



## ***Library Service Expansion & Mini-Grant Program FY20 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 in one of two categories:

- One-time event cost support
  - You may request **up to \$250** for an event related to improving your library service and/or professional development. The funds are targeted to off-set your travel costs, your need to pay a substitute to cover the library, or to pay the registration fee of the event.
- Project cost support
  - You may request **up to \$1,000** to offset your costs of a project to:
    - Automate library processes
    - Purchase new technology – software or hardware
    - Improve resource sharing
    - Improve library service
    - Provide eResources for which the price was not budgeted in advance

There are two grant application periods for the regular grant program, with \$7,500 devoted to each round. See the grant program timelines below. There are additional funds this year set aside for member libraries needing assistance with eResources. Some libraries will have to pay more than they did in the past for Up North Digital OverDrive service, and others may wish to participate in the eMagazine group for MMLL. Since the cost of these services may not have been known at budget approval time, the MMLL Board wanted to make sure we could support these members with some offset for their newly calculated participation amounts.

### **See specific grant timelines for application deadline and funding period**

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 is to be submitted by an MMLL member library director to support a library project to expand or improve service, or to support a one-time event for any staff or Board member of the library.

**Timelines:**

**ROUND ONE**

- Program Announced .....October 14, 2019  
*(All applications received during this period will be considered equally.)*
- Application Due Date .....December 6, 2019
- Award Announced .....December 13, 2019
- Project Implementation .....12/13/19 – 5/8/20
- Reimbursement Request Due Date .....May 15, 2020

**ROUND TWO**

- Program Announced .....January 6, 2020  
*(All applications received during this period will be considered equally.)*
- Application Due Date .....March 6, 2020
- Award Announced .....March 13, 2020
- Project Implementation .....3/13/20 – 8/7/20
- Reimbursement Request Due Date .....August 14, 2020

All grantees will be given specific instruction for the receipt of their grant funds. 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 Sheryl Mase at 231-775-3037 or email her at [smase@mml.org](mailto:smase@mml.org)