SOUTHERN TIER LIBRARY SYSTEM

<u>OUTREACH MINI-GRANT</u>

Apply to: Alfonso Oliveras, Deputy Director (oliverasa@stls.org)

Program Description
The STLS Coordinated Outreach Services Advisory Committee provides grants to enable members to strengthen services to targeted outreach populations.

Applications must be for projects serving persons who are:
- Blind or physically disabled
- Aged
- Developmentally or learning disabled
- Institutionalized
- Members of ethnic groups in need of special services
- Educationally disadvantaged
- Unemployed or underemployed
- Geographically isolated

Outreach Mini-Grants are designed to fund pilot projects for the implementation or expansion of local library services to outreach populations and to support libraries in working with populations that may not currently be using library services.

Grant size
Library may apply for grant ranging from $200 to $1,000. Grant funds may be used for such expenses as programmer fees, supplies, publicity, or library materials. Grant funds may not be used to replace operational funds, pay library staff salaries, or for library construction. If you have a question about expense eligibility, please email Alfonso Oliveras (oliverasa@stls.org).

Grant Requirements

All libraries receiving COSAC grant funds must:

- Include language crediting the Coordinated Outreach Services Advisory Committee on all publicity, online postings, or printed materials affiliated with the project.
- Comply with reporting and evaluation requirements. Libraries will be required to submit a final report with statistics and a narrative about their projects following its conclusion.

How to apply

Please email your application to Alfonso Oliveras, Deputy Director, at oliverasa@stls.org by *TBD2015*

Selected libraries will notified by **TBD 2015**

COSAC members are available to review your grant application before submission. If you would like assistance with your grant application, please contact Alfonso Oliveras, Deputy Director, oliverasa@stls.org.

<div align="center">

Outreach Mini-Grant Application
Please email to Alfonso Oliveras (oliverasa@stls.org) by *TBD 2015*.

</div>

Part I:

1) Library Requesting Grant

2) Contact Person

3) Outreach Population(s) To Be Served By This Project

4) Total Amount Requested

5) If full funding is not available for this project, would you accept partial funding *(please indicate how you would need to modify your proposed project if less funding were allocated)*

6) Other funding sources being used in addition to COSAC funding to implement this project. Include in-kind library contributions.

7) Have you received previous Outreach Mini-Grant funding? (If yes, please list funded project(s))

Part II. Project Description:

Give a complete but succinct description of your outreach project including:

1) A description of your local community and library which will help funders who are not from your area to better understand the need for this project *(e.g. you are targeting persons who are un/underemployed because a local industry has shut down or reduced its work force OR you are requesting funding for a project for older adults because the nearest senior citizens center is 10 miles away.)*

2) Project need.

3) Community agencies/organizations which will be collaborating with you in developing and implementing this project.

4) Your timeline for implementing the project.

5) Publicity measures you will undertake to promote the project (*how will you promote this project within your community & how will you share information about your project with colleagues at other STLS libraries*)

6) Your plans for continuing this project after the grant period

Part III. Project Budget:

1) Contracted services (*including programmer fees*)

2) Supplies & Materials (please itemize)

3) Library Materials (books, videos, audio, software, etc.)
(include two or three sample titles which are similar to those you intend to purchase for the project)

4) Other (please describe)

Part IV.

Library Director

Submission Date

Outreach Mini-Grant

The Southern Tier Library System's Coordinated Outreach Services Advisory Council is pleased to support your project.

Please keep the following in mind when implementing your project:

- Funds must be used to carry out the project as described.

- **Please include the following language crediting the publicity, online postings, or printed materials affiliated with the project: "This project is supported by outreach funds awarded by the Southern tier Library System's Coordinated Outreach Services Advisory Council."**

- Please submit press releases announcing the project and event listings associated with the project before and during the program to local media outlets. Be sure to credit the Coordinate Outreach Services Advisory Council in all announcements.

  If you have any questions, please contact Al Oliveras (oliverasa@stls.org, 607-962-3141 x 212)