



MMLL Mini-Grant Program

Award Instructions for FY24

Congratulations! Your application for funding in the FY24 MMLL Mini Grant Program has been selected for funding!

What is next? You may now proceed with your project, knowing that your receipts will be reimbursed by the Mid-Michigan Library League up to your project's funded amount. Save your paperwork so that you are able to verify that you have paid for the project for which you requested funding. **We will need to see zero balances on paid receipts.**

How do you get the reimbursement check? Please use the simple reimbursement form that is attached to these instructions. Send in your reimbursement form, signed by the library director, attaching all receipts for which you are requesting reimbursement. Email all materials to jbalcom@mml.org or fax to 231-775-1749.

Share! Take a photo and send a short summary of your project and how your library has benefitted from the MMLL grant program! Send it in to the cooperative office, attention: Jennifer Balcom, Director.

*****Note:** All activities must be complete and all requests for reimbursement must be received by **May 24, 2024 (Round 1) and Sept 3, 2024 (Round 2)** so that they may be paid out of FY24 funds.

[SEE NEXT PAGE FOR FORM]

Questions? Call Jennifer Balcom at 231-775-3037 or email her at jbalcom@mml.org

Mid-Michigan Library League



Tel (231) 775-3037
Fax (231) 775-1749

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Cadillac, MI 49601

www.mml.org
jbalcom@mml.org

MMLL Mini-Grant Program Reimbursement Form FY24

Name: _____

Library Affiliation: _____

Position Title: _____ Phone: _____

Email Address: _____

Project Name/Description: _____

Awarded Amount: _____

Requested Reimbursement Amount: _____

Remaining Grant Funds: _____

Reimbursement Request Detail

Vendor: _____

Date of payment: _____ Amount paid: _____

Detail of materials and/or services provided: _____

Signature of Library Director: _____

*****Please attach all relevant receipts to this form*****

Send to: Jennifer Balcom, Director
Email: jbalcom@mml.org
Fax: 231-775-1749

Library Service Expansion & Mini-Grant Program Scoring Rubric for grant applications FY24

Libraries may apply for funding in this program:

- One-time event cost support
 - You may request **up to \$1000** for an event related to improving your library service and/or professional development.
- Project/Program cost support
 - You may request **up to \$1000** to offset your costs of a project to:
 - Automate library processes
 - Purchase new technology – software, hardware, etc.
 - Improve resource sharing
 - Improve library service
 - Provide e-resources for which the price was not budgeted in advance

In each application, the following questions are posed.

- Total cost of project
- What specific expenditures will funding allow
- How will additional costs be funded
- When will the project funds be used
- Why should the project be funded
- What impact will the project have on the community

The application process was originally created to be simple and not overly time-consuming to complete. The Grants Committee will use the following criteria in order to make tough decisions about which projects to fund, as we are now receiving more requests than we are able to fund.

The initial grant application submitted by a library each fiscal year will receive priority consideration. If a library has already received a grant award in a previous round, it may be eligible for a second award after other libraries have been considered. Libraries may submit only one mini-grant application request per round.

Applicants are encouraged to use additional pages of text to explain any of their answers and to attach any documentation they feel would assist the Committee in understanding the importance of their request. A statement of need is strongly encouraged.

The rubric on the following page will be used by the Grants Committee in scoring each submitted proposal. You may use the rubric as a checklist to assure you have provided adequate information in your application.

Grant Scoring Rubric

Basic Application Criteria (Objective):

Five points each (Total points available = 30)

	Application is submitted by the posted deadline
	Application is properly completed (use of proper category and associated funding limit)
	Application includes a total cost and indicates how additional costs would be covered
	Application gives a clear description of the project and what specific expenses grant funds would cover
	Application gives a clear indication of when the project would occur, and the dates fall within the specified grant period
	Application clearly describes the impact of the project on the community served by the library
	TOTAL

Application Worthiness (Subjective):

Ten points each (Total points available = 60)

	Project represents a good use of cooperative funds
	Requested funds are reasonable in order to enable the expected outcome
	Project can be accomplished within the stated time frame ("shovel ready")
	Project need is clear and compelling
	Stated impact on the community is well-described and beneficial
	The requesting library would not be able to complete project without outside funds
	TOTAL
	GRAND TOTAL (Sum of all available points = 90)