



Library Service Expansion & Mini-Grant Program

Award Instructions for FY20

Congratulations! Your application for funding in ROUND **XXX** of the FY20 MMLL Library Service Improvement & 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. Mail or fax all materials to the Mid-Michigan Library League, 201 N. Mitchell St., Suite 302, Cadillac, MI 49601, fax: 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: Sheryl Mase, director.

*****Note:** All activities must be complete and all requests for reimbursement must be received by **May 15 (Round 1) or August 14 (Round 2)** so that they may be paid out of FY20 funds.

[SEE NEXT PAGE FOR FORM]

Questions? Call Sheryl Mase at 231-775-3037 or email her at smase@mml.org



Library Service Expansion & Mini-Grant Program Reimbursement Form, FY20

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: Mid-Michigan Library League
201 N. Mitchell St., Suite 302
Cadillac, MI 49601
Fax: 231-775-1749