



FY18 BCPL “GIVE ‘EM WHAT THEY WANT” GRANTS APPLICATION GUIDELINES

Read carefully to fully understand guidelines and expectations.

- Award Range:** Up to \$1,000 per project. The number of initiatives funded will depend upon the number of requests and amounts requested for a total of up to \$10,000 donated from the Foundation for BCPL.
- Key Criteria & Eligible Projects:** Review and award of project funds will be based on the project’s anticipated contribution to and alignment to BCPL’s FY18 priorities, clear measurable objectives and overall impact and potential for successful implementation. The FY18 projects should address at least one of the following priorities:
- Civic Engagement**
 - STREAM**
 - Technology Literacy**
 - Underserved Populations**
 - Workforce Development**
- Projects must be supervised by a BCPL branch manager, department manager or team facilitator who works directly with additional BCPL staff. Projects must address an identified need or innovation that is aligned with the priorities stated above. Funds may not replace normal funding from budgeted line items. The proposal should describe a quantitative and/or qualitative method to evaluate the success of the initiative. Funds may not cover personnel or any related expenses for BCPL staff.
- Application Deadline:** On or before **September 13, 2017** by 5:00 p.m.
- Notification of Recipients:** Recipients will receive an e-mail notification from the Foundation for BCPL Executive Director on **October 6, 2017** and will be announced on Staff Day on **October 9, 2017**.
- Awarding of Funding:** Funds will be disbursed by Foundation for BCPL to BCPL Fiscal Services for project expenses. The form titled **Request for Reimbursement/ Disbursement from a Foundation Project Fund** will need to be completed and submitted to Julie Saxenmeyer for approval before reimbursement takes place. Any unexpended funds will revert to the Foundation for BCPL unrestricted fund at the conclusion of the project.
- Length of Project:** Projects should be implemented during FY18 with all projects to be completed **on or before June 15, 2018**. This is to allow time for reimbursement approval.
- Applicant Eligibility:** Before starting the application process, project idea must be approved by BCPL branch manager, department manager or team facilitator. Applicant must then consult and/or collaborate with manager of any department that may be affected if the proposed idea is implemented, i.e. Collection Development or Cataloging. For budgetary purposes, applicant must also consult with Purchasing Agent. Once proposal is completed, the assigned assistant director or team facilitator must sign approval before submission. In the case of multi-branch proposals (including more than one branch), a project coordinator must be designated to assume overall administrative responsibility for the project grant application, submission of disbursement requests, and any other requested information or reports. Simultaneous funding of projects from the same applicant or team cannot occur although a branch can enter as many submissions from different applicants noting that this increases the pool of competition.



Proposal Review: Proposals will be competitively reviewed by the Micro Grant Committee of the Foundation for BCPL. BCPL administration and/or potential outside professionals may be consulted as part of proposal review for the purpose of compliance and alignment.

Initiative Summary: Funded projects will be incorporated into BCPL's FY18 Action Plan and must follow communication and planning practices that are in place for all other BCPL projects, to be coordinated with the Planning, Projects and Data Coordinator. A project summary and evaluation is due to the Foundation for BCPL no later than 30 days after the project or no later than June 30, 2018 if the initiative occurs in June. Project summary guidelines will be provided upon award of the grant. A grant recipient or branch, who does not submit a summary is not eligible for future funding consideration until the summary has been received.



BALTIMORE COUNTY PUBLIC LIBRARY
FY17 BCPL "GIVE 'EM WHAT THEY WANT" GRANTS

APPLICATION COVER SHEET*

Name of Applicant: _____ E-mail address: _____

Branch, Department or Team: _____ Phone: _____

Name of Project Coordinator: _____ E-mail address: _____

Is this a multiple branch, department or team proposal? [] No [] Yes (If yes, list team members)

Title of proposed project: _____

Project addresses the following FY18 priorities (May check more than one):

- [] Civic engagement
[] STREAM
[] Technology literacy
[] Underserved populations
[] Workforce development

Project aligns with the following BCPL values (May check more than one):

- [] Customers and communities
[] Equal access and intellectual freedom
[] Flexibility and collaboration
[] Continuous improvement

Anticipated date of implementation: _____ Anticipated date of completion: _____

Anticipated date of evaluation: _____

Total funds required for project (May include funds from other sources): \$ _____

Total funds requested from The Foundation for BCPL for project: \$ _____

*NOTE: Application must be completed and submitted electronically. This cover sheet will not be included as part of the actual selection process by the Project Grant Committee. Consideration of your request will be based entirely on the following proposal.

Foundation for BCPL Use Only:
Date Received:



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APPLICATION PROJECT DESCRIPTION

Instructions: Please use a Word document to answer the following questions, limiting responses to two pages total. Please do not include supplementary material. The budget form is not included in this total.

1. Please describe the purpose of this project. Which FY18 priority or priorities does it support?
2. What goal or goals do you hope to accomplish with this project?
3. If successful, what obtainable, measurable outcome or outcomes do you anticipate will you achieve?
4. Describe the tactics that will be used to implement this project. How do these tactics support Goal 3 of the strategic plan, which is Building on BCPL’s Strong Foundation? Include a timeline in this response, including dates for planning, implementation and conclusion.
5. What resources will you use to ensure the success of this project?
6. Upon completion of the project, how will you assess the results (quantitative and qualitative)?
7. If successful, how will you sustain this project in the future?
8. Identify your detailed budget request for this project in order of priority of costs to complete the project. Include specific information on materials of instruction, equipment, services, and any other fees, charges and/or payments. If applicable, list funds/resources that will be required to implement this project beyond this grant request. Identify the anticipated source of funds for each expense. Please list **Grant** in the source column for expenses to be covered by receipt of this Foundation for BCPL grant. **USE THE BUDGET TABLE TO ANSWER THIS QUESTION.**



**FY17 BCPL “GIVE ‘EM WHAT THEY WANT” GRANTS PROJECT
PROPOSED BUDGET**

ITEM	DESCRIPTION	EXPENSE	SOURCE
TOTAL BUDGET ALL SOURCES		\$	

Required Reviews

Collaboration: What department or departments will be affected by this project? Briefly describe how you collaborated with the manager or managers of those departments, and include the names of the department managers you collaborated with as you completed this application.

Approved by (list name of Assistant Director or Emily Gamertsfelder for Teams)

Completed applications must be submitted electronically to:

Linda Frederick
lfrederick@bcpl.net

Julie Saxenmeyer
jsaxenmeyer@bcpl.net

Due date of September 14, 2017 by 5:00 p.m.

SELF-CHECKLIST FOR COMPLETION OF APPLICATION

Project is appropriate for submission if the following questions can be answered in the affirmative:	YES	NO
• Project addresses at least one FY18 priority		
• Project meets the goals as stated in the SPX, Part 3.		
• Project has clearly defined, attainable outcomes that are measurable.		
• Project has identified methods/techniques and skills that are appropriate to support goals for SPX, Part 3. (Re-define the library, create standout user experience, give 'em what they want for the 21st century and building centers of excellence.)		
• Project has the potential to involve a large number of BCPL customers with a long-term impact.		
• Project plan of action and timeline is clearly stated with realistic attainable dates for completion.		
• Project has a built in evaluation component.		
• Project includes a detailed budget with items and costs listed.		