

# Library Programming Grant Policy

## Outagamie Waupaca Library System

When funds for this purpose have been budgeted by the Board of Trustees, the Outagamie Waupaca Library System (OWLS) will make grants available to member libraries to help pay fees for entertainers performing in special programs, or for materials & resources necessary to support activities designed to enhance and promote library programs.

### Guidelines

1. Grants may be used to pay part or all of the fee(s) charged by entertainers whose programs are part of one or more libraries' program schedule. Fees may include travel expenses. Grants may also be used to pay part or all of the cost associated with a library activity or program, including materials and equipment to promote or support one-time or ongoing programs.
2. OWLS encourages projects that are sponsored by and for more than one library, projects in which the library or libraries involved offer matching support (in money and/or in kind), and projects that can be shared with other libraries. In cases involving multiple libraries, one library should be designated as the lead library in group projects, i.e., the library with whom OWLS will communicate and negotiate.
3. No library may apply, singly or as a member of a group, for more than two grants. A maximum amount per grant and per library will be set based on the total budgeted.
4. Applicants must submit an application briefly describing how this performance or activity supports their library program, details (i.e., name of performer or activity, dates and locations), and expected fee(s) to OWLS.
5. OWLS Director or their designee will evaluate each application and determine awards. OWLS may ask libraries for additional information or clarification before making decisions. All applicants will be notified about the outcomes of their applications.
6. The grant applicant or the lead library in group grants is responsible for arranging for payment or reimbursement from OWLS. If payment is required ahead of an event (for example, a prepared check on the date of a performance), a Payment Request Form must be submitted to OWLS by the prescribed date to ensure timely payment. See Library Programming Grant Application Procedure for details.
7. An annual report on the disposition of Library Program grant funds shall be presented to the OWLS Board. This report shall include a list of recipients, the activities supported, and the amount of assistance received from OWLS. Include brief activity reports from grant recipients.
8. After the OWLS budget has been approved, member libraries will be notified about the status of library programming grants. The Grant Application Guidelines will be updated if necessary, announcing the grant budget, application procedures, and application and payment request deadlines for the upcoming summer.

# 2023 Library Programing Grant Application Procedure

## Outagamie Waupaca Library System

In accordance with OWLS Library Programming Grant Policy a total of \$11,900 has been budgeted to support member libraries' programming. Preference will be given to applications for projects that focus on literacy, innovative programs, and collaboration between libraries.

1. Libraries may apply, singly or as a member of a group, for no more than two grants.
2. No library will be awarded more than a total of \$700.
3. A maximum of \$500 per performance or activity will be granted.
4. Applications should be submitted online by Nov. 15th using the form available at: <https://owlsnet.org/youth-services>
5. OWLS will notify libraries within a week of receiving applications if the grant will be awarded or if further information is needed.
6. A Payment Request Form should be submitted to OWLS five weeks before needed to ensure timely payment.
7. After receiving and spending funds, grant recipients are required to submit a brief (one paragraph) summary of the event to be included in an annual report to the OWLS Board. Photos are encouraged.
8. Questions about library programing grants should be addressed to Kristin Laufenberg, Consulting & Outreach Librarian.

*Note: This procedure describes implementation of the Library Programming Grant Policy, which has been approved by the OWLS Board of Trustees. If changes are consistent with the policy defined above and the budget approved by the OWLS Board, the procedure may be revised by OWLS staff without board approval.*