



Consortium of Academic and  
Research Libraries in Illinois

## COLLECTIONS GRANT PROPOSAL PROCESS

November 2005

*Who may submit proposals?*

Projects must be collaborative: any two or more libraries within the Consortium of Academic and Research Libraries in Illinois may submit proposals for collaborative collections projects. The institutions that may participate include all institutions that were members in one or more of the consortia that merged to form CARLI specifically the Illinois Cooperative Collection Management Program (ICCMP), the Illinois Digital Academic Library (IDAL), or the Illinois Library Computer Systems Organization (ILCSO).

*What is the proposal process?*

The process is intended to be as simple and non-labor-intensive as possible, particularly for the proposers; it is also designed to allow input from the entire CARLI Consortium. Process steps follow:

1. The proposing libraries submit to the CARLI Director of Collections Services the cover sheet, a brief (one-two page) proposal describing the project proposed, an informal funding plan, and a statement of who will benefit. Proposing libraries are encouraged to consult with other Consortium libraries as they develop their proposals. Proposals must be submitted by **March 22, 2006**. Two PAPER copies AND one ELECTRONIC (in Microsoft Word) of each proposal should be sent to:

Elizabeth Clarage  
Director of Collections Services, CARLI  
Founders Memorial Library  
Northern Illinois University  
DeKalb, IL 60115

clarage@niu.edu (if the electronic copy is sent by electronic mail, you must telephone to confirm receipt: 815-753-9168)

The ELECTRONIC COPY will be considered the official copy. If a proposal is funded, a copy of the grant proposal will be made public on the consortium's website.

2. The proposals will be scored, ranked, and discussed by the Program's governing body, the CARLI Collections Working Group as well as the CARLI Board of Directors and library directors who have volunteered to assist. The Working Group makes a recommendation to the CARLI Board of Directors for final funding based on its judgment of how well the proposal has met the aims of the collaborative collections plan.

3. Proposing libraries may be asked to revise and expand a proposal for reconsideration by responding to feedback. In addition, more details may be requested specifically in the areas of funding and plan of operation.
4. Proposing libraries may receive additional feedback on proposals that were not accepted upon request. These libraries are encouraged to submit revised proposals in the following fiscal year.
5. For the FY 2007 grant year, CARLI will be adhering to the principles as articulated in the document, "Principles for Collection Partnerships." This document may be found on the consortium's website at the following address:

<http://www.niulib.niu.edu/ccm/guide03.html>

6. The contact person for each successful grant proposal must submit a final report for the entire project that includes an overview and review of the project and if applicable the materials purchased including the purchase price.

*What are the criteria by which proposals will be judged?*

Following are the criteria by which proposals for collaborative projects will be judged:

1. *Benefit:* Who will benefit from the project? How many persons? How will they benefit? (25% of score)
2. *Cost and Funding Plan:* What is the cost of the project, divided into one-time and continuing costs? Costs should be as exact as possible. How do the libraries propose to meet the costs? How much, if anything, is being requested in external funding? How much is proposed as cost-sharing, both on the part of the proposing libraries and all libraries in the Consortium? Is there a plan for reverting to local funding after a start-up period? (25% of score)
3. *Quality of Plan of Operation:* Is the plan likely to succeed? Are there sufficient guarantees that commitments will be maintained--for example, via a formal written agreement? In particular, is the plan for providing service for the entire Consortium likely to be effective? (25% of score)
4. *Expandability, Adaptability:* Might the project, if successful, be expanded to a wider area or adapted by others? What is its value as a **pilot** project? (15% of score)
5. *Quality of Plan for Evaluation/Assessment & Plan for Reporting on Progress:* How will project effectiveness be evaluated? What is the plan for review and evaluation? (10% of score)

## **PROJECTED TIMELINE**

March 22, 2006	Proposals due to CARLI Office
March - April 2006	Scoring of proposals
May 2006	CARLI Collections Working Group reviews proposals
May 19, 2006	CARLI Board reviews grant recommendations
July 2006	Announcement of FY2007 funded grants
July – October 2006	Disbursement of funds
June 30, 2007	Deadline for expenditure of grant funds
August 31, 2007	Final reports for grants due to CARLI

**CONSORTIUM OF ACADEMIC & RESEARCH LIBRARIES IN ILLINOIS**

**PROPOSAL PROCESS COVER SHEET  
FY 2007**

PROJECT: \_\_\_\_\_

AMOUNT OF MONEY REQUESTED: \_\_\_\_\_

HOST LIBRARY: \_\_\_\_\_

**HOST LIBRARY INFORMATION:**

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Director of Host Library: \_\_\_\_\_

**PARTICIPATING LIBRARIES, CONTACT PERSONS, & FULL CONTACT INFORMATION:**

(Include the **name, title, full U.S. Postal address, phone number, and e-mail address** of a contact person at each participating library.)

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Please use additional sheets of paper if necessary.