

Arizona State of Library, Archives and Public Records
State Grants-in-Aid
Construction Application

Complete this form and upload it to your online SGIA Construction Application. If you have any questions about the application, email Chris Guerra at libdev@azsos.libanswers.com.

Application Questions

1. Library Name:

2. Project Name:

3. Funding Proposal: All funds must apply to construction project only.

Local -- must be at least 50% of total project budget

Appropriated by local government/tribe:	
Gifts:	
Other:	
Local Subtotal	\$0.00
State Grants-In-Aid	
PROPOSED PROJECT FUNDING	\$0.00

4. Estimated Costs of Project

Brief descriptions	Estimated costs
TOTAL PROJECT COSTS	\$0.00

5. Construction Site

A. Does library/local government presently hold legal title to project construction site?

YES ☐ NO ☐

B. If legal title is **not** held, does library/local government hold unconditional (lease, etc.) possession of project construction site? (Minimum 20 year lease)

YES ☐ NO ☐

If yes, state terms of possession:

C. If answers to A & B above are both NO, please describe the current status of project construction site acquisition:

6. Type of Facility -- Check One

- ☐ County Library
☐ Local municipal library
☐ Branch library that is a member of a larger unit
☐ Library in multipurpose building not devoted exclusively to public library service
☐ Unincorporated
☐ Tribal library

7. Library Building Information. If doesn't apply, enter N/A

	Existing	Upon Completion
Floor area in square feet		
Volume capacity		
Seating capacity		
Library study area		
Meeting room		
Population to be served		

8. Structural Planning

A. Is this construction for:

- ☐ New Building
☐ Addition
☐ Existing Building Improvement

B. Is an architect currently retained for this project?

YES ☐ NO ☐

If yes, give name and address

C. Are plans for this project currently available?

YES ☐ NO ☐

If YES, which plans are completed?

D. Have any contracts for this project been let to date?

YES ☐

NO ☐

If YES, please describe.

E. Have any bids been sought or accepted for planning or construction on this project?

YES ☐

NO ☐

If YES, please describe.

F. Has your project been approved for construction by local government?
(codes, zoning, etc.)

YES ☐

NO ☐

If NO, please explain:

G. Identify local political subdivision that issues building permits and supervises inspection:

Name of Building Engineer/Inspector:

Address:

H. Please indicate starting and completion dates for proposed construction. The project should be completed before June 30, 2028.

Start:

End:

9. Attachments to be uploaded online

- A. Needs assessment, which may be part of the Library's long-range plan. Describe how the proposed project supports the local library's long-range plan. Tell what the project will do for the development of library service for the library's patrons. Give examples of new services and/or existing services to be improved and other information that would help indicate the need for the project. Include information regarding size, materials, architecture, function, technology accommodations, walkways, etc. Show how the building's flexibility will be able to adapt to changing service needs.
 - B. Detailed project timetable.
 - C. Brief sketch/drawing of proposed construction project indicating dimensions and major features.
 - D. Brief map/sketch of location of construction site indicating size, shape and immediate surrounding buildings/lots. Also indicate site access routes (driveways, streets, alleys, etc).
- Required for new construction/additions only.