

ROGERS FREE LIBRARY GRANT REQUEST GUIDELINES:

DEVELOPED FEBRUARY 2015/REVISED 2017/REVIEWED 2018

GENERAL: The purpose of the Rogers Free Library Community Grant Program, is to provide an opportunity for community groups/organizations/clubs or individuals to receive funding for the research, design, and implementation of programs, practices, and services that connect the Rogers Free Library with the greater community. Programs, products, and services that are innovative, not easily delivered by Library staff, and meet the changing needs of our population will be given top priority for funding. **ALL GRANTS MUST ALIGN WITH THE LIBRARY'S STRATEGIC PLAN AND WITH PRIORITIES IDENTIFIED BY THE DEPARTMENT HEADS. (These will be noted in the Call for Submissions press releases.)**

GRANT ALLOCATIONS AND INDIVIDUAL CAPS: Grant requests in the amount up to \$5000 will be accepted. A budget of \$25,000 will be set aside by the Friends on an annual basis to finance the Rogers Free Library Community Grant Program. The Friends Grant Oversight Committee may request budget revisions to ensure equity, efficiency and to extend, as much as possible, the Friends' limited resources. The Committee may also require enrollment minimums for a specific program to ensure cost-effectiveness.

ELIGIBILITY: Grant requests must explicitly demonstrate a connection with the Rogers Free Library. This connection might include use of the library facilities, resources, and/or personnel.

ELIGIBLE EXPENSES: Grants may be written to cover professional development, registration fees for coursework, seminars, and lectures; materials and supplies; capital equipment; labor; marketing; printing, limited transportation costs, etc.

TIMELINE: **Twice a year (end of February and end of August), The Friends Grant Oversight Committee will announce a Call for Submissions, and will provide information and guidance relative to the completion of grant requests. Grant request deadlines will be April 1st and October 1st. Grants received after these dates will be held on file.**

PROCESS:

- All grant requests must be submitted on the appropriate forms, and must be as complete as possible. Assistance in completing the form will be provided by the Friends Grant Oversight Committee.
- Grant requests must meet deadlines of April 1st or October 1st. The recommendations of the Friends Grant Oversight Committee will be forwarded to the Directors of the Friends of the Rogers Free Library, the grant funding source, and final approval will be voted on at regularly scheduled meetings of the Friends of the Rogers Free Library in June and December.
- Once approved, the grant must be completed within a calendar year of approval. A Final Evaluation form must be submitted within that timeline.

These guidelines will be subject to review and revision.