



## OFFICE OF THE SECRETARY OF STATE

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JESSE WHITE • Secretary of State

ILLINOIS STATE LIBRARY  
Gwendolyn Brooks Building  
300 S. Second St.  
Springfield, IL 62701-1796

### MEMORANDUM

TO: Directors, Illinois Public Libraries

FROM: Anne Craig, Director  
Illinois State Library

DATE: July 2011

RE: FY2012 Illinois Public Library Per Capita and Equalization Aid Grants Application

This information is being provided for your convenience in applying for the FY2011 Illinois Public Library Per Capita and Equalization Aid Grants. These grants are made available under the provisions of Illinois Compiled Statutes (ILCS) 10/8 and 10/8.1. All eligible public libraries are encouraged to apply for these grants.

The application may be accessed at:

[www.cyberdriveillinois.com/publications/pdf\\_publications/lda179.pdf](http://www.cyberdriveillinois.com/publications/pdf_publications/lda179.pdf)

As a reminder:

- Faxed applications are not accepted.
- Include any documentation needed to verify a population change, such as a special census, annexation or referendum.
- Include the original County Clerk Page(s). A separate form must be included for each county within the library's service area.
- When reviewing the various standards as called for in the application, the most recent edition of *Serving Our Public 2.0: Standards for Illinois Public Libraries* must be used. This document is available from the Illinois Library Association.
- When assembling the application, do not use spiral binding; do not place it in a ringed binder or in a two-pocket folder. Do not use tabbed cardboard, heavy paper stock or plastic separators.
- Please use only staples, paper clips or binder clips to assemble the application and supporting documentation.

- If there is a need to change any line items that are more than 10% either out of or into a line, a budget amendment must be sent to the Illinois State Library by May 1, 2012, for FY2011 Per Capita funding or May 1, 2013, for FY2012 Per Capita funding.

**Make two (2) copies of the original application and all supporting documentation.** Submit the **original and one copy** to the Illinois State Library and retain one copy for the library's files. Grant applications must be legibly postmarked on or before October 15, 2011, or hand delivered to the Illinois State Library by 4:30 p.m. on October 14, 2011.

Because proof of receipt is the responsibility of the applicant, please consider sending the applications through certified mail/delivery. The Illinois State Library is neither responsible for nor obligated to fund grant applications that are received after the deadline date, are incomplete or missing components. Postmark legibility and proof of postal receipt are the applicant's responsibility. Send completed application and all supporting documentation to:

**State Grants for Illinois Public Libraries  
Illinois State Library  
Gwendolyn Brooks Building  
300 S. Second St., Rm. 410  
Springfield, IL 62701-1796**

Under State of Illinois Administrative Code Rules, Part 3035.135, effective November 20, 2007, grant applicants must demonstrate in their grant applications that they have satisfactorily met all requirements of the grant. The Illinois State Library may deny a grant application if the requirements in the grant are not met or inadequately met. Grant applications not submitted on the required forms by the deadline date, or not completed, shall not be considered for funding by the Illinois State Library. The Illinois State Library is not obligated to fund grant applications from public libraries that have: delinquent grant reports, lapsed grant funds from any Illinois State Library administered grant program, and/or failed to submit a current IPLAR (Illinois Public Library Annual Report).

If you have questions about the application, contact the Illinois State Library at 1-800-665-5576, press 1 then select ext. 1, or e-mail [mdowning@ilsos.net](mailto:mdowning@ilsos.net), [jurbanek@ilsos.net](mailto:jurbanek@ilsos.net), or [jheffernan@ilsos.net](mailto:jheffernan@ilsos.net).

For questions about population changes, please contact Mary Downing.

All eligible public libraries are encouraged to take advantage of the Illinois Public Library Per Capita and Equalization Aid Grants Program.