



## ***Library Service Expansion & Mini-Grant Program FY24 Details and Timelines***

**What:** This grant program aims to support Mid-Michigan Library League members to better serve their communities. Tell us what impact this funding would have on service to your community.

**How:** Complete a simple application to ask for a grant:

- One-time event cost support
  - You may request **up to \$500** for an event related to improving your library service and/or professional development. The funds are targeted to pay for a library program/event, **or** to off-set travel costs, the need to pay a substitute to cover the library during training, or to pay the registration fee.
- Project cost support
  - You may request **up to \$500** 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

There are two grant application periods for the mini-grant program, with \$25,000 total for FY24. 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.

Funds will be disbursed based on receipts for purchases. Reporting will be kept to a minimum, and will be part of the reimbursement form.

**Who:** The grant application may be submitted by an MMLL member library staff member, but must be approved by the library director prior to submission.

### **Timelines:**

#### **ROUND ONE**

- Program Announced ..... November 6, 2023  
*(All applications received during this period will be considered equally.)*

- Application Due Date .....December 4, 2023
- Award Announced .....December 11, 2023
- Project Implementation .....12/15/23 – 3/31/24
- Reimbursement Request Due Date ..... May 31, 2024

**ROUND TWO**

- Program Announced ..... April 1, 2024  
*(All applications received during this period will be considered equally.)*
- Application Due Date ..... April 29, 2024
- Award Announced ..... May 6, 2024
- Project Implementation ..... 5/13/24 – 8/30/24
- Reimbursement Request Due Date ..... September 3, 2024

All grantees will be given specific instruction for the receipt of their grant funds. NOTE: Grant funds are not intended to reimburse expenditures made outside the grant period. We will reimburse based on receipts for expenditures. An appeal may be made for up-front payment in cases of hardship. If there are more requests than can be handled, the Library Service Expansion & Mini-Grant Committee will make the final determinations. Good luck to all!

Questions? Call Jennifer Balcom at 231-775-3037 or email her at [jbalcom@mml.org](mailto:jbalcom@mml.org)