

**Butte County
Library Advisory Board
NVCF Funds**

Policies, procedures timeline and forms for applying for Butte County Library's North Valley Community Fund endowment, administered by the Butte County Library Advisory Board.

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AWARD POLICIES & PROCEDURES

Timeline: Beginning with the 2021 application cycle, call for submissions will be broadcast the third week of January and be due March 1st of each year. Successful programs will be authorized during the April Library Advisory Board meeting. Programs will run from May to no later than the end of April the subsequent year.

The Library Advisory Board has established a policy for awarding funds from the BCL endowment.

Project Purpose. Any initiative or project is eligible for these funds as long as it benefits a group of branches or the library system as a whole, and ultimately the patrons being served. The project should be either finished or sustainable by the end of the 12 months after the award. Any application that only includes one branch will lose up to 20 points and may not be funded.

Eligibility of Project. The purpose of these funds is to encourage innovations and new initiatives. Monies will be awarded to new initiatives only or for one-time use funding, such as materials acquisition. On-going projects/programs or additional years of funded initiatives are not eligible unless a part of the original application.

Eligibility of applicant: Any library staff member or Friends of the Library organization is eligible to apply for these funds. Staff or Friends of two or more branches are encouraged to join together in an application. Both branch and system applications are eligible. Branches are eligible to apply for funds specifically designated for that branch. Please see attached list of branch designated amounts.

Outside entities will be required to sign a MOU agreeing to follow all procedures and policies.

No late applications will be accepted.

All media, print or electronic, must adhere to these acknowledgement requirements and include this credit line: *Funding for this project was made possible in part or in whole by the North Valley Community Foundation Butte County Library Endowment.*

APPLICATION PROCESS

Applications for funding should be submitted including the following elements:

1. A summary of the project in one paragraph which includes a statement of impact.
2. One or two pages outlining the following in some detail:
 - a. What branch or group of branches 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 identified community needs.
3. How essential is the proposed project to meet the library needs of Butte County residents?
4. Will the project improve or expand services to library patrons? How broad is the impact?
5. Does the project describe measurable outcomes? What are the measures of success?
6. Can the project be completed as proposed in 12 months?
7. Budget - Budget worksheet and brief narrative containing a complete & realistic budget.
8. A project time line.
9. A summary paragraph stating the amount being requested, the applicants' name and contact information and statement of approval by appropriate managers attached.

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 whichever 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 as identified in Step 2 of the application.
3. A description of any long term/ongoing 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 or if the appropriate manager has not signed off on the application.

GRANT APPLICATION RATING SCORING

There is a maximum of 10 points for each element, except branches served. Top scoring proposals may be funded to the extent of allotted funds. Top Score for the

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. How many branches will be served (20 points)
4. A complete & realistic budget.
5. Does the project describe measurable outcomes? What are the measures of success?
6. Can the project be completed as proposed in 12 months?

Branch	Eligible Amount
Biggs	\$26.06
Chico	\$0.59
Durham	\$20.29
Gridley	\$704.09
Oroville	\$0.02
Paradise	\$3,813.29