

Friends of the Library Annual Grant Request

Grant Request Form

This form is for library and department management to request granted funds from the Friends of the Library for projects, programs, equipment and resources above and beyond budgeted operational dollars.

Please fill out the form below with all completed signatures and return it via interoffice or email to the office of Development and Volunteer Services (DVS) – development@metrolibrary.org

Please do not request a grant for a need with a total budget of \$1,000 or less nor for \$10,000 or more. If you have needs outside of these parameters, please contact DVS. Once finalized, funds will be made available in a Commission Special Fund. You are responsible for the accounting of all expenses related to the grant and ensuring that they are paid using the appropriately allocated funds.

Grants will be reviewed and approved according to the following schedule:

Received by DVS:

July 1

January 1

Finalized by Senior Management Group (SMG) before:

September 1

March 1

Funds Available by:

November 1

May 1

Today's Date:

I am requesting funding for:

- ☐ One-Time Event
- ☐ Supplies/Materials
- ☐ Ongoing Program
- ☐ Furniture/Fixture/Improvement
- ☐ Other

Manager/Director Name:

Location/Department:

Amount Requested:

Commission Special Fund where grant dollars should be directed:
(see attached list or contact DVS)

Time period in which grant dollars will be used:

What is the total budget for this project? Please include a spreadsheet that includes the total cost, all funding sources, and considers any additional costs for implementation and sustainability.

Brief Description of Project/Initiative (250 words):

How will this grant meet the needs of the population you serve?

Explain how this grant will support one or more of the following: MLS Strategic Plan, Strategic Outcomes, your location/department business plan, Friends' Membership & Booksale proceeds, etc.:

Please provide at least two measurements for how you will assess and report the results of the work this grant supports:

How will you promote/communicate about your grant to MLS staff, our customers and our prospective customers?

How will the Friends be recognized for providing this financial support? (examples could include: signage, logo placement, announcement during program or event, etc.)

Please ensure that all components of your plan have been addressed and communicated among the locations/departments impacted by the grant.

I have personally spoken with the following Managers/Directors to ensure the collaborative success of my project/initiative:

- ☐ IT/Systems
- ☐ BUS/Finance
- ☐ MaC/Marketing
- ☐ CIS/Web
- ☐ Facilities/Maintenance
- ☐ Outreach
- ☐ EPS
- ☐ Collection Development

Please upload/attach any additional documentation for consideration:

By signing this form, you agree that you will assist in stewarding the gift, should it be granted, with appropriate thank you cards, photographs and a report to the friends of how the dollars were used as well as the success of the program.

Manager/Director Signature, Date:

Regional Director/Deputy Director Signature/Date: