

Summer Programming Grant – Info to Gather for Webform

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1. Grantee Name (Name of Library)

If you are not under the town, put your library's name here

If you are under the town, you should put "Town of [your town]" or "City of [your city]" here

2. Business Name (if different from grantee name)

If you are not under the town, leave this blank

If you are under the town, you should put your library's name here

3. Mailing Address (Street or PO Box #, City/Town, Zip)

Library's mailing address (regardless of whether or not you are under the town)

4. Physical Address (Street or PO Box #, City/Town, Zip) - if different from mailing address

Library's physical address (regardless of whether or not you are under the town)

5. Federal Tax ID/EIN (this is the number from your library/organization's W-9)

If you are not under the town, this is your library's EIN

If you are under the town, this is your town's EIN

6. Grantee DUNS Number (A DUNS number is a unique nine-character number used to identify your organization. The federal government uses the DUNS number to track how federal money is allocated. Please note that all subrecipient awards \$25,000 or greater MUST be reported in the Federal Funding Accountability and Transparency Act Subaward Reporting System.)

If you are not under the town, this is your library's DUNS number

If you are under the town, this is your town's DUNS number

7. DUNS Registered Name

If you are not under the town, this is your library's DUNS registered name

If you are under the town, this is your town's DUNS registered name

8. Grantee Fiscal Year End Month

If you are not under the town, put your library's fiscal year end month here

If you are under the town, you should put your town's fiscal year end month here

9. Does the library and/or town have written policies and procedures to assure compliance with grant award requirements? (YES/NO)
10. If you answered yes to the previous question, are the policies and procedures available to review? (YES/NO)
11. What type of accounting system is used for the library's finances? (MANUAL/AUTOMATED/COMBINED)
12. Does the accounting system allow you to completely and accurately track receipts and disbursements related to grant awards? (YES/NO)
13. Does the accounting system allow complete tracking of employees' time related to grant awards? (YES/NO)

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14. Library Director Name
15. Library Director Email
16. Library Director Phone
17. Youth Librarian Name (if applicable)
18. Youth Librarian Email (if applicable)
19. Youth Librarian Phone (if applicable)
20. Successful grant applicants will receive a grant agreement via OneSpan, our electronic signature platform. Library directors will receive this email to sign the agreement, as well as a copy of the executed agreement after all parties have signed. Would you also like to have this executed agreement emailed to someone else at your library? (YES/NO)
21. If you answered yes to the previous question, please put that person's email address in the box below.
22. Libraries may use grant monies to hire a performer/presenter and/or purchase materials for programming. After reading through the grant guidelines*, which option(s) do you plan on using your funds for if you receive a grant? Please describe in the box below. *You can find the grant guidelines here: https://libraries.vermont.gov/services/VTLIB_grants/summer_program_grant
23. What age groups are you planning on targeting with your performance and/or item purchase? (AGES 0-5, AGES 6-12, AGES 13-18, ALL AGES & FAMILIES)
24. Are you planning on collaborating with another library/libraries using funds from this grant? (YES/NO)
25. If you answered "Yes" to the previous question, please give the name of the library/libraries with which you will collaborate and a brief description of your plan.
26. Describe your strategies for promoting your performance and/or the program(s) supported by your purchases.

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You will be asked to check boxes to certify your agreement on a variety of items. After you do this, click “submit application.”