

**Arizona State Library, Archives and Public Records  
State Grants-in-Aid Construction Guidelines**

**All applicants must meet the SGIA Criteria.**

See <http://www.azlibrary.gov/libdev/funding/sgia>

**Eligible Purposes\* Include:**

- New building construction
- Facility improvements to meet community needs
- Renovations to address the Americans with Disabilities Act

**To begin the application process for SGIA construction funding:**

1. Submit an online [Intent to Apply form](#), which includes
  - a. a letter of support from the municipal or county governing authority **OR** a written commitment from the library governmental authority if it is other than the county or an incorporated municipality, and a letter of support from the county librarian.
  - b. amount of local cash match funding available.
2. If this proposal is for new construction, clear title to the land must be certified by the local governmental entity.

**The State Library will review the Intent to Apply forms and invite promising applicants to submit a full proposal. Applications will be evaluated based on:**

1. Proven need and capacity to break ground by the end of the state fiscal year in which the award is made, and to complete the project by June 30 of the following year.
2. The library's long-range plan, which includes the planning to accommodate new technologies.
3. The project's ability to match the library's long-range plan and building program to the proposed design.
4. The proposed design's flexibility for adapting to changing service needs.
5. Support by local community with funding for staff, materials, equipment, and furniture.
6. Plan for ongoing financial support for the building, staff, and materials.
7. At least 50% of the project's cash cost shall be funded by local sources such as the governmental entity or donations.
8. New construction or renovation shall be done according to local and/or state regulations applicable to public buildings. The local governmental unit will certify this.
9. All legal requirements relative to clear title to the land and/or building shall be certified before grants may be awarded.

**Grant award process:**

1. Successful applicants will receive a Grant Agreement, to be signed by the local library's fiscal authority and the Library Director.
2. Financial disbursement will be made in one payment at the completion of construction.

\*It is understood that designs and plans are essential to construction. However, due to limited funds, preference is given to applications for actual construction rather than for architectural and/or design fees.