

MOHAWK VALLEY LIBRARY SYSTEM 2010 COMMUNITY CONNECTIONS GRANTS

THE CONCEPT

- MVLS will offer Community Connections Grants in amounts up to \$1000 each.
- Only member libraries may apply. While local support by Friends groups or another partner is desirable, the library assumes the responsibility for the grant.
- This competitive grant may be used to provide equipment, materials, or programs for people comprising the following categories:
 - people who are unemployed and in need of job placement;
 - older adults;
 - people with visual, mental, or physical disabilities;
 - geographically isolated people;
 - educationally disadvantaged people;
 - those confined to an institution*;
 - members of ethnic or minority groups in need of special services

*Institutions may include but are not limited to correctional facilities, hospitals, youth facilities, nursing homes, developmental centers, psychiatric centers, or extended care facilities.

THE PURPOSE

- To develop or enhance library services for people in the categories mentioned above in Fulton, Montgomery, Schenectady, and Schoharie Counties
- To initiate or strengthen cooperation between member libraries and community agencies.

LIBRARY RESPONSIBILITIES

- A library staff person must coordinate this grant either by direct management of grant activities or by being a liaison between the library and Friends groups / community agencies. This person shall be responsible for coordinating grant activities, maintaining the timeline for the grant, and reporting to MVLS in a timely manner. It is expected that a library representative will attend all grant activities.
- The library will promote the project via website, press release, poster, in partner newsletter, etc, with a credit to read: "Supported by Coordinated Outreach Services of the Mohawk Valley Library System."
- Libraries will target one of the groups mentioned above and partner with at least one community agency to provide materials, programs, or equipment for the target population or training for library staff who work with these groups.
- The most effective projects are ones where the partnering organization takes an active part in connecting their clients with library programs and services. Partnering shall be considered as:
 - ☺ sharing the planning and promotion of a project
 - ☺ collecting and evaluating results of programs/services undertaken jointly
 - ☺ developing ways of continued cooperation

☺ In-kind materials or services that are provided by another organization.

- To avoid unforeseen difficulties, we suggest planning grant activities at the beginning of the grant period. Please:
 - Schedule activities within the grant period
 - Inform MVLS of scheduled programs or changes to your project. Please do so in a reasonable time period, not at the end of the grant.
 - Promote the project in local media, newsletters, blogs, and websites. Please provide copies to MVLS.
 - Use an evaluation form to determine the number of people participating in the grant and their satisfaction with the project.

DETERMINATION OF AWARDS

The Outreach Advisory Committee will meet to determine awards. Each funded proposal will receive comments from the Outreach Advisory Committee.

APPLICATION GUIDELINES

(Available online at www.mvls.info/outreach/index.html)

Please send your application via e-mail to lgordon@mvls.info.

Applications should be a maximum of 2 pages or less and include:

- *Coversheet*
- *Abstract* (5 points, 150 word maximum) - An overview of the project and target population to be served. Please include a list of project partners.
- *Statement of Need* (15 points) - Statement of the problem. How was the need determined?
- *Project Description* (30 points) - Statement of goals to be accomplished, promotional and other activities undertaken to accomplish goals, description of each partner's responsibility in the grant process. What aspects of your project could be modified if the project cannot be fully funded?
- *Project Evaluation* (25 points) - How will the grant be evaluated? Please list all benefits or changes for individuals or populations you expect through participation in the project. Consider using the evaluation as an opportunity to identify future needs.
- *Budget Narrative* (10 points) - Provide a narrative explaining the expenditures of this project.
- *Future Services* (15 points)-What future services or cooperation do you expect to result from this grant?

FUNDING

Funding will be provided as follows: 75% at beginning of grant period and 25% when the final report is filed. **Failure to submit final report by due date may result in forfeit of remaining 25% of funds.**

Up to \$250 may be used for personnel costs for library staff. A library may apply for one grant per year. However, additional grants for multi-branch libraries will be considered.

FINDING PARTNERS

Look first within your own community. If you need additional partners, call Lois Gordon or check:

Council of Community Services – Capital Region Human Services Directory
(all counties)

www.ccsnys.org/hsd/hsdsearch.asp

The Human Services Directory for Montgomery and Fulton Counties

www.mentalhealthassociation.org/human_services_directory/index.html

Official Schoharie County Website

www.schohariecounty-ny.gov/CountyWebSite/index.jsp

QUESTIONS

Contact Lois Gordon, MVLS, at 355-2010 ext. 233 or lgordon@mvls.info, with any questions regarding the grant.