

Consortium of Ohio County Law Library Resources Board  
Request for Proposal and Grant Application

CLLRB:       SAMPLE        
 Address:       SAMPLE        
 Proposal Author (s):       SAMPLE        
 Email:       SAMPLE       Phone:       SAMPLE        
 Board President:       SAMPLE      

**Grant Category Requested (check all that apply):**

- Staff Training and Career Development       Technology  
 Programming for Patrons                       Multi-Agency Collaboration

Specific Service and/or Item Requested	Quantity	Cost
Portable REALiS Projector and Case	1	3,578.00
Da-Lite Wall-Mounted Screen (installation included)	1	821.00
<b>Total Amount Requested</b>		<b>\$ 4,399.00</b>

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**Describe how the service(s) and/or item(s) requested will accomplish one or more of the following goals:**

- **Enhance the knowledge and skill level of employees**
- **Improve library services and/or outreach**
- **Educate patrons**
- **Enhance the knowledge of patrons in using legal materials and/or law library resources**
- **Increase and/or make access to information easier**

The \*\*\*\*\* County Law Library is requesting funds for a portable projector, wall-mounted screen, and installation of the screen. The purpose of this equipment is to expand the library's fledgling CLE program and provide education to a greater number of patrons.

During the past year, we began holding CLEs in an existing room that can hold a cramped maximum of 14 participants. For each CLE we have hosted, we have sadly had long waitlists of people who would like to attend but have been unable to due to the size constraints of the room. We currently have a small tripod screen but do not have a projector and have relied on presenters to bring their own projection equipment. This setup severely limits both the number of participants we can have at our CLEs and our choice of presenters to those who can supply their own equipment.

In the coming year, the library is planning an extensive renovation, and a key part of this renovation is the creation of a large multi-purpose room that will be able to accommodate approximately 30 people in a CLE setting. With the purchase and installation of a projector and wall-mounted screen in this new room, we will be able to begin hosting CLEs with a variety of local speakers, and we will be able to accommodate double the number of attendees. We may also explore the possibility of further expanding our speaking program to include offerings for pro se litigants.

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**Identify any existing library resources (financial, human, etc.) that will be allocated to the project:**

For the best use of the projector, the library will also need to purchase labor and materials for the connectivity. Since these added costs would make the project total exceed the \$5,000.00 maximum grant award amount, the library will pay for this part of the project.

**Identify any outside group or individual that will serve as collaborators on the project:**

The library will not be collaborating with any other groups on the purchase and installation of the technology beyond working with the installers to ensure the most effective setup for the space. However, upon completion of the installation, we will be able to increase our level of collaboration with our presenters and patrons to offer more CLEs.

**Identify how the CLLRB will know if the project was successful:**

The library will track attendance at all CLEs and other programs held using the new equipment and will compare these numbers to those of previous CLE programs held before the library's renovation and purchase of the new equipment. In this way, we will be able to tell if attendance has increased, and we can solicit feedback from attendees on the quality of the programming and the use of our technological resources.

**Provide any additional information the committee should know before making recommendations:**

If the remodel of the library falls behind schedule and the grant project cannot be completed by the May 31 deadline, the library will refund the full amount and re-apply next year.

  
\_\_\_\_\_  
Author Signature/Date

02/05/2020

  
\_\_\_\_\_  
Board President Signature/Date

02/05/2020

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For Multi-Agency Grant Requests:

\_\_\_\_\_  
Name of the Collaborating Agency

\_\_\_\_\_  
Representative's Signature/Date

**Checklist of required documents**

- Typed application from above
- Quotes for each service and/or item requested

**Important Dates**

- February 28, 2020 – Deadline for proposal submission
- May 31, 2020 – Deadline for Consortium to post results
- May 31, 2021 – Deadline for grant-funded initiatives to be achieved
- June 30, 2021 – Deadline for any unspent money to be refunded to the Consortium
- June 30, 2021 – Deadline for written report to Consortium Executive Director

**Deadline & Submission Information**

The postmark deadline for submission of proposals is February 28, 2020. Proposals may be submitted by email or by postal mail to:

Statewide Consortium of Ohio County Law Libraries  
c/o Jennifer D. Jones  
Franklin County Law Library Resources Board  
369 S. High Street, 10<sup>th</sup> Floor  
Columbus, OH 43215  
[jennifer.jones@sc.ohio.gov](mailto:jennifer.jones@sc.ohio.gov)

# SAMPLE ITEMIZED QUOTE FROM VENDOR

Quotation

Presented To:

\*\*\*\* Law Library

Quote Number:

3022427

Date:

01/15/2020

Quote Expires on:

03/15/2020

Account

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Item #	Mfr	Part #	Description	Price	Qty	Extend
<b>Portable Projection</b>						
1	Canon	WUX500	<b>Projector and Bag</b> REALIS WUX500 Multimedia Projector; WUXGA, 5000 Lumens, 13 lbs, HDBaseT, Throw Ratio: 1.39 - 2.51:1 (1.8x Zoom Lens Installed)		1	
2	Canon	2482V755	Canon 2482V755 Compact Install Soft Carrying Case		1	
<i>Subtotal</i>						\$3,578.00
<b>Manual Wall Mounted Screen-</b>						
<b>16:9 aspect/96" wide</b>						
3	Da-Lite	94359	MODEL C W/CSR 110D 54X96 HCMW		1	
4	PVS		██████████ Labor, Materials, QC, SHIPPING INCLUDED.		1	
<i>Subtotal</i>						\$821.00
NOTES: *This quote does not include any applicable taxes. *Client to provide power and data connectivity where needed for system functionality such as at the projector location.						

I accept the terms and conditions of this quotation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Sub-Total \$4,399.00

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Tax

Purchase Order: \_\_\_\_\_

Total \$4,399.00