



**State of Vermont**  
**Department of Libraries**  
60 Washington Street, Suite 2  
Barre, VT 05641  
802-636-0040

*Agency of Administration*

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## **IMLS ARPA Grants to Public Libraries for Collections and Equipment Purchases (LSTA ARPA State Grant LS-250241-OLS-21) — Worksheet**

Use this worksheet to gather all your information before filling out the online application and budget. *You can't save your application or budget and return to it later—each must be filled out in one session respectively.* Only online applications and budgets will be considered. The deadline is 11:59pm, May 11, 2022.

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### **Application**

#### **Your Library**

1. Library information (Full library name, physical address, director name, telephone number, email address.)
2. What is the library's *mailing* address?
3. What is the library's *physical* address?
4. My library is a municipal library: Yes    No

Note: If you are a municipal library, the funds will be issued to your town on your behalf.  
If yes, what is the name of your municipality?

5. Who is the municipal treasurer? Name, phone, email
  
6. What is the municipal *mailing* address?

**Tax/Subrecipient Award Information**

1. Federal Tax ID/EIN (number from your W-9): \_\_\_\_\_  
Grantee UEI Number (UEI Registered name of library or town (if municipal). *Use Town/City Federal Tax ID/EIN and UEI Number if your library is municipal:* \_\_\_\_\_  
*On April 4, 2022, the federal government stopped using the DUNS Number to uniquely identify entities. Visit SAM.gov to find your Unique Entity ID or to establish it. SAM.gov has provided these training materials: a [PowerPoint presentation for UEI](#) and an [audio recording](#).*
  
2. Grantee Fiscal Year End Month:

Did your library receive the first round of IMLS ARPA or summer programming funds? Yes      No

**Requirements**

1. You'll current need digital copies of
  - W9 (within the last six (6) months. Only use one color of ink. Must have a handwritten signature.
  - Certificate of Insurance (within the current calendar year)

**If you submitted these documents within the last three months, you do not need to submit them again.**

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## **BUDGET (see worksheet table below)**

You will need an item name and description for each item, along with

- Item category (select from dropdown) \*
- Quantity per item
- Price per item (you may include shipping)
- Total for each line item
- The amount to be paid by ARPA funds
- The amount to be paid by your library
- Total budget for all items

**\*Categories are** (see category examples on the website)

- One-time collection purchases with focus on Equity, Diversity and Inclusion, Welcoming and multilingual collections** (highly recommended)
- Outdoor programming and placemaking Items
- Indoor furniture for COVID response
- Standalone HVAC augmentation
- Robotics for kids' programming
- Makerspace equipment and content
- Video production equipment
- Computers, communication and other technology products
- Accessibility devices and tools
- Dedicated space for social worker/employment specialist/telemedicine etc.
- Personal Protective Equipment (PPE)
- One-time tech setup services



