

VLCT PACIF 2016 Equipment Grant Application <i>A program exclusively for PACIF Members</i>	VLCT USE ONLY	
	_____ Proposed Grant Amount	Round
	_____ Allowable Grant Amount	1 or 2
	_____ Date Completed _____	Reviewed By _____
_____ Open Level A Recommendations		<input type="checkbox"/> completed

PACIF Member Name (Municipality) Town of Charlotte	Mailing Address: Charlotte Library, PO Box 120, Charlotte VT 05445
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Applicant Name & Title: Margaret Woodruff, Library Director	Preferred/Alternate Contact Name & Title (Optional):
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Primary Phone: 802-425-3864	Preferred/Alternate Phone:
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Applicant Email Address: margaret.charlottelibraryvt@gmail.com	Preferred/Alternate Contact Email Address:
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Grant award correspondence should be sent via: US Mail: <input type="checkbox"/> Email: <input checked="" type="checkbox"/>	Department(s) equipment is intended for: Charlotte Library
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If you have not read all of the rules and guidelines, please do so now. Click [here](#) to access this document.

1. Itemize the items requested and the cost for each item or groups of like items. Additional items should be listed separately on the Equipment Itemization Worksheet. Click [here](#) to access this worksheet. Be sure to include the cost of installation and/or shipping charges. Vendor quote(s) and supporting documentation must accompany this application.

Item Description	Quantity	Quoted Cost per Item	Quoted Shipping Cost	Are vendor quotes attached?	Quoted Total Cost
Monitor Risers	4	\$ 17.99	\$ 0	<input checked="" type="checkbox"/>	\$ 71.96
Circulation Stools	2	\$ 209.99	\$ 0	<input checked="" type="checkbox"/>	\$ 419.98
Task Chairs	2	\$ 119.99	\$ 0	<input checked="" type="checkbox"/>	\$ 239.98
Varidesk Standing Desk (Town Office)	2	\$ 395.00	\$ 0	<input checked="" type="checkbox"/>	\$ 790.00
		\$	\$	<input type="checkbox"/>	\$

2. Combine the quoted total cost of all items above and those listed on the equipment itemization worksheet (if used).	Subtotal	\$ 1,521.92
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3. Enter the amount of any external (non-VLCT PACIF) grant funds you have requested or received for the items listed above. Enter "0" if none. (e.g. funding for body armor through the Dept. of Justice JAG Program, etc.)	External Grant Total	\$ 0
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4. Subtract line 3 (External Grant Total) from line 2 (Subtotal).	Net Total Cost	\$ 1,521.92
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5. Why is this equipment needed and how will it reduce the potential for PACIF claims? Attach additional pages if necessary.
The Charlotte Library opened in 1998. The beautiful space and friendly atmosphere continue to welcome patrons and to sustain library staff. However, one aspect of the library infrastructure is in desperate need of upgrading: the staff furnishings. The two stools at the library circulation desk were purchased with the other original furniture nearly 20 years ago and now pose safety and ergonomic concerns. The adjustment levers on both stools no longer lock in place and the stools move without warning. In addition, the padding and the back rests are worn out and do not provide appropriate support. The same conditions apply to our office task chairs which were purchased about 15 years ago. The back support on both of the task chairs is unreliable and moves without warning while staff sit in them. In addition to seating, we would also like to upgrade our computer monitor stands. Currently, we are using books to bring the monitors up to eyesight level. Using monitor risers would ensure the monitors are the correct height for use by library staff. At the Town Hall, two employees would like standing desks to reduce strain on back, legs, shoulder and neck from many hours sitting.

Applicant Signature:	Date: 3/14/2016
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Senior Municipal Official Signature:	Date: 3/14/2016
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Senior Municipal Official Printed Name: Lane Morrison	Senior Municipal Official Title: Selectboard Chair
Please use the Application Checklist on page 6 & 7 of the Grant Rules & Guidelines before sending this application.	
Submit application, vendor quotes and other supporting documentation to VLCT, Attn: Jim Carrien. Email to jcarrien@vlct.org ; fax to 802-229-2211; or mail to VLCT, 89 Main Street, Suite 4, Montpelier, VT 05602. If you have questions contact Jim at (800) 649-7915, ext. 1946.	