

Friends of Rogers Free Library

COMMUNITY GRANT PROGRAM APPLICATION

The purpose of the Community Grant Program is to provide opportunities for community groups, organizations, clubs or individuals to propose and receive funding for programs/activities that explicitly demonstrate a connection to the mission of Rogers Free Library and/or provide a significant benefit to either the library's patrons or the Bristol community.

Applicants are advised to provide the Friends with as much in-depth information as possible when completing this grant application. Grant applications are reviewed throughout the year on a rolling basis and applicants should allow up to three months for notification of approval and/or requests for additional information.

Completed forms should be submitted to Friends of the Rogers Free Library via email friends@rogersfreelibrary.org. Forms may also be mailed to Post Office Box 538, Bristol, RI 02809. For questions or more information, please email friends@rogersfreelibrary.org.

Applicant's Name:

Organization (if applicable):

Mailing Address:

Email Address:

Telephone:

Title of Project/Activity:

Total Funding Requested:

Describe your project/activity in detail. Please include goals and objectives.

Describe the primary audience your project/activity aims to reach.

List date(s) when your project/activity will take place, if applicable.

Describe how your project/activity will enhance the mission of Rogers Free Library. (Note that projects/activities that take place primarily in the library are more likely to be approved.)

Provide an estimate of how many Rogers Free Library patrons or Bristol residents your program/activity will serve. (Include the number of sessions your project/activity includes and expected average number of patrons per session.)

Describe what services, space and time commitments, if any, your project/activity will need from Rogers Free Library and its staff.

Itemize the marketing tactics you will use to promote your project/activity. Include planned media outlets (e.g., social media, library resources), who will carry out tactics, etc. If you have an existing following, please describe. If you expect to draw on an audience outside of Bristol residents, please describe.

Budget: List below, or on an attached spreadsheet, program/activity costs that you wish the grant to fund. Provide as detailed explanation as possible.

- For equipment, supplies and other materials include manufacturer, vendor, models, pricing per unit, as applicable, as well as shipping costs, sales tax, etc. Please break out unit cost and total cost for each item.
- For services, list the type of service, the individual or organization providing the service, and costs, including hourly rate, if applicable.
- Indirect costs (e.g., management time, supervision, overhead) and travel costs are not funded, except in extraordinary situations.

Equipment, Supplies and Materials

<i>Item, Manufacturer, Model, Vendor/ Distributor, Shipping, Sales Tax, etc.</i>	<i>Unit Cost</i>	<i>Total Cost</i>

Services

Provider Name and Organization	Description of Service	Cost

By signing this application, the applicant acknowledges that if awarded Community Grant Program funding he/she will:

- Implement the proposed project as described herein
- Seek approval from the Friends of Rogers Free Library for any significant changes to the focus of the project
- Complete and return a Grant Evaluation Form immediately after the end of program (see attached)
- Work with the Friends of the Rogers Free Library to showcase the project and the Community Grant Program in the community, including providing testimonials and photographs of the project and its participants as requested.

Applicant Signature:

Date:

Friends of Rogers Free Library

GRANT EVALUATION FORM

This evaluation form should be completed at the conclusion of the program/activity funded by the Community Grant Program. Completed forms should be submitted to Friends of the Rogers Free Library, PO Box 538, Bristol, RI 02809 or, via email, to friends@rogersfreelibrary.org. For questions or more information, please email friends@rogersfreelibrary.org.

Grant Name /Purpose	
Contact Person	
Address	
Telephone /E-mail	
Amount of grant	
Amount actually spent	
Number of sessions held	
Average length of each session	
Average number of Rogers Free Library users and/or Bristol residents attending per session (estimate)	
Total number of library users/Bristol residents (average x number of sessions)	
Total number of attendees (include those not Bristol residents)	
Target demographic, e.g. seniors, adult, teen, child	

Briefly describe the specific objectives and activities outlined in your proposal.

Based on the answer above, briefly describe the actual results to date and the project's measurable impact on Rogers Free Library.

If you feel your project was successful, what factors contributed to this? What factors could have made your project more successful?

If you solicited evaluations or other feedback from attendees at your program, please provide a summary of such feedback.

Applicant Signature:

Date: