



## B&ECPL Increasing Resources in Libraries Equipment & Technology Funding Application Process

The Buffalo & Erie County Public Library (B&ECPL) System is pleased to offer libraries and library departments the opportunity to request additional funding to purchase equipment that supports projects and initiatives benefitting communities throughout Erie County. This grant's goal is to give libraries with limited sources of funding an opportunity to obtain equipment & technology.

The System has earmarked up to \$100,000 of donated funds to distribute to eligible requests for public-facing equipment & technology. Libraries and their staff can choose the level of funding that best supports their request. Grants will be awarded at the following levels:

- Tier I: up to \$15,000
- Tier II: up to \$10,000
- Tier III: up to \$5,000

### *Guidelines*

Applications must be submitted by **January 7, 2025** in order to be considered for funding.

Applications will be accepted from any B&ECPL employee. **Your branch manager or library director must be aware of and approve the submission.**

A simple budget of projected expenses must be included with the application for project funding to be considered.

### *Timeline*

- Applications and budgets are due no later than **January 7, 2025**.
- Committee will review applications in January & February.
- **Decision notification by March 3, 2025.**

- Final Report due by the library one (1) month following project's completion. Final report will be a completed form, including photos and invoices.

To apply, submit:

1. A completed Information Sheet.
2. A concise statement as to the intention of the funding request, its significance to the library and its patrons, and benefit obtained by the library's community served.
3. A timeline of the project.
4. A budget for the project, including the amount being requested.

### *Application Review and Evaluation*

Applications will be evaluated by a committee of B&ECPL staff, who may request additional information if needed.

### *Projects/Requests that will NOT be Considered for Funding*

1. Building improvements, upgrades or repairs (i.e. HVAC systems).
2. Staff-related materials and equipment.
3. Any library materials (books, CDs, movies, etc.)
4. Equipment that would incur recurring costs that cannot be funded through your library's annual operating budget.
5. Reimbursement for programs or projects that have already occurred.

### *Additional Information*

Purchases related to the approved project must follow the Procurement Policy of the awarded library. Purchases for the Central Library departments and City of Buffalo branches will be processed through the B&ECPL's Purchasing Office. Member Libraries may elect to have the System's Purchasing Office make project-related purchases.

Any relevant request will require a sign off from the B&ECPL's IT Department prior to approval. This is to ensure the equipment will work with the Library's already-established infrastructure and not infringe on security.

All applications can be funded at or below the requested amount based on the grant committee recommendations and/or System Administration decision.

The selection committee includes library staff from across the Library System that have agreed to lend their knowledge and guidance to help support this effort.

Questions and submissions can be directed to:

Maureen Germaine, Development Manager  
[germainem@buffalolib.org](mailto:germainem@buffalolib.org) or 716-858-7197



Equipment & Technology Funding  
Application Information Sheet

**LIBRARY INFORMATION**

Library Name:

Contact Name:

Title:

Phone:

Email:

Signature of Library Director/Manager:

Date:

Does your library have other sources of funding besides those allocated by Erie County and the Library System?

If yes, what is that amount and is it allocated to future projects?

**PROJECT INFORMATION**

Total Project Cost:

Tier and Amount Requested:

- Tier I: up to \$15,000
- Tier II: up to \$10,000
- Tier III: up to \$5,000

Are there other funding sources committed for this project? Explain.

Please provide a brief description of what the funding will be used for (250 words or less):

Questions and submissions can be directed to:

Maureen Germaine, Development Manager  
[germainem@buffalolib.org](mailto:germainem@buffalolib.org) or 716-858-7197