



**ALBERTA MUNICIPAL AFFAIRS
PUBLIC LIBRARY SERVICES BRANCH**

GRANT PROGRAM GUIDELINES

2013 - 2014

PUBLIC LIBRARY SERVICE GRANT PROGRAM GUIDELINES

TABLE OF CONTENTS

PROGRAM HIGHLIGHTS.....	3
Changes For.....	3
TYPES OF GRANTS AVAILABLE.....	3
Operating Grants.....	3
Library Service Grants.....	3
Establishment Grants.....	3
General Grants.....	3
GRANTS FOR MUNICIPAL AND INTERMUNICIPAL LIBRARY BOARDS.....	4
Operating Grants for more than 3000 people	4
Operating Grants for fewer than 3000 people.....	4
Library Service Grants.....	4
General Grants.....	4
GRANTS FOR LIBRARY SYSTEM BOARDS.....	5
Operating Grants.....	5
Library Service Grants.....	5
Establishment Grants.....	5
General Grants.....	5
GRANTS FOR COMMUNITY LIBRARY BOARDS.....	6
Operating Grants	6
Library Service Grants.....	6
GRANTS FOR FEDERATION BOARDS.....	6
Operating Grants	6
GRANT FORMS.....	7
2013 Application for Financial Assistance.....	7
2012 Statement of Receipts and Disbursements.....	7
2013 Budget.....	7
2013 Public Library Survey and 2012 Annual Report of Alberta Public Libraries	7
DEADLINES AND CONTACT INFORMATION.....	8

PROGRAM HIGHLIGHTS

Public libraries are a key component of Alberta's vibrant municipalities and the provincial government is committed to maintaining a strong province-wide public library system. Our vision is to create seamless access to library resources and services for all Albertans by facilitating local access and building a networked service based on collaboration, innovation and technology.

Budget 2013 continues to support this vision by maintaining an operating grant program for municipal, intermunicipal, community and library system boards and by providing project grants that encourage development of provincial public library work.

TYPES OF GRANTS AVAILABLE

Operating Grants

All municipal and intermunicipal library boards, library system boards and community library boards established under the [Libraries Act](#) can apply for an operating grant. Operating grants are paid annually.

Eligibility:

Boards established under the [Libraries Act](#) are eligible for an operating grant if they are in compliance with the [Libraries Act](#), [Libraries Regulation](#) and the [Municipal Affairs Grants Regulation](#).

Purpose of Operating Grants:

Operating grants assist library boards with library operation and the provision of public library service. This often includes staffing, utilities, acquisition of resources and delivery of services.

Library Services Grants

Library services grants function in lieu of a municipal operating grant if a board serves residents of jurisdictions too small to sustain a municipal library board such as improvement districts, special areas and summer villages. They are paid to eligible municipal, intermunicipal or library system boards to assist with costs of serving residents of these municipalities if the municipality has contributed funding to the board in the previous year. They may also be provided to a library system board if a municipality is party to a library system agreement but does not have its own municipal library board.

Establishment Grants

The Minister may make an establishment grant, on approving membership of a new municipality, improvement district or Métis Settlement on a library system board. This one-time funding may be paid pending availability. The grant is to assist with costs associated with bringing new member municipalities into library systems.

General Grants

The Minister may make a general grant, provided funding is available, to assist library boards with the following activities:

- to complete, amalgamate or restructure library systems;
- to assist with restructuring due to municipal reorganization;
- to research, develop and promote programs dealing with public library services; and
- to assist in resource-sharing through the development of information-sharing networks in Alberta.

The Minister may also make a grant under this category to Alberta organizations and Canadian corporations for research, development and promotion of programs dealing with public library services.

Applicants for these grants will be required to complete a grant agreement with Alberta Municipal Affairs.

GRANTS FOR MUNICIPAL AND INTERMUNICIPAL LIBRARY BOARDS

Operating Grants

Eligibility:

A municipal or intermunicipal library board is eligible for this grant if it is in compliance with the [Libraries Act](#) and [Libraries Regulation](#) and if it receives an appropriation from its council(s) of at least \$2.00* per resident.

Operating grants for municipal and intermunicipal library boards fall into two categories:

1. Grant to municipal or intermunicipal library boards serving more than 3,000 persons

This grant is based on the [2010 Official Population List](#) from Alberta Municipal Affairs multiplied by a maximum rate of \$5.45.

To receive the maximum grant, the board must receive a local appropriation from its municipality of at least \$3.46* per person for the operation of the library or the provision of public library service. If the board receives a lower appropriation, the provincial grant will be prorated at a lower level using a formula of 1:1.575.

The Minister may make adjustments in this grant from time to time.

Calculating the grant

Local Appropriation	Formula	Provincial Grant per Resident
\$2.00	Multiply by 1.575	\$3.15 (minimum grant)
\$3.00	Multiply by 1.575	\$4.73
\$3.46 or more	Multiply by 1.575	\$5.45 (maximum grant) ⁺

⁺ *May be adjusted to ensure all qualifying library boards continue to receive a minimum \$3,000 increase over the operating grant they received in 2008 – 2009.*

2. Grant to municipal or intermunicipal library boards serving 3,000 or fewer persons

Library boards serving a population of 3,000 or fewer persons are eligible for the following operating grant contingent on receipt of at least \$2.00* per capita from the municipality.

Population	Provincial Grant
0 - 600	\$6,540
601 - 1,200	\$8,350
1,201 - 3,000	\$16,350

**minus any amounts returned to the municipality for rent payments.*

Library Services Grant

A municipal or intermunicipal library board is eligible for a library services grant if it received funding from an improvement district, special area or summer village in 2012.

The maximum is 1.575 times the funding received in the previous year (2012) to a maximum of \$5.45 per resident.

A municipal or intermunicipal library board is not eligible for a library services grant if the improvement district, special area or summer village is a member of a library system and the library system board is receiving the library services grant.

General Grants

A municipal or intermunicipal board may apply for a general grant to assist with activities that are supported under this grant category. Applications for general grants will be considered as funding allows and subject to a grant agreement.

I. GRANTS FOR LIBRARY SYSTEM BOARDS

Operating Grants

Eligibility:

A library system board is eligible for this grant if it receives a combined municipal appropriation of at least \$1.00 per resident of the participating municipalities. In order to receive the maximum operating grant, a library system board must obtain a local appropriation from its municipalities of at least \$2.19 per resident.

Operating grants for library system boards are calculated by multiplying the combined municipal membership (as determined by the [2010 Official Population List](#) by the maximum rate of \$4.60. If the board obtains a combined local appropriation of less than \$2.19 per resident, then the grant will be prorated at a lower level using a formula of 2.1:1. For example, an appropriation of \$2.00 per resident would generate a grant of \$4.20 (2 x 2.1=\$4.20) per resident rather than the maximum grant per resident of \$4.60.

A library system board operating grant is based on the total population of the participating member municipalities, Improvement Districts and Métis Settlements. A rural municipality may become a party to a library system agreement on behalf of part of its municipality and the number of residents is determined in a manner satisfactory to the Minister using the [2010 Official Population List](#).

Library Services Grants

Eligibility:

Library system board is eligible for a library services grant on behalf of residents **of member municipalities that do not have a municipal or intermunicipal library board, or when the municipal or intermunicipal library board does not apply for a grant.** The library system board must receive a minimum local appropriation of \$3.00 per resident of the member municipalities, Improvement Districts or Métis Settlements.

This grant is calculated by multiplying the eligible 2010 population of the municipality, Improvement District or Métis Settlement to a maximum of \$5.45 per person. There is no separate application process and the grant will be calculated and included with the operating grant.

Establishment Grants

A library system board is eligible for an establishment grant if the Minister approves the membership of a new municipality, Improvement District or Métis Settlement. The grant may be paid in stages. Establishment grants are calculated using the 2010 Official Population List at a rate of \$10.27 per resident.

General Grants

A library system board may apply for a general grant to assist with the activities that are supported under this grant category. Applications for general grants will be considered as funding allows and subject to a grant agreement.

II. GRANTS FOR COMMUNITY LIBRARY BOARDS

Operating Grants

Operating grants for community library boards are based on the board's 2012 expenditures minus any grants provided by the Government of Canada or the Government of Alberta for the operation of the library or any funding provided by an Improvement District or municipal library board.

If the board's expenditures are greater than its revenues from grant sources, the Minister may make a grant the greater of:

- a. \$1,000, or
- b. 1.5 times the expenditure, up to a maximum of \$3 per resident.

Library Services Grants

A community library board is eligible for this grant if it receives financial assistance from an Improvement District, Special Area or Summer Village in the previous year.

III. GRANTS FOR FEDERATION BOARDS

Operating Grants

The Minister may make a grant to a federation board, with the amount of grant determined by the Minister.

GRANT PROGRAM FORMS

How to Apply:

All required operating grant application forms have been distributed to library boards for the 2013-14 year. These forms can also be accessed electronically through <http://www.albertalibraries.ca/grant-information/> or by contacting the Public Library Services Branch (see Contacts).

The required forms **must** be submitted to the Public Library Services Branch by June 15, 2013.

1. 2013 Application for Financial Assistance

The [2013 Application Form](#) must be completed by a board member or a staff member authorized by the board and witnessed by a Commissioner for Oaths.

2. 2012 Statement of Receipts and Disbursements

The [Statement of Receipts and Disbursements](#) is recommended for all library boards serving fewer than 10,000 persons as a financial report for the 2012 financial year. It must be completed by a person or firm approved by municipal council. Boards serving 10,000 or more persons may submit either this form completed by a person or firm approved by municipal council, or a financial report, completed by a person or firm approved by municipal council in a form satisfactory to council.

These reports are reviewed to ensure the board received the 2012 operating grant and to confirm the local appropriation. They **must be signed by the person or firm acceptable by council**.

3. 2013 Budget Form

The [2013 Budget](#) is required to evaluate the status of the application and to ensure that the local appropriation is sufficient for the board to receive the 2013 grant. The completed Budget form should be signed and dated by the Board Chair.

2013 Public Library Survey and 2012 Annual Report of Public Libraries in Alberta

The required forms **must** be submitted to the Public Library Services Branch by February 28, 2013

You will receive your username and password via email in January 2013.

2013 Public Library Survey

The 2013 Public Library Survey gathers current public library identification information along with information about board members, meeting dates, service points, library hours and plan of service. This information is for the provincial directory of public libraries, to produce mailing lists and to determine compliance with provincial library legislation and regulations. The survey and annual report are to be completed online following instructions from the Branch and submitted by the end of February each year.

2012 Annual Report of Public Libraries in Alberta

The 2012 Annual Report of Public Libraries captures information about public library activity *during 2012*. This report documents the service activity of public library boards in Alberta and provides information on performance. Data on specific performance measures is collected to produce 2012 Public Library Statistics for the Province of Alberta. It is part of the Survey and Annual Report form and is also submitted by the end of February.

DEADLINES

The deadline for submission of completed 2012 Annual Report of Public Libraries in Alberta and the 2013 Public Library Survey to the Public Library Services Branch is **February 28, 2013**.

The deadline for submission of completed 2013 Application for Financial Assistance, 2012 Statement of Receipts and Disbursements and the 2013 Budget forms is **June 15, 2013**.

CONTACT INFORMATION

For information on the Public Library Service Grants Program contact:

Mari Scott, Grants Administrator

Public Library Services Branch
Alberta Municipal Affairs
803, Standard Life Centre
10405 Jasper Avenue
Edmonton, Alberta T5N 4R7

Phone: 780-415-0303

Fax: 780-415-8594

Email: mari.scott@gov.ab.ca