

**VERMONT PUBLIC LIBRARY
FOUNDATION
FALL 2009 PUBLIC LIBRARY GRANTS**

Funded by
THE WINNIE BELLE LEARNED FUND

**GUIDELINES
&
FILL-IN APPLICATION**



Application Deadline: December 4, 2009 (Postmarked)

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

Vermont Public Library Foundation

Fall 2009 Public Library Grants

GUIDELINES

I. OVERVIEW

The Vermont Public Library Foundation (VPLF) is a tax-exempt organization incorporated in the State of Vermont, and formed as authorized by 22 VSA §610. VPLF operates in support of Vermont's public libraries, seeking funding from private sources and making grants to public libraries in order to enhance public library service in Vermont. Vermont's State Librarian serves as President of the VPLF.

Between 2000 and 2003, the Freeman Foundation awarded the VPLF \$12,000,000 to be used for grants to local public libraries for various projects based on the needs of the local libraries and in support of the Department of Libraries' efforts to improve library effectiveness and community outreach throughout the state. Grants funded under this program offered an opportunity for public libraries statewide to increase use and visibility, and to strengthen their future ability to obtain funds from various local sources. For additional information on those grants, see:

<http://www.libraries.vermont.gov/libraries/vplf/vplfawardedbydate.pdf>. The Freeman Foundation allowed the VPLF to use the funding which remained at the end of the grant program as an endowment for the VPLF.

In 2007, Dr. Burnett Rawson, who in memory of his daughter, Deborah, helped fund the construction of the Deborah Rawson Memorial Library in Underhill, established, in cooperation with the Vermont Community Foundation, the Winnie Belle Learned Fund to further the work of the VPLF with a focus on the efforts of public libraries in Vermont to foster literacy, love of learning, critical analysis and intellectual exploration in their communities, among children of all ages and their families. For more information about the Fund and Winnie Belle Learned, see:

<http://www.libraries.vermont.gov/libraries/vplf>

For the Fall 2009 round of applications, we are encouraging libraries to focus on early childhood services or services to immigrant populations in your community; however all topics will be considered.

II. WHO MAY APPLY

Public libraries as defined in 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"--are eligible to apply.

This includes:

Municipal libraries. Public libraries established by a town, city or incorporated village only (and not including school districts, incorporated school or fire districts or any other governmental incorporated units). 22 VSA §141 and following.

Incorporated libraries. Public libraries established by a private association, corporation or group and

incorporated under the laws of Vermont. See 22 VSA §101-102.

Combined libraries. A combined school-public library that serves both functions, also called a community library. Bookmobile Programs that work with Vermont Public Libraries may also apply.

III. PROJECT INFORMATION

Eligible Projects.

WINNIE BELLE LEARNED FUND

The VPLF Winnie Belle Learned Fund welcomes grant applications from libraries for projects which will meet one or more of the goals described above, including, but not limited to: (1) funding to develop materials collections; (2) Library programming; (3) services to children, teens and families; (4) services and materials for parents, grandparents, or childcare workers, and (5) other activities or expenditures on behalf of the literacy needs of children, teens or families. Libraries are encouraged to be creative and to request funds for programs and services which meet the unique needs of their local communities.

Ineligible Projects – Winnie Belle Learned Fund/Freeman Foundation Endowment.

- Funds may not be used for construction of entirely new library buildings.
- Funds may not be used for planning projects or feasibility studies.
- Funds may not be used to replace current operating monies, for endowments, or for capital improvement funds.
- Funds may not be used for landscaping.
- Funds may not be used for indirect/overhead costs.

Grant Award Amounts.

The Winnie Belle Learned Fund anticipates awarding on a competitive basis up to \$30,000 in grants ranging from \$500 to \$2,500 will be awarded.

Timeframe for Grant Projects. All projects must be completed within 12 months of receipt of grant funds.

Use of Grant Funds. Grant funds are intended for the approved project. The Library Director, Library Board Chair and the appropriate local funding authority in a community must certify that the grant funds will not replace previously budgeted items. Appropriate local funding authority may be the chair of the Select Board and/or the Town/City Manager (for municipal libraries). Town clerks or treasurers are NOT appropriate local funding authorities.

IV. MATCHING FUNDS

Matching funds are not required for projects unless the cost of the proposed project exceeds the amount of grant funding. Libraries must demonstrate that sufficient funding is in hand to complete the project as described in the grant application.

V. APPLICATION EVALUATION

Grant applications will be reviewed by the Board of the Vermont Public Library Foundation (VPLF), or a sub-committee appointed by the Board. Dr. Rawson may also review the applications.

Applications will be evaluated based on clarity and completeness of the information provided in the Project Narrative and Budget/Budget Notes, including, but not limited to, the following elements:

- Description and documentation of the need or problem to be addressed.
- What current situation needs to be changed or improved?
- What is currently being done (if anything) to address the situation?
- How long has this been a recognized need?
- Who will benefit from this project?
- What difference/what impact will the project make?
- How will the proposed service/project be provided, delivered or accomplished?
- Who will be involved in carrying out the project?
- Will partnerships or co-operation with other libraries or organizations be necessary?
- What methods, materials, facilities and staffing are required?
- Explain the local resources (either financial or in-kind) (if any) that will be used to assist with the project.
- Describe plans (if any) to continue the project beyond the grant period.

The VPLF may contact libraries with questions about their applications, and provide an opportunity for clarification or to include additional information.

Please note, this is a competitive grant program.

VI. APPLICATION REVIEW TIMELINE

The Vermont Public Library Foundation review committee will make every effort to notify successful applicants in approximately 90 days (after receipt of a library's application). In some cases, if the committee has questions or additional information is required, a decision may take longer.

VII. FINAL REPORT

Each grant recipient will be required to submit a brief final report describing the results of the funded project(s).

APPLICATION CHECKLIST

Use the following checklist to ensure that the application is complete.

- Complete Application
 - Cover Sheet
 - Project Name/Project Description
 - Budget with Budget Notes

- Certification signed by Library Director, Library Board Chair, and (for municipal libraries) Appropriate Local Funding Authority

- Required Attachments (if applicable)
 - IRS Determination letter for libraries with 501(c)(3), tax-exempt status
 - Price quotes, estimates, bids, source of pricing for items/services totaling \$500 or more

- Optional Attachment(s)
 - Letters of Support
 - Photographs (showing current conditions to be improved)
 - Other documents in support of the application/project

ORGANIZATION OF APPLICATION:

- Type on a single side of the page using 8½" by 11" paper
- No handwritten applications
- Submit 2 copies of the application and all attachments (1 original with signatures and 1 single-sided copy)

SUBMITTING THE APPLICATION:

Submit or postmark **NO LATER THAN December 4, 2009**

Send to:

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

These Guidelines and Application are also available electronically at:
<http://www.libraries.vermont.gov/libraries/vplf>

For additional assistance or information not addressed here, contact Martha Reid at 802-828-3265, email: Martha.reid@mail.dol.state.vt.us



Vermont Public Library Foundation
2009 Winnie Belle Learned Grant Application

Application Deadline: **December 4, 2009** (Postmarked)
Submit 2 copies (1 original w/signatures and 1 copy)

COVER SHEET

1. LIBRARY INFORMATION

Library Name:		
Address:		
City, State, Zip:		Library Federal Employer ID#:
Phone: 802-	Fax: 802-	E-Mail:

Library Director:		
Phone: 802-	E-mail:	
Grant Contact person (if different from Library Director):		
Title:	Phone: 802-	E-mail:

2. Type of Public Library (check one)(see Guidelines):

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

Meets "Minimum Standards for Vermont Public Libraries" (check one):

NO YES

501(c)(3) Tax Exempt Status (check one):

NO YES (if yes, attach copy of IRS Determination Letter)

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

\$500 \$1,000 \$1,500 \$2,000 \$2,500

5. Project Name:

6. Project Description (*provide a description of the project of not more than two typed, single-spaced, one-sided pages. Briefly describe what you are going to do, why it needs to be done, who will benefit from the project and how the project will be carried out.*):

6. Project Description (*cont.*)

7. PROJECT BUDGET

(Round all amounts to nearest dollar. Please type.)

(Please attach quote or photocopy of source of pricing for individual items/services totaling more than \$500.)

BUDGET CATEGORY*	DESCRIPTION	2009 AMOUNT REQUESTED	MATCHING FUNDS – IN HAND (if applicable)	BUDGET NOTES (required, do not leave blank. You may attach a separate sheet)
Library Materials	Books, non-print, software	\$	\$	
Equipment	Equipment valued over \$500	\$	\$	
Technology Equipment/Software	Computer and related equipment/software valued \$500 or more	\$	\$	
Contractual Services	Hiring an individual or business on contract	\$	\$	
Personnel	Salaries and benefits for additional library staff	\$	\$	
Supplies	Supplies/Equipment valued under \$500	\$	\$	
Equipment Rental, Repair, and Maintenance	Rental, repair, insurance and maintenance of equipment	\$	\$	
Telephone/ Telecommunications	Phone and data circuit installation and charges	\$	\$	
Other		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
TOTAL		\$	\$	

*Please itemize/list information in applicable categories as necessary

8. CERTIFICATION

In making this application, 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 application is complete and accurate to the best of our knowledge.
- The grant funds received from the Vermont Public Library Foundation will be an incremental increase to other current and anticipated library funding and will not replace previously budgeted items.
- We understand that a brief final report is required and agree to submit in a timely fashion.

SIGNATURES:

Library Director

Signature: _____

Name (*please print*): _____ Date: _____

Chair, Library Board

Signature: _____

Name (*please print*): _____ Date: _____

Appropriate Local Funding Authority (*for municipal public libraries--Chair, Selectboard, Town or City Manager*)(*Town Clerk/Treasurer may NOT sign*).

Signature: _____

Name (*please print*): _____ Date: _____

Title: _____