

**Friends of Michigan Libraries Grant Program
APPLICATION FORM**

The Friends of Michigan Libraries awards up to two grants annually to help a new or reorganizing Friends groups in their efforts to support, enhance and showcase their local library. Each grant provides up to \$400 to be used for their initial membership drive or a similar promotional activity (i.e. membership brochure/invitation, initial mailing costs, organizational meeting, etc.).

Grant Applications received by March 31st and September 30th of each year will be considered for a grant award at the first FOML Board meeting following those dates.

Grant Application

Name of your organization _____

Library Name _____

Library Address _____

City State Zip _____

Name of contact person _____

Address _____

City State Zip _____

Year organizational efforts started if new or number of years your organization has been inactive if reforming _____

Estimated number of potential members, as reflected on your mailing list:

Proposed use of grant funds if received

Summary of major cost items for grant activity

Item Est. Cost Item Est. Cost

Total Estimated Cost

The applicant hereby agrees to conform to the grant conditions set forth on page two of this application form.

Signed on Behalf of Applicant

Submit your application to:

FOML

Grants Committee

c/o Dr. Charles D. Hanson
Kettering University Library
1700 University Ave.
Flint, MI 48504

If you need help or advice on filing this application, please contact us at

information@foml.org

1. Eligibility Requirements:

- a. Your group must be a current member of FOML at the time of your application.
- b. Your group should submit a statement in its supporting materials indicating that the application has been discussed with and approved by the Library Director.
- c. The grant will be for an amount up to \$400. Smaller amounts may be requested.
- d. Groups awarded a grant will not be eligible to re-apply for three years.
- e. Groups NOT awarded a grant (and meeting all other requirements) are eligible to apply as often as they wish.
- f. Groups should indicate whether they currently have 501(c)3 status or are in the process of applying for it. Preference will also be given to groups that have (or have applied for) Michigan Non-profit Incorporation.
- g. The grant request must not exceed two pages in length; photos are welcome but not necessary.
- h. A copy of the Group's Bylaws must be included in the application.

2. Eligibility Criteria for Consideration:

Current Friends Group:

- a. A short history of your group.
- b. Reason for grant request – include what the money will be used for.
- c. Number of Friends Group Members.
- d. Size of service district served by library.
- e. Short list of itemized costs of purchases.

Start up or revival of Friends Group:

- a. Reason for grant request – include what the money will be used for.
- b. Potential number of Friends and how you arrived at that figure.
- c. Size of service district served by library.
- d. Short list of itemized costs of purchases.