

FRIENDS OF THE ALACHUA COUNTY LIBRARY DISTRICT GUIDELINES FOR MINI-GRANTS

I. PURPOSE

The Friends of the Alachua County Library District (designated within this document as “Friends”) supports the countywide library system. One form of this support is sponsorship of “programs designed to add to the cultural life of the community” (By-laws, Article 1, Section 7). One such program is the mini-grant for any amount up to \$2,000 to organizations working within Alachua County outside the governance of the Alachua County Library District (hereinafter designated as ACLD).

II. GUIDELINES

- A. Friends accepts requests from February 1 until March 31 for awards announced May 15 and accepts requests from August 1 until September 30 for awards announced November 15. Funds are dispersed upon awardees’ signing a written contract with Friends.
- B. Only one grant per year will be awarded to any one organization.
- C. Grants will be awarded no more than two consecutive years to the same organization. Organizations may apply for additional mini-grants one year or more after their last award.
- D. Grant proposals will be reviewed by the mini-grant committee appointed by the President of the Friends.
- E. Application forms are available online at www.folacld.org or by calling or writing the Mini-Grants, Friends of the Library, 430 N Main Street, Gainesville, FL 32601.

III. ELIGIBILITY OF ORGANIZATIONS

- A. Grants will be awarded only to organizations based in Alachua County.
- B. Applicant Organizations cannot be under the governance of the ACLD. Friends groups affiliated with agencies of the ACLD are not eligible for mini-grants.

- C. Applicant organizations must be accredited, non-profit charitable or educational organizations approved as such by IRS Code 501 (c) (3).
- D. Public, private, and charter schools are not eligible for mini-grants. Grants may be awarded to independent or support organizations and/or groups who partner with a local school to benefit the students or the community.

IV. PROPOSALS

- A. The proposed project must fulfill a “cultural” objective; that is, it must in some way enrich the cultural life of the community. First preference will be given to proposals dealing with one or more of the following categories:
 - literacy
 - books, media
 - literature-related events and activities
 - reading-related matters including educational programs
 - language, including dramatic presentations and oral history
- B. Proposals must be submitted between February 1 and March 31 for the May 15th award or between August 1 and September 30 for the November award.
- C. The application form must be completely filled out and include the asked for identification and authorization.
- D. The proposed project must be completed within one year of the award dispersal.
- E. If applicants wish to discuss their written proposal, they may request a meeting with the Friends’ mini-grant committee.
- F. Applicants must indicate on the appropriate line of the proposal that they are willing to sign a contract with Friends in order to receive funds. A copy of this contract is attached to the application.

**FRIENDS OF THE LIBRARY
MINI-GRANT APPLICATION**

Return the completed application to

Mini-Grants Committee
Friends of the Library
430 North Main Street
Gainesville, FL 32601

Application Dates:

- Accepting requests from February 1 until March 31 for grants to be announced May 15
- Accepting requests from August 1 until September 30 for grants to be announced November 15

CERTIFICATION:

1. Applicant organization is an accredited, nonprofit charitable or educational organization approved as such by the IRS.
2. If further information is requested, applicant organization will meet with representatives of Friends.
3. Applicant organization will act as the responsible fiscal agent for any Friends mini-grant funds received.
4. Applicant organization will sign a written contract (sample attached) upon being awarded a grant.

Name of agency or organization requesting support:

Name, address, and telephone number of program director/contact person:

Description of the Organization: Describe services provided to the community, normal sources of revenue, and tax-exempt status I.R.S. Code 501 (C) (3). Please attach documentation of non-profit status.

Name of the project for which funding is requested:

Briefly describe the project, including its history, target audience, estimate of numbers of persons who will benefit from the project, what need the project fulfills in our community, and how mini-grant funds will be used.

The information supplied in this application is all that is needed for consideration. Supporting material will not be reviewed or returned.

FINANCIAL INFORMATION

1. The requested FOL Mini-Grant will

- fully pay for the entire project.
- complete project already in progress.
- provide for the initiation of project.
- provide for the continuation of an on-going project.

2. The proposed project's total budget cost is \$ _____.

The amount requested from FOL is \$ _____.

These funds will be used to:

(Please be as specific as possible. Detailed booklists are not required.)

3. Additional funds needed for this project will come from the following source(s):

Application is hereby made this _____ day of _____,

20____ for funds in the amount of \$ _____ on behalf of

(Official Name of Applicant Organization)

(Name of Authorized Organization Official)

(Signature of Authorized Organization Official)

**FRIENDS OF THE LIBRARY, INC.
MINI-GRANTS CONTRACT**

The Friends of the Library, Inc. (hereinafter "Friends"), awards a grant of \$ _____ to _____ (hereinafter "receiving organization"). This contract must be returned by _____.

In consideration of receiving this grant, the receiving organization shall

1. Use the grant funds for the project proposed in the application, which is incorporated by reference into this contract;
2. Complete the project within one year of the date the funds are dispersed;
3. Print on any public documents that funding was provided by the Friends

In order to be eligible for future Friends mini-grants, the receiving organization must submit a brief written or verbal report on the project, including how Friends funds were spent, to the Friends Mini-Grant Chair within four months of the project's completion.

Witness, Friends' President

Friends' Mini-Grant Chair

Date

Date

Witness, Receiving Organization
Project Director

Witness, Receiving Organization

Date

Date