



ASA HUTCHINSON
GOVERNOR

STATE OF ARKANSAS
DEPARTMENT OF EMERGENCY MANAGEMENT



A.J. GARY
DIRECTOR

Eligibility Application Requirements

Libraries

Please note that it is the responsibility of the applying organization to provide all applicable and necessary documentation for review to Arkansas Federal Surplus Property (AR FSP). AR FSP may require additional information other than what is listed on a case by case scenario. Failure to submit all required documentation will result in delay of approval. Please provide the following:

- 1.** Eligibility Application packet with all requested information properly completed and signed by the Director/President/equivalent. (7 pages total)
- 2.** Narrative, on official letterhead, that includes the following information:
 - Size and description of physical facilities, physical addresses for each
 - Number of employees, both paid and volunteer
 - List of programs offered
 - Hours of Operation
 - Admission fees
 - Means used to advertise the library for public patronage (please provide any recent copies)
 - Community and population served by the applicant
 - Any other information you wish to provide
 - Director/President/equivalent sign at bottom
- 3.** Copy of either IRS non-profit determination 501(c) or proof of Public Agency Status (Articles of Incorporation or Ordinance establishing organization).

Applications, by regulation, are required to be renewed every three (3) years and when a new authorizing official comes into office. Please retain a copy for your records. Applications may be submitted to AR FSP via e-mail, fax, or mail. If the applying organization has any questions concerning the required documentation or the application process please feel free to call our offices at (501)835-3111 Monday - Friday 8am to 4:30pm.

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