**Overview**

The Wisconsin Valley Library System is offering a competitive grant to a member library to develop and implement a service for their community that is both innovative and collaborative. The relevant aspects of the grant and, ultimately, of the new service are *innovation*, *collaboration, value to the community and sustainability*.

Total funds available for a grant project ranges from $1,000-$10,000. It is ideal for a library that has ideas for a new service but lacks the funds to start said project.

Grant funds will be disbursed to the library within 30 days of notice of grant award. A library may apply more than once, but preference will be given to a library who has not received a grant previously.

Ideas for programs which may be considered for a grant include (but are not limited to) the following: makerspace equipment and/or programs, STEM/STEAM programs, working with an agricultural representative on land/crop sustainability, working with artists or schools to provide art experiences, developing unique literacy collections, establishing new clubs or “how to” events. Collaborations with another library, service agency, local business, school, club association or nonprofit are strongly encouraged.

**Eligibility**

* Applicant shall submit the completed and signed application form by the deadline provided.
* Incomplete applications will not be accepted.
* Applicant shall have at least one year of experience working in a library.
* Within 60 days of completion of the program, the Applicant shall share a written or oral report with WVLS. The report should include results, successes, future plans for the program/service and advice for libraries wanting to replicate the program/service.
* Applicant shall advertise the new program/service via a poster and press release and share them with WVLS.
* Should a non-public WVLS member library apply, the proposal must include collaboration with a public library.

**To Apply**

Applications may be submitted during the April-May application period. The application deadline is Friday, May 25, with the award notice in June. The application form is available on the WVLS website: [wvls.org/scholarships-and-grants](http://wvls.org/scholarships-and-grants/).

Questions about the grant, application process and completed applications may be directed to **Jamie Matczak at 920-455-0668 or jmatczak@wvls.org.**

**Grant Notification**

The WVLS Innovation and Collaboration Grant (ICG) Team will act as the review committee for all applications. The WVLS ICG Team will decide to fund either the total request, part of the request, or none of the request. Also, the WVLS ICG Team will notify the applicant of its decision, and reasons, within two weeks following the committee meeting at which the action was taken.

Within 30 days of the project’s completion, any unused grant funds must be returned to WVLS by the library. If for any reason the program/service cannot be completed, the library may be required to reimburse WVLS the grant in its entirety.

1. **WVLS Member Library Applicant Information**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Library Name & Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Library Type\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Population Served by Your Library\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this the first time your library is applying for this grant?

Yes\_\_\_\_ No\_\_\_\_

1. **Collaboration Partner Information**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Name/Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Purpose \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Population Served by Your Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Is this the first time your organization is applying for this grant?

Yes\_\_\_\_ No\_\_\_\_

1. **Explanation of the Use of Grant Funds**

(Between 3-5 pages)

* Describe your innovative program or service. Explain what makes it innovative.
* Describe how this program or service is collaborative.
* Outline the goal of the program or service. How does this project align with your library’s mission? How will your library community benefit from this project? Provide specific examples.
* Provide a timeline for this project. What will happen and when?
* Provide anticipated expenses, including funds from the grant and each participating agency.
* Address how this project will be sustained in the future.
* Explain how your program will be evaluated.
1. **Agreement**

By applying:

* I acknowledge that any unused grant funds will be reimbursed to WVLS within 30 days of the completion of the project.
* I acknowledge that I will submit a written or oral report to WVLS within 60 days of the completion of the project.
* Should the project or service not be completed, I understand that the library may be required to reimburse WVLS for the full grant amount.

*Collaboration Organization*

*Director/Manager Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Library Director/Manager Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***To be completed by the Library Board President***

If granted the WVLS Innovation and Collaboration Grant, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of applicant) has the library board’s permission to implement the new program as stated above. The Library Board understands:

* That any unused grant funds will be reimbursed to WVLS within 30 days of the completion of the project.
* That the Director or Manager shall be required to submit a written or oral report to WVLS within 60 days of the completion of the project.
* That should the project or service not be completed or the reporting requirements are not fulfilled, the library may be required to reimburse WVLS for the full grant amount.

*Library Board President’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Library Board President’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*