**ARPA Grants to Public Libraries for Equipment and Supply Purchases  
Worksheet**

Use this worksheet to gather all of 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.

**Step 1: Application**

**Your Library**

1. Library information (Name, director name, contact, etc.)
2. My library is a municipal library: Yes No
3. If yes, what is the name of your municipality?

**Tax/Subrecipient Award Information**

1. Federal Tax ID/EIN (number from your W-9)\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Grantee DUNS Number \*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. DUNS Registered Name\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. *\*Use Town/City Federal Tax ID/EIN and DUNS # if library is a municipal library*
5. Grantee Fiscal Year End Month:

**Organization Questions**

1. What type of accounting system is used for the library’s finances?
   1. Automated
   2. Manual
   3. Combination
2. Is the library receiving a grant award for the first time? Yes No
3. Does the library and/or town have written policies and procedures to assure compliance with grant award requirements? Yes No

If yes, are they available for review? Drop down: Yes No

1. Does the accounting system allow you to completely and accurately track receipts and disbursements related to grant awards? Yes No
2. Does the accounting system allow complete tracking of employee’s time related to grant awards? Yes No
3. Did the organization have significant audit findings from their last single audit regarding program noncompliance? Yes No Not applicable
4. Did the organization have one or more audit findings from their last single audit regarding significant internal control deficiency? Yes No Not applicable

**Required Paperwork for Upload**

You’ll current need digital copies of

1. W9
2. Certificate of Insurance

**Once you submit this application, you will be asked to submit your budget in Step 2.**

**STEP 2: BUDGET**

**Your Library**

1. Library information (Name, director name, contact, etc.)

**Your Budget**

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

* + Item category (select from dropdown)\*
  + Quantity
  + Price per item
  + 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**

Outdoor programming and placemaking Items  
Indoor furniture for COVID response   
Standalone HVAC augmentation  
Computers for patrons   
Non-construction Wi-Fi and network upgrades  
Robotics for kids’ programming   
Makerspace equipment and content  
Video production equipment  
Staff technology  
One-time collection purchases   
Book bike  
Accessibility upgrades   
Dedicated space for social worker/employment specialist/telemedicine etc.   
Personal Protective Equipment (PPE)  
One-time tech setup fee

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| --- | --- | --- | --- | --- | --- | --- |
| Category (from above) | Item name and description | Qty | Price per item | Total cost | $ amount to be paid from ARPA funds | $ amount to be paid from Library funds (enter 0 if ARPA is paying for everything) |
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| Category (from above) | Item name and description | Qty | Price per item | Total cost | $ amount to be paid from ARPA funds | $ amount to be paid from library funds (enter 0 if ARPA is paying for everything) |
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**Your ARPA allotment:   
Your total budget:**

**Amount to be paid from ARPA funds:  
Amount to be paid from library funds:**