
Vermont Department of Libraries Summer Programming Grant Guidelines State Fiscal Year 2025

The Vermont Department of Libraries supports the mission of local public libraries to provide quality programming for children, teens, and families. The Department sponsors an annual Summer Reading program, available to all Vermont public libraries, to foster summer reading for youth of all ages. The Summer Reading program encourages a love of reading, introduces children and teens to books and authors to expand leisure reading choices, and works to prevent the “summer slide” the loss of reading skills during the summer months when youth are out of school.

Each year as part of the Summer Reading program, the Vermont Department of Libraries offers funding to support libraries in providing a wide array of programming for children, teens, and families. Libraries can use funds for in-person and virtual programming or to purchase materials that support summer programming.

We encourage libraries to collaborate and pool their grant money to plan programs and events that serve the greatest number of youths in the most effective manner. We also encourage libraries to support the local economy and use locally sourced materials, products, and food, as well as using sustainable and eco-friendly options when possible. Using funds for local performers, artists/artisans, educators, authors, and museums/cultural institutions is highly encouraged. Recipients of the grants will be asked if and how they used funds to support the local economy in the summer grant reporting and expenditure report.

GENERAL INFORMATION

Each successful applicant will receive a grant of \$350 to be used for items from the list below to support a wide array of programming. Additional funding may be used for purchases, with libraries responsible for covering any costs beyond the grant’s \$350. Receipts and invoices will need to be submitted following the guidelines. You are required to spend the entire \$350.

- **Items from Collaborative Summer Library Program (CSLP): New this year:** This year, rather than coordinating a summer reading supply order with the Collaborative Summer Library Program (CSLP), the Department will award \$350 instead of \$300. Libraries may use the additional \$50 to either purchase supplies directly from CSLP (including themed apparel, incentives, and other products) or for other summer reading programming purposes. **Please note:** While \$350 is being awarded to each eligible public library this year, future annual grant amounts may vary based on available funding.
- **Performer/Speaker/Author:** This refers to a person who is not an employee of the hiring library who is presenting an in-person or live virtual program geared toward youth and

families. Categories of paid programming include: arts/crafts, authors/illustrators, clowns/juggling/magic/mime, music/dance/movement, presentations, puppet shows, STEM, nature, sports skills/tricks, storytelling, history, theater, writing, etc. Eligible costs include performer fees and one-way/round-trip mileage between the performer's home and the library. Mileage rates are set at \$0.655 per mile. Grant monies may also be spent on virtual performances that adhere to the [virtual performance guidelines](#).

- **Purchase of programming materials:** Libraries may purchase materials from the categories below to support virtual, grab & go, or in-person programming. Libraries receiving funds will be asked to document how these items were used to support programming during the summer and whether they supported the local economy.
- **Books:** Purchased books should be used directly for summer programming like book activity kits or book groups.
- **Equipment & evergreen items:**
 - Maker, craft, and art materials
 - STEM items such as: microscopes, robotics, 3D printers, etc.
 - Other non-traditional circulating items used for summer programming such as musical instruments, games (tabletop or videogames), etc.

Grant funds may be spent starting **April 15—provided grantees have a signed grant agreement in place—through September 15, 2025**. The library programs supported by this grant **must** take place between **May 15 and September 15, 2025**. The entire \$350 **must** be expended by **September 15, 2025**.

Libraries **must** acknowledge funding support from the Vermont Department of Libraries in all program publicity and press releases.

ELIGIBILITY

- Public libraries in Vermont may receive grants under this program.
- Public libraries are only eligible for this grant if previous grant reporting requirements were met.
- Eligible grantees are those that are:
 1. Not currently suspended or debarred by Vermont State or Federal government, and

2. Are current in their submission of the Subrecipient Annual Report and Single Audit Reports for at least the past three years, and
3. Are in current good standing with the Secretary of State (if an incorporated library), and
4. And must pass a pre-award risk assessment.

If you are found to be ineligible, the department will notify you with the reason for your ineligibility.

APPLICATION PROCESS & SUBMISSION

- To apply, applicants must submit the 2025 Summer Programming Grant application (link once live).
- When you open the application, you will be asked to create an account or sign in if you already have an account. Please use the email for the person primarily responsible for the Summer Programming Grant to create the account.
- You can save your form progress and do not have to complete the application in one sitting. You can skip required questions while working on the draft, but you must complete all required questions before submitting. Submissions will be emailed to the account holder.
- The webform submission, W-9, and Certificate of Insurance must be received by Monday, **January 20, 2025, at 3:00pm.**
 - You will need a W-9 signed within the last year. The signature and date must be handwritten in black ink, and the rest of the form can be typed. Electronic date and signature are not accepted.
 - You will need a current Certificate of Insurance, dated within the past year and issued to the State Vermont.
- Successful applicants will receive an award letter and grant administrative documents via email. These documents will be sent to the library director. Grant documents, including the grant agreement, are due by Monday **April 14, 2025, at 3:00pm.** Please keep in mind that the grant agreement will be signed by directors electronically using DocuSign.

FINAL REPORT

Award recipients will submit the Grant Certification and Expenditure Report by Monday **October 6, 2025**, to certify the grant funds have been spent in accordance with the grant agreement.

- The Vermont Department of Libraries encourages recipients to begin to submit their report once the form opens on Friday, August 29. The final deadline for submitting the report is Monday, October 6, 2025. Grant award recipients will be provided with a Grant Certification and Expenditure Report preview document to help gather reporting information before the reporting form opens.

QUESTIONS

- Questions and comments should be sent to the Youth Grants email: lib.vtlibgrants@vermont.gov.