State Aid Submission Instructions & Checklist | FY 2021-2022

This checklist is for your records only, please do not submit.

A completed State Aid application includes:

☐ **State Aid FORM A** - Local Funder Maintenance of Effort forms. FORM A needs to be completed for each local funder and included in the final submission.

☐ **State Aid FORMS B through E**:

- FORM B - Maintenance of Effort for Monetary and In-kind Contributions form
- FORM C - Average Maintenance of Effort form
- FORM D - Assurance of Professional Salaries form
- FORM E - Library Director State Aid Certification

☐ **State Aid FORM F -** Application for State Aid to Public Libraries

☐ **Library Five-year Strategic Plan**

☐ **Board of Trustee Bylaws**

Public Library Survey - Submitted by 9/15/21 through nc.countingopinions.com.
For questions about the survey, please contact Amanda Johnson: amanda.johnson@ncdcr.gov

Financial Report ending June 30, 2021 - Due March 31, 2022

The omission of any of the above documents or a late submission of Public Library Survey data may delay State Aid payments.

Emailing the State Aid packet is preferred and encouraged.
Submit your documents to: sladmin@ncdcr.gov
Subject Line: State Aid

State Aid documents may be mailed if necessary. Use the US Postal Service and mail to:

State Aid
State Library of North Carolina
4640 Mail Service Center
Raleigh, NC 27699-4600

If you print out, scan, and electronically submit your State Aid documents, do not send us the original documents with original signatures. The scanned copy is acceptable. Please retain any documents with original signatures.

State Aid Deadline 9/15/21
Need help with sthis form? Contact sladmin@ncdcr.gov

SLNC State Library of North Carolina