

Butte County
Library Advisory Board
NVCF Funds

DRAFT PROPOSAL FOR AWARDING FUNDS

AWARD PROCEDURES

Applications for funding should be submitted including the following elements

A cover letter outlining the purpose of the grant, grant requirements, an application and a description of the final project report.

Elements of an application should include:

1.The purpose and anticipated benefits of the project.

Proposed projects must include:

1. A summary of the project in one paragraph. (another idea would be an essay not to exceed 350 words.)
2. One or two pages outlining the following:
 - a. Who does project serve?
 - b. What community/communities does it serve?
 - c. How many people in Butte County will receive direct benefits from the project?
 - d. How the project meets the library's specific strategic goals.

2. Budget - Budget worksheet and brief narrative.

The final project report must be submitted within 30 days of the completion of the project or within 13 months after the date of the award which ever is sooner. The report must include :

1. Accounting and itemization of the expended funds.

2. A brief narrative about the project and whether its objectives were met.
3. A description of any long term benefit to Butte County libraries and residents

The Committee may decline the grant request if the application is incomplete and does not meet the criteria for funding.

Grant Application Rating Score Sheet

Suggestion is to use a 1-10 point system. Maximum of 10 points for each element. Add up the points and the top 1-3 proposals are funded.

1. How essential is the proposed project to meet the library needs of Butte County residents?
2. Will the project improve or expand services to library patrons? How broad is the impact?
3. A complete & realistic budget.
4. Does the project describe measurable outcomes? What are the measures of success?
5. Can the project be completed as proposed in 12 months?