Requesting a HSLIC Mini-grant:

To support and encourage its mission of resource sharing, information dissemination, and library services promotion, HSLIC may grant requests for funds from its members according to the following criteria:

1. Grants will not exceed $500.
2. Members may request one grant per year.
3. Project must be completed within one year.
4. Projects eligible for grant funds may include:
   a. Development of a new library service or expansion of an existing service to a new group of users (outreach projects, health literacy initiatives, etc.)
   b. Promotion of library and library services or resources (exhibits, presentations, etc.)
   c. Development of a training course or workshop for primary users, consumers, or librarians.
   d. Educational visit to another library to assess a particular service or program.

Projects NOT eligible for HSLIC grants include:

- collection development (unless part of a new or expanded service)
- purchasing new or upgrading equipment (new equipment related to a new service allowed)
- travel to workshops, courses (these go through the Scholarship request process)

5. Grant requests will be submitted to the Professional Development Chair via the HSLIC Grant Request Form (see page 2 below - also found at the HSLIC website).

The Scholarship Committee will take into consideration the following when considering any grant request:

1.) Does the project support the mission of HSLIC and meet the eligibility guidelines?
2.) Has the requesting library received a previous HSLIC grant?
3.) Have the designated grant funds been exhausted?

Any grant requests approved by the Scholarship Committee must then be submitted for final approval by the Executive Board.

Within six months of receipt of HSLIC funds, grant recipients will be required to submit a brief report to the Professional Development Chair of how the grant monies were spent. The Professional Development Chair will present this report to Executive Board. Recipients will also submit a final project report to the Executive Board for publication in the HSLIC Newsletter.

If the project is not completed as described or within the time allotted, all grant monies will be repaid to HSLIC within three months of the Executive Board’s reimbursement request.
HSLIC Scholarship Committee
MINI-GRANT REQUEST

I. APPLICANT
Name: ____________________________________________
Institution: ____________________________________________
Address: ____________________________________________

Telephone # and hours available: __________________________
E-mail address: __________________________________________

II. PROJECT DESCRIPTION (attach separate sheet if necessary)

III. COSTS (attach separate sheet if necessary)

TOTAL PROJECT COST: ______________________
Amount needed from HSLIC: ______________________

IV. GUIDELINES
For a description of the grant request procedure see page 1 above (can also found in the HSLIC Manual, Section 9, Appendix D, “Requesting a HSLIC Grant.”)

In signing this form the applicant agrees to abide by the HSLIC grant guidelines:

______________________________  ______________________
Signature                              Date

Please send to: Barbara Bartley, Professional Development Chairperson – bbartley@kvcc.me.edu
KVCC Library / 92 Western Ave. / Fairfield, ME 04937

Scholarship Committee - Comments: Committee Member ________________

Recommend Board Approval?  Y  N  Date _________________