

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 county-wide 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 15 for awards announced May 15 and accepts requests from August 1 until October 15 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.
- D. Grant proposals will be reviewed by the mini-grant committee appointed by the President of Friends.
- E. Applicants may receive application forms by calling or writing the Mini-Grants Chair.

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).

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
 - literary events and studies, literature
 - reading-related matters including educational programs
 - language, including dramatic presentations and oral history
- B. Proposals must be submitted between February 1 and March 15 for the May 15th award or between August 1 and October 15 for the November award.
- C. The application form must be filled out satisfactorily and include the necessary 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.