

**VERMONT PUBLIC LIBRARY  
FOUNDATION  
PUBLIC LIBRARY GRANTS**

**Funded by  
THE WINNIE BELLE LEARNED FUND  
&  
THE FREEMAN FOUNDATION ENDOWMENT**

**FILL-IN REPORT FORM**



**Vermont Public Library Foundation  
c/o State Librarian's Office  
State of Vermont Department of Libraries  
109 State Street  
Montpelier, Vermont 05609-0601**

Return **original copy** of report (with all attachments) to:

**Vermont Public Library Foundation**  
**c/o State Librarian's Office**  
**State of Vermont Department of Libraries**  
**109 State Street**  
**Montpelier, Vermont 05609-0601**

**Your Report is due no later than one year after receipt of grant funds.**



Vermont Public Library Foundation  
**Grant Report**

(Due: no later than 1 year after receipt of grant funds)

**COVER SHEET**

**1. LIBRARY INFORMATION**

Library Name:		
Address:		
City, State, Zip:		
Phone: 802-	Fax: 802-	E-Mail:

Library Director:		
Phone: 802-	E-mail:	
Person completing this report ( <i>if different from Library Director</i> ):		
Title:	Phone: 802-	E-mail:

**2. Type of Public Library (*check one*):**

- Municipal       Incorporated       Combined Public/School (i.e. Community)  
 Bookmobile

**3. & 4. Type of Grant/Amount of Grant (*check one application type and enter amount*):**

- Winnie Belle Learned Fund

Amount of Grant: \$ \_\_\_\_\_

- Freeman Foundation Endowment Fund

Amount of Grant: \$ \_\_\_\_\_

**5. Total Expended:**

Amount of Grant: \$ \_\_\_\_\_ + Amount of Matching Funds (*if applicable*) \$ \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

Please attach an itemized list of expenditures with receipts, as applicable.

Library Name: \_\_\_\_\_

**6. Project Name:**

**7. Report Narrative** *(include the following and attach separate sheet(s) as necessary)*

- PROJECT SUMMARY/DESCRIPTION *(one paragraph)*
- GRANT ACTIVITIES & RESULTS *(Include the following):*
  - QUANTITATIVE DATA/STATISTICS – How many? How much? How often? Etc.
  - QUALITATIVE DATA – What difference did the project make to your users? Who benefited? How do you know?
- SUSTAINABILITY *(Describe efforts to sustain the project beyond the grant period, if any):*
- OTHER ATTACHMENTS *(If you have brochures, publications, advertising, photographs, surveys, or other testimonials or documentation about your project, please attach.)*

**8. CERTIFICATION**

**In making this report, we certify that:**

- This library is a public library as defined by 22 VSA §101(B) - "established and maintained by a municipality or by a private association, corporation or group to provide basic library services free of charge to all residents of a municipality or a community and which receives its annual financial support in whole or in part from public funds."
- The information provided in this report is complete and accurate to the best of our knowledge.
- The grant funds received from the Vermont Public Library Foundation are an incremental increase to other current and anticipated library funding and are not replacing previously budgeted items.

**SIGNATURES:**

**Library Director**

Signature: \_\_\_\_\_

Name *(please print)*: \_\_\_\_\_ Date: \_\_\_\_\_

**Chair, Library Board**

Signature: \_\_\_\_\_

Name *(please print)*: \_\_\_\_\_ Date: \_\_\_\_\_

Library Name: \_\_\_\_\_