



Barbara Baltimore Library Endowment Grants

Purpose of the Barbara Baltimore library endowment grants

Grants will be awarded for programs/projects which promise to enhance library resources for years to come and provide the greatest possible benefit to San Luis Obispo County Libraries for the longest period. Grants awarded under the program will:

- Support the library system and branches
- Fund programs and/or projects rather than current and/or recurring budget needs
- Honor the donor
- Encourage other donors
- Encourage matching grants
- Gain annual exposure for the gift

What is the overall plan for the Barbara Baltimore library endowment grants?

- To fund programs that benefit San Luis Obispo County Libraries.
- To encourage other major donations to the Foundation for San Luis Obispo County Public Libraries through active publicity and promotion to the larger community.
 - To encourage donations from library support groups by offering matching funds.

In addition to the grant program, the Foundation for San Luis Obispo County Public Libraries may elect to disburse funds for programs/projects it deems appropriate under the Barbara Baltimore Library Endowment for which no grant application has been received.

Who may apply for a Barbara Baltimore library endowment grant?

Grant applications will be accepted from a recognized group of Friends of a county branch library, from library staff, from community service organizations, from individuals with a special interest and/or expertise in libraries and/or information literacy. Collaboration among these applicants is encouraged.

What is the amount of a grant under the Barbara Baltimore library endowment program?

Grant awards may vary in amount, but cannot exceed \$10,000 for a single applicant per/year. The total disbursement in any year will vary according to the principal balance in the endowment and the investment income earned each year.

What are the criteria by which grant applications will be judged?

- Programs/Projects must adhere to the purpose of the grants noted above.
- Programs/Projects which have countywide impact will be favored over those with only local benefits.
- Programs/Projects which provide for Library-Friends-Community collaboration will be favored.
- Programs/Projects for which applicant(s) has or will obtain matching funds will be favored.
- Programs/Projects which address findings from the OrangeBoy Segmentation Study will be favored.
- Programs that develop materials that promote learning and knowledge.
Inclusion of entertainment audio-visual materials will not be acceptable for this grant.
- Applicants with demonstrated capacity for successful implementation will be favored.
- Applications which are clear and complete will be favored.

What is the application procedure?

Applications must be submitted on the forms provided (copy attached), or a facsimile thereof. Essential supplementary materials, e.g., project budget, illustrations, reports of similar programs elsewhere, evidence of applicant success should be included. Application limit is a maximum of three pages; however, supplemental materials, a cover page (if any), and a budget worksheet are not counted as part of the three page limit. The backs of pages may be used if additional space is needed.

Applications must be submitted by U.S. Mail to:

Foundation for San Luis Obispo County Public Libraries
ATT: Barbara Baltimore Library Endowment Grant Committee
P.O. Box 12942
San Luis Obispo, CA 93406

Deadline for application submission will be determined annually and noted on the application form.

A final report is due thirty days after completion of the project/program, and no later than **September 30, 2015**. An exception will be made for multi-year projects/programs, where a progress report, including funds expended to date and the status of the project/program is required by September 30, 2015 and every six months thereafter until the project/program is completed.

**DEADLINE FOR 2015 GRANT APPLICATION SUBMISSION:
SEPTEMBER 30, 2014**



Barbara Baltimore library endowment grant Application

Instructions:

- Applications must be submitted on this form or a facsimile thereof. Essential supplemental materials, e.g., project budget, illustrations, reports of similar programs elsewhere, evidence of applicant success should be included.

Please limit the Application to a maximum of three pages. Supplemental materials, a cover page (if any), and a budget worksheet are not counted as part of the three page limit. Use the backs of pages if additional space is needed.

A final report is due thirty days after completion of the project/program, and no later than June 30, 2015. An exception will be made for multi-year projects/programs, where a progress report, including funds expended to date and the status of the project/program is required by September 30, 2015, and every six months thereafter until the project/program is completed.

- Applications may be accessed and filled out on the Foundation's website at: www.slolibraryfoundation.org. but must be submitted by U.S. Mail to:

Foundation for San Luis Obispo County Public Libraries
ATT: Barbara Baltimore Library Endowment Grant Committee
P.O. Box 12942
San Luis Obispo, CA 93406

- **DEADLINE FOR SUBMISSION: September 30, 2014**

Organization _____ Library

Name of Project Leader/Contact Person _____

Phone _____ Email _____

Mailing Address _____

1. Describe *very briefly* (50 words or less) the project for which you are seeking a Barbara Baltimore Library Endowment grant.

2. What library or information literacy needs and/or OrangeBoy Segmentation Study recommendations will be addressed by the project?

Please provide specific information about the need - including populations served, community issues, service area, etc. – and how the project will help the library to serve the need.

3. List the **specific objectives** of the project, and a timeline for completion.

What do you hope to achieve, and by when? Particular emphasis should be placed on long-term impacts of the project.

4. Describe the **specific activities** of the project, and how they will be carried out with the assistance of a grant (NOTE: An evaluation report, required upon completion of the project, should include such measures as number of participants, success in achieving goals, etc.).

Example Activities: number and type of training workshops to be held; services to be added; percentage circulation increases; number and types of new educational materials distributed; participants to be served; outcomes in new knowledge and skills of participants; facility improvements; other programs inspired by the grant project.

5. Will this project generate additional funding (for example, matching grants, agency contributions, in-kind donations) to support or expand this project? If so, please describe how and specify probable sources.

6. Briefly explain how the grant money will be used, and attach a project budget worksheet, clearly showing all projected expenses and sources of income.

7. What geographic area will this project serve? *Select all that apply.*

- All San Luis Obispo County
- North Coast
- North County

- South County
- City of San Luis Obispo
- Other _____

8. Describe your organization/self, including your mission statement, and how this project fits your mission.

9. Describe your organization's ability (including experience) to manage projects such as the one described in this application.