

 <p style="text-align: center;">PROCEDURE</p>	<p>SECTION: 10.4.a</p> <p>SUBJECT: Grants</p>
--	---

The attached forms should be used when staff wants to seek or pursue grant opportunities to enhance or provide library programs and services. If you want to submit a proposal for a new program or service, the "If We Had The Money..." form (10.4.c) should be filled out and sent to the Library Director for approval. The Library Director will sign off on the idea, and send copies of the signed form to the Development Director and to the staff member submitting the idea.

When you come across information about an existing project at another library system, which was funded by a foundation grant, private donors, business, etc., and you think this library has a need for a similar project, complete the "Grant Opportunities" form (10.4.b). Please attach a copy of the grant information and the source of your recommendation, such as the newspaper or magazine article or internet posting related to the project to the Library Director for approval. The Library Director will sign off on the idea, and send copies of the signed form to the Development Director and to the staff member submitting the idea.

The Development Director will coordinate all grant opportunities. Appropriate staff will be consulted during the grant development process. Any technology requests require the approval of the Library's Automation Coordinator.

Staff should submit the completed grant application packet to the Development Director for review at least fifteen (15) work days prior to the application deadline; and the grant proposal should be available for the Library Director's review and signature at least ten (10) work days prior to the application deadline.

Approved: October 2005
 Revised: October 2007
 Reviewed: January 2012



Grant Opportunities Form

SECTION: 10.4.b

1. Project name and short description: _____

2. Results of project: _____

3. Name of Library or other organization where project has been implemented: _____

4. Funding source (foundation grant, private donors, businesses, etc.) for this project. Include name, address, telephone number and contact if available:

5. Amount of grant award, if available: _____
6. Grant application deadline, if known: _____

Branch / Department

Submitted by

Date

Please attach a copy of any newspaper/periodical articles related to this project

Approved: October 2005



Grant Ideas Form – If We Had The Money We Would Do

SECTION: 10.4.c

Ideas for grant funded programs / services

1. What does your branch or department need? _____

2. Provide a brief description of this need or problem: _____

3. Describe your solution or recommendation: _____

4. Estimated cost to implement this proposal, if known: _____

Branch / Department

Submitted by

Date

Approved: October 2005