

# Maximizing Learning Spaces or How to MacGyver Your Library

## 2019/2020 Application Guidelines

### Overview

The Maximizing Learning Spaces 2019-20 project is a collaboration between the California State Library (CSL) and the Southern California Library Cooperative (SCLC) helping public libraries evaluate, reimagine, and furnish underutilized library spaces to maximize their potential for reading, literacy, and learning.

There are two distinct funding opportunities this year and libraries may apply for both:

1. Funding Opportunity for Design - Up to \$10,000 to develop a design and plan that reimagines a space
2. Funding Opportunity for Furnishings - Up to \$10,000 for new, movable furnishings to realize an existing plan for a space

### Eligibility

- All California public libraries are eligible and are invited to apply by library jurisdiction.
  - Prior years' participants are eligible, although priority may be given to new participants
  - Rural libraries are encouraged to apply
- Only one application, per funding opportunity, per library jurisdiction will be accepted.
- Any existing library space is eligible, including mobile spaces and those in remote locations that are managed by the library
- CIPA compliance is not required, as this project does not provide for computers or Internet access
- Complete applications must be submitted online by 5 p.m. on December 3, 2019

### In-Kind and Cash Match

Participating libraries are expected to allocate staff time and other in-kind resources necessary to succeed in this project. This includes assigning a project coordinator to represent the library, manage library project tasks, and communicate and coordinate with the library and the project team.

Libraries are welcome to provide match funding, but this is not required unless their project costs will exceed the grant funding amount. Libraries are also welcome to seek cash and in-kind support from community organizations and businesses to increase the impact of this project, ensure long term viability of the space, and to implement post project recommendations.

Please document any expected in-kind or cash match contributions from the library and any other parties in the application.

## **Selection**

Approximately 20 libraries will be selected to participate in the program. While it is estimated 10 libraries will be selected for each funding opportunity, the funding opportunity mix is dependent on the number of viable applications for each.

Participants will be selected by representatives from the California State Library and the project manager based on a review of completed applications received by the due date.

## **Funding Opportunity One - Design**

The participating library will hire an interior designer to develop a design that reimagines their selected space with a goal of maximizing reading, literacy, and learning. Libraries should provide the designer insights and expectations from library staff and their community to be incorporated into the plans.

The designer will produce a space plan, furniture recommendations, and visualization(s) that can be used by the library to later realize that design.

The project will pay for up to \$10,000 towards the cost of hiring a designer with the following requirements:

- The library will identify and contract with a professional designer for this project and invoice SCLC for reimbursement
- The design should incorporate community and library needs and further the goals of this project
- The design should include a space plan, one or more visualizations, furniture recommendations, and be provided electronically to the project manager when complete
- The design must be completed, approved by the library and invoiced to SCLC for reimbursement with a copy of the designer invoice by June 30, 2020

Potential applicants should obtain an estimate from one or more designers to determine if additional funding will be needed and if so, to develop a plan to bridge any gaps. This information is required on the application.

## **Funding Opportunity Two - Furnishings**

The participating library will leverage an existing plan or design for their underutilized space and purchase movable furnishings to realize that design. The project will pay for up to \$10,000 in furnishings with the following requirements:

- Furnishings must be movable, such as tables, chairs, mobile shelves, décor, lights and must further the goals of this project
- Related furnishing costs such as shipping, tax, and vendor installation may be included
- The library will identify furnishing vendors and place the orders
- Furnishings must be less than \$5,000 per unit and approved by the project manager prior to ordering for reimbursement

- Furnishings must be received and accepted, and invoiced to SCLC for reimbursement with a copy of the vendor invoice by June 30, 2020
- Applicants must include a design or space plan that includes types of furniture desired

### **Participation Requirements**

In addition to the funding opportunity specific requirements above, to be selected and be successful at this project, libraries must meet the following requirements:

- Commit the appropriate resources to the project, including a project coordinator
- Work with the project manager, design consultant or furnishing vendors, and SCLC to provide information, make decisions, develop a plan, and implement the project
- Track key information for the project including level of support from staff, volunteers, community members, and other partners and other statistics that measure the success of the project
- Share progress and other information with their community and other libraries
- Attend a virtual end of project meeting in July or August 2020, to present project details, lessons learned, outcomes, and recommendations

### **Timeline**

December 3, 2019: Applications due by 5pm

December 18, 2019: Applicants notified about selection

January 2020: Participants work with project manager to agree on plans and timelines

January – June 2020: Libraries work with partners to implement their plans

July or August 2020: Library staff from each participating library attend the virtual meeting to present their project

### **How and Where to Submit**

An online application must be completed and submitted by 5:00 pm on December 3, 2019.

To apply online, go to:

Design Opportunity Application:

<https://californiastatelibrary.submittable.com/submit/67b0c177-ecb1-4efa-8a54-31529e38ea14/maximizing-learning-spaces-design-opportunity>

Furnishings Opportunity Application:

<https://californiastatelibrary.submittable.com/submit/86f5fbe6-07bd-4a70-ae7b-36644930ae33/maximizing-learning-spaces-furnishings-opportunity>

Applications must also be submitted via hard copy and received by December 10, 2019. Submit the hard copy of the application and any attachments to:

Southern California Library Cooperative  
Attn: Wayne Walker  
254 North Lake Ave #874  
Pasadena, CA 91101

**Questions**

For any questions about the application or the project, please contact:

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