Northern NY Library Network **Action Grant**

2023-24 PROJECT GRANT APPLICATION

This grant intends to support a member organization's capacity to contribute to shared local efforts, participating in collective goals and/or priorities of their greater community. Competitive applications will offer evidence that grant activities and outcomes build relationships and communication among groups, act strategically to achieve a shared vision, and track progress in a way that allows for ongoing improvement. The strongest proposals will advance equity and co-create with community partners. Projects responding to the special needs or circumstances created by the COVID-19 pandemic should include that aspect in their narrative.

⇥ Send completed applications to grants@nnyln.org by August 4, 2023 ⇤

|  |  |
| --- | --- |
| APPLICANT INFORMATION | |
| Name of Organization  (must be a [NNYLN member](https://nnyln.org/about/members/)) |  |
| EIN |  |
| Street Address |  |
| City, State, Zip |  |
| Project Coordinator |  |
| Email address |  |
| Telephone # |  |
| Library Director | [if different from above] |
| Email address |  |
| Telephone # |  |
| PROJECT INFORMATION | |
| Title of Project |  |
| Funding Amount Requested ($3,000 min - $12,000 max) | $ |

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# 1. PROJECT DESCRIPTION

Narrative (500-800 words)

Clearly define the problem you want to solve. Include the target audience, specific rationale for this solution, overview of activities and outputs, and anticipated impact of your project. Identify any progress already made on this project, or precursors to this work (your own or others’). Place your project in context: state how this proposal aligns with your organization’s mission and strategic direction, and addresses goals of your greater community or environment.

Team (<250 words)

Who will execute this project and what relevant skills or background will contribute to its success? Identify any members of partner organizations who will be involved, and indicate how they have endorsed this project.

# 2. PROJECT PLAN (400-700 words)

List principal tasks and timeline required to complete the project. Include the person/position responsible for completion of each.

# 3. ASSESSMENT AND SUSTAINABILITY (200-400 words)

Indicate how the project will be assessed, what data will be collected, the methods and tools used to capture evidence, and what benchmarks will be used to determine success. Describe how assessment results will demonstrate the desired impact or outcome has been achieved. How will data and/or outcomes for this project be reported, and to whom?

Please indicate how the organization will sustain this project after grant funding is expended.

# 4. BUDGET

Budget Tables (below)

* Please use whole dollar amounts throughout this form. Estimates should be realistic. Quotes can be attached to indicate accuracy.
* Complete the Summary table as well as a detail for each component included. Add rows as needed. Not all budget components will apply to all projects requesting grant funding.
* Indicate how much you are requesting to be covered in the NNYLN Action Grant under “Funding Requested” for each budget component. Indicate the amount of funding your organization will provide in a cost-share. No cost-share is required.
* Grant funds may not be used to pay for the normal operations of the library, equipment upgrades, or to replace current staff salaries with grant funds.

|  |  |  |  |
| --- | --- | --- | --- |
| **BUDGET COMPONENTS: SUMMARY** | **FUNDING REQUESTED** | **COST-SHARE/IN-KIND** | **TOTAL COST** |
| Personnel (grant funds may not replace regular staff salaries) | $ | $ | $ |
| Equipment | $ | $ | $ |
| Supplies | $ | $ | $ |
| Software | $ | $ | $ |
| Other Expenses | $ | $ | $ |
| **TOTAL** | **$** | **$** | **$** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PERSONNEL DETAIL: List people, contractors, and/or consultants whose labor will be paid, and the cost for each** | | | | | |
| **Description** | | **Funding Requested** | **Cost-share** | **Total Cost** | |
|  | | $ | $ | $ | |
|  | | $ | $ | $ | |
| **TOTAL Contracted Services Expense** | | $ | $ | $ | |
| **EQUIPMENT, SUPPLIES, SOFTWARE DETAIL** | | | | | |
| **Item & Quantity** | **Unit Cost** | **Funding Requested** | **Cost-share** | **Total Cost** | |
|  | $ | $ | $ | $ | |
|  | $ | $ | $ | $ | |
|  | $ | $ | $ | $ | |
|  | $ | $ | $ | $ | |
|  | $ | $ | $ | $ | |
|  | $ | $ | $ | $ | |
| **TOTAL Equipment, Supplies, and Software** | | **$** | **$** | **$** | |
| **OTHER EXPENSES NOT REPORTED ELSEWHERE (SPECIFY)** | | | | | |
| **Item & Quantity** | **Unit Cost** | **Funding Requested** | **Cost-share** | **Total Cost** | |
|  | $ | $ | $ | $ | |
| **TOTAL Other Expenses** | |  |  |  |

Budget Narrative (250-500 words)

Describe in narrative form the budget entered into tables above, providing explanation and/or rationale for items listed. Any institutional support such as in-kind services and support, monetary contributions, or cost share should be described here but is not required for funding. List any partner organization that will contribute materials, assistance or other resources.

Partial Funding: Indicate if you could accept partial funding for this project, and if so, how partial funding would impact this project.

# 5. STATEMENTS OF AGREEMENT

1. All projects funded with the assistance of NNYLN Actions Grants require a mid-year report by January 31st, and all final receipts/invoices by June 17th, 2024.
2. Awardees must present or share findings with NNYLN membership in a format arranged with NNYLN staff for the Fall Member Meeting in October 2024.
3. Grant funds will be distributed as reimbursements upon submission of receipts to NNYLN at grants@nnyln.org
4. All projects must state “Funding for this project provided by the Northern New York Library Network” on all relevant materials.

Please indicate agreement with the above four requirements: