

1. List name, certificate number, and amount of state aid to be used for each certified librarian. Remember that up to 25% of the state aid grant may be used for salaries and benefits. DO NOT round dollars upward if you are using the entire 25%.

2. Include all computer hardware, software, and telecommunications fees used to provide Internet access for library patrons.

3. List new equipment having a useful life of more than one year and an acquisition cost of \$5000 or more per unit.

4. Refer to *Instructions for Expenditure of State Aid Grants* for definition of allowable supplies.

5. List other planned uses of state aid which do not fall under the categories above. The Division will review the items for compliance. Funds may be used (not to exceed 2% of total grant) for staff development/continuing education fees for professional staff.

6. List all maintenance contracts for equipment by vendor name and amount.

7. List name and amount of state aid to be used for each fellowship.