



Applying for the Public Library Operating Grant

A checklist for municipal and intermunicipal boards

General Information

This checklist is to assist library boards with preparing their Public Library Operating Grant application package.

Forms and templates for the Public Library Operating Grants are available on the Public Library Services Branch (PLSB) website (www.albertalibraries.ca). Please email libgrants@gov.ab.ca if you have any questions.

The deadline for applications for the Public Library Operating Grant is June 15.

2023 Application for Financial Assistance

- ☐ The 2023 Application for Financial Assistance has been downloaded from the [PLSB website](#)
- ☐ The library board member or library staff member filling out the form has been authorized to apply for the grant on behalf of the board and is a signing authority as per the board's Finance Policy
- ☐ The legal name of the library board is used (for municipal boards, see sec. 3(4) of the [Libraries Act](#))
- ☐ The form is signed and dated (electronic signatures are acceptable)

2022 Statement of Receipts and Disbursements (or Financial Review)

- ☐ The legal name of the library board is used for the review
- ☐ The documents are signed by the firm or individual approved by your council to do the financial review
- ☐ The financial review has been submitted to your council as per sec. 9(c) and 12.7(c) of the [Libraries Act](#)
- ☐ If the financial reviewer has changed from the previous year, council has approved the new reviewer and a copy of the motion or letter/email from a municipal administrator is included with the grant application
- ☐ The previous year's Public Library Operating Grant from the province is clearly identifiable
- ☐ The amount of operational funding (local appropriation) provided by the council in the previous year is clearly identifiable
- ☐ If amounts for the above are combined with other funding for only a total amount, a breakdown is included with the grant application

2023 Library Board Budget

- ☐ The legal name of the library board is on the budget
- ☐ The amount of operational funding (local appropriation) that is expected from council is clearly identifiable
- ☐ The budget is final (not proposed or draft)
- ☐ The budget is signed and dated by a board or staff member

Direct Payments

- ☐ The direct payments forms for the budget and financial review have been provided to municipal administration to complete in the event the municipality pays for operational expenses on behalf of the board
- ☐ The *Completing the Direct Payments* instructions available on the [PLSB website](#) have been provided to municipal administration
- ☐ The legal name of the library board is used on the form(s)
- ☐ The municipal administrator has signed and dated the form(s)

Associated Documents

- ☐ The library board's current plan of service is on file with PLSB
- ☐ The 2023 Public Library Survey and 2022 Annual Report has been submitted via LibPAS to PLSB

Submitting the Application Package

- ☐ All required document has been completed and complied:
 - 2023 Application for Financial Assistance
 - 2022 Statement of Receipts and Disbursements (or Financial Review)
 - 2023 Budget
 - Direct payments forms, if applicable
- ☐ If emailing the application, it has been sent to libgrants@gov.ab.ca
- ☐ If mailing the application package, it has been sent to:

Public Library Services Branch
Alberta Municipal Affairs
17th Floor, Commerce Place
10155 102 Street
Edmonton, Alberta T5J 4L4
Attention: Jen Pringle, Public Library Grants

Other tips

- Do not submit photos of documents or documents saved as image files (e.g., .tiff, .jpg, .png)
- Ensure the documents are readable/legible and not in a very tiny font/table
- Do not repurpose forms from the previous year
- Multiple copies of documents are not required, i.e., you do not need to submit a financial review in our template AND the financial review in a template provided by the reviewer
- The *Companion Guide for the Preparation of the Statement of Receipts and Disbursements and Budget* is available for download on the [PLSB website](#) for you to read and provide to your financial reviewer if using the PLSB templates