SOUTHERN TIER LIBRARY SYSTEM

2021 OUTREACH MINI-GRANT

Apply to: Keturah Cappadonia, Outreach Consultant

Application Deadline: August 15, 2021

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

Applications must be for projects serving:
- People who are Blind or who have a Physical Disability
- Seniors
- People who have a Developmental or Learning Disability
- People living in Institutionalized Settings
- Members of Ethnic or Minority Groups in need of special services
- People who are Educationally Disadvantaged
- People who are Unemployed or Underemployed
- People who are 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
Libraries may apply for a 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.

Funds may be used for:
- **Contracts** / fees for programs / trainers / tutors, assistive services (examples: to teach English to non-native speakers; to provide workforce development support; to provide sign-language interpretive services at public programs; for staff to develop Diversity, Equity, and Inclusion competencies to support target populations; for staff to learn Spanish or sign-language.
- **Library Materials** (examples: ESL DVDs; foreign language materials; materials to be accessible for target populations)
- **Project Equipment** (examples: auxiliary aids and assistive technology such as ZoomText Magnifier / Reader; CCTV / Video Magnifier; FM Assistive Listening System)
- **Project Supplies** (examples: workbooks for ESL and GED students; whiteboard for

tutors).

- **Project Publicity**
- Other purposes directly related to project success with the exception of operational funds, library staff salaries, and library construction. Justification for spending on other purposes must be fully explained.

If you have a question about expense eligibility, please contact Keturah Cappadonia (607) 962-3141 x204 (cappadoniak@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: *"This project is supported by outreach funds awarded by the Southern Tier Library System's Coordinated Outreach Services Advisory Council."*
- Comply with reporting and evaluation requirements. Libraries will be required to submit a final report with statistics, purchase receipts, publicity, and a narrative about their projects following conclusion. Due to auditing requirements, STLS will need to receive copies of every receipt for purchases using these grant funds.

How to apply

Please email your application to Keturah Cappadonia, Outreach Consultant, at cappadoniak@stls.org.

Selected libraries will be notified by September 30, 2021

Note: Please contact Keturah if you have any questions about what projects may or might not qualify or if you need assistance in designing a program to fit one of the Coordinated Outreach Populations.

2021 Outreach Mini-Grant Application

Part I:
You must answer all questions. Questions left unanswered may cause your application to be disqualified.

1) Library Requesting Grant: Click here to enter text.

2) Contact Person: Click here to enter text.

3) Outreach Population(s) to be served by this project (check all that apply, must serve at least one group):

☐People who are Blind or who have a Physical Disability
☐Seniors
☐People who have a Developmental or Learning Disability
☐People living in Institutionalized Settings
☐Members of Ethnic or Minority Groups in need of special services
☐People who are Educationally Disadvantaged
☐People who are Unemployed or Underemployed
☐People who are Geographically Isolated

4) Total Amount Requested: Click here to enter text.

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)*: Click here to enter text.

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

7) Have you received previous Outreach Mini-Grant funding? (If yes, please list funded project(s)): Click here to enter text.

Part II. Project Description:

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

1) Description: How will your project affect your target population? What are your goals? Please help us 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: describe the target population in your community.

3) Community Partnership: Who will you be working with as a community partner for this project?

   a. Is this a new partnership?
   b. How will this partnership benefit the 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.

Click here to enter text.

Part III. Project Budget:

1) Contracted services (*including programmer fees):* Click here to enter text.

2) Supplies & Materials (please itemize): Click here to enter text.

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): Click here to enter text.

4) Other (please describe): Click here to enter text.

Project Budget Worksheet

Category (either Contracts, Library Materials, Equipment, Supplies, Publicity, or Other)	Description of Expense	Amount
	Total Requested:	