**Application to Request an SMLD Mini-grant**

To support the SMLD goal to foster improved library service, the SMLD Board may grant requests for funds from district libraries for specific types of innovative projects and programs. A maximum of two $500 mini-grants per year will be awarded by the Board, one to a school library and one to a public library. The granting of funds will be based on the following criteria:

1.) Application received by December 1, 2014. We will notify recipients by Feb. 1.

2.) Grants will not exceed $500.

3.) Libraries may request one grant per year.

4.) Project must be completed within one year\*.

5.) Projects eligible for grant funds in 2014- ’15 will be **for the development and**

 **piloting of a new library service for 10- 17 year-olds.**

6.) Grant monies may not be used for:

* collection development (unless part of a new or expanded service)
* upgrading equipment (new equipment related to a new service allowed)
* travel to workshops, courses (these go through the scholarship stipend request process)

\*Within six months of receipt of SMLD funds, grant recipients will be required to submit a brief report to the SMLD Consultant of how the grant monies were spent. The Consultant will present this report to Board. Recipients will also submit a final project report to the Consultant/Board at the completion of the project. If the project is not completed as described or within the time allotted, all grant monies will be repaid to the SMLD within three months of the reimbursement request.

Mini-grant requests will be submitted on the form below to the SMLD Consultant, Deb Clark at Deborah.clark@maine.gov .

**SMLD Board Mini-grant Request**

**I. APPLICANT**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone # and hours available:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II. PROJECT DESCRIPTION**(Why are you doing it? What do you want to accomplish? What is your target population?)

**III. How many patrons will be served by this project?**  (A small number will not reduce your likelihood of

 receiving a grant.)

**IV. COSTS** (attach separate sheet if necessary)

TOTAL PROJECT COST:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount needed from SMLD:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In signing this form the applicant agrees to abide by the SMLD grant guidelines:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

Please send request to SMLD Consultant, Deborah Clark at Deborah.clark@maine.gov or

Southern Maine Library District, 5 Monument Square, Portland, ME 04101