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## Vermont Department of Libraries Courier Grant Guidelines Federal Fiscal Year 2020

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The Department of Libraries supports the mission of local public libraries to provide easy interlibrary loan access for all patrons. The Department provides access to a statewide interlibrary loan system to support this.

In addition to the statewide interlibrary loan system, the Department of Libraries administers an interlibrary loan courier service contract and provides grants to those public libraries that can be added to the service by the vendor. The purpose of this grant is to make it possible for public libraries to provide interlibrary loan services to their communities without the rising costs of postage limiting service access.

### **GENERAL INFORMATION**

- Each eligible library will receive a grant of \$520.00 to be used toward payment(s) to the courier service vendor. Libraries are not authorized to use grant funds for any other purpose.
- Eligible costs include one or more weekly stops by the courier service vendor.
- The library programs supported with this grant must take place between October 1, 2020 and September 30, 2021. All grant funds must be expended by September 30, 2021.
- Libraries must acknowledge funding support from IMLS through the Vermont Department of Libraries in program publicity and press releases.

### **ELIGIBILITY**

- Vermont public libraries may receive grants under this program. Priority will be given to those libraries serving rural areas and with lower budgets.
- Eligibility for this grant award includes grantee compliance with assurances required by previous Courier grants.
- Eligible grantees are those that are not currently suspended or debarred by the Federal government and are current in submissions of the Subrecipient Annual Report and Single Audit Reports for at least the past three years and must pass a pre-award risk assessment.

## **APPLICATION PROCESS & SUBMISSION**

- Method of submission: Email completed grant application to [April.Shaw@vermont.gov](mailto:April.Shaw@vermont.gov) or mail completed grant application to:  
Vermont Department of Libraries  
Attn: April Shaw  
60 Washington St., Suite 2  
Barre, VT 05641
- Applications must be **received by email or postmarked** by Monday, August 31, 2020. Any applications emailed or postmarked past August 31, 2020 will not be considered.
- Award letter and grant administrative documents will be sent to the Library Director.

## **FINAL REPORT**

Award recipients will submit the Vermont Department of Libraries Grant Certification Form and Final Report along with applicable receipts by **October 31, 2021** to certify the grant funds have been spent in accordance with the grant agreement.

- Grant award recipients will be provided the Vermont Department of Libraries Grant Certification Form and Final Report after recipients have been named and the application period for the 2020-2021 Courier Grant program has closed.
- The Vermont Department of Libraries encourages recipients to submit their report soon after the end of the funding period. However, the final deadline for submitting the report is October 31, 2021.
- Reports should be emailed or mailed to April Shaw, [April.Shaw@vermont.gov](mailto:April.Shaw@vermont.gov), Vermont Department of Libraries, 60 Washington Street, Suite 2; Barre, VT 05641.