreement between a city and county; between cities; between cities and counties, or between counties where funding for the library is split between the agreeing entities, and the facility and materials are equally owned by the funding bodies; the library is considered neither a city nor a county department, but is a separate entity and is audited independently)</td>
</tr>
<tr>
<td>3.c.</td>
<td>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)</td>
</tr>
<tr>
<td>3.d.</td>
<td>Other, please specify</td>
</tr>
</tbody>
</table>

*Items 4 – 7 are not required for Metropolitan or Independent Libraries*

4. Signed Service Agreement filed with your regional office for the most recent completed fiscal year

5. Signed Maintenance of Effort documentation filed with your regional office for the most recent completed fiscal year

6. Did a member of your library board attend the 2016 Trustee Workshop?

6.a. If yes, please provide the name of at least one board member who attended

Attendee Name:

7. Has the Standards Survey been completed for your library for the 2016/2017 Fiscal Year?

8. How many current board members have completed the Tennessee Trustee Certification Program

*Items 6 – 8 will directly affect your grant award.*

Signature of Library Director

Date

Signature of Board Chairperson or Authorizing Authority

Date

Printed Name and Title of Board Member or Authorizing Authority
Internet Safety Certification
For Public Libraries

Library Name: ______________________________________________________

As the duly authorized representative of the library, I hereby certify that
(Check EITHER A or B, but not both):

A. □ The recipient library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act and has in place the following policies, as provided by 20 U.S.C. Section 9134(f)(1):

   (i). A policy of Internet safety for minors that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are: (1) obscene; (2) child pornography; or (3) harmful to minors; and the library is enforcing the operation of such technology protection measure during any use of such computers by minors; and

   (ii). A policy of Internet safety that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are (1) obscene; or (2) child pornography; and the library is enforcing the operation of such technology protection measure during any use of such computers.

B. □ The requirements of Section 9134(f) of the Library Services and Technology Act do not apply to the recipient library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.

Signature of Library Director or Authorizing Authority __________________________
Date __________

Printed Name of Signatory __________________________

Title of Signatory __________________________
Certification of Indirect Cost

Library Name: ______________________________________________________

Definition: An Indirect Cost is an organization's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples are charges for utilities, general insurance, use of office space and equipment that you own, local telephone service, and the salaries of the management and administrative personnel of the organization.

Check one of the following options regarding indirect costs as part of your grant award.

☐ The Grantee has a Federally negotiated rate for indirect cost, which is _________%.
   Note: if a Federally negotiated rate is chosen, it is necessary for the appropriate documentation to be attached.

☐ The Grantee requests that 10% of their grant award be allocated for indirect costs.

☐ The Grantee requests that 0% of their grant award be allocated for indirect costs, and that the full grant award go towards the cost of technology items.

__________________________________________  __________________________
Signature of Library Director or Authorizing Authority  Date

__________________________________________
Printed Name of Signatory

__________________________________________
Title of Signatory
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 __________

☐ I prefer to receive a check for my grant funds.
   Please provide a business name and address of where the check should be delivered
   __________________________
   __________________________
   __________________________
   __________________________

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 Library Director or Authorizing Authority            Date

_____________________________
Printed Name of Signatory

_____________________________
Title of Signatory
Checklist for Application

☐ Application completed
☐ All certification pages completed and signed

Please note: Authorizing Authority is referring to someone not part of the library staff that has fiscal authority. This can include the board chair, mayor, city or county financial officer, etc.

Grant Questions?

Questions regarding the tech grant can be sent to Jennifer Cowan-Henderson

Phone 615-741-1923
Fax 615-532-9904
E-Mail Jennifer.Cowan-Henderson@tn.gov

Submitting Applications

Applications will be accepted via fax, mail, or e-mail.

Applications can be sent to:

Postal mail: Tennessee State Library and Archives
403 Seventh Avenue North
Nashville, TN 37243
Attn: Jennifer Cowan-Henderson

Fax: 615-532-9904

e-mail: Jennifer.Cowan-Henderson@tn.gov

Deadline for submitting applications: July 7, 2017