



4153 Hawkes Avenue, Victoria BC V8Z 3Y9
250-383-9409 (phone & fax)

kanderson@islandlink.bclibrary.ca

<http://www.islandlink.ca>

Local Initiatives Grant Application

Grant Guidelines and Criteria

The Local Initiatives Grant (LIG) is for IslandLink member libraries and is intended to assist libraries with the delivery of services and programs.

Eligible Expenses:

1. Costs associated with library programs for children and adults, i.e.: authors, entertainers, trainers, materials, supplies, venue costs.
2. Costs associated with staff/trustee/volunteer training or professional development, i.e.: facilitators/trainers and associated costs, venue costs, online training costs, purchase of professional resources.
3. Costs associated with the purchase of furnishings and equipment related to programs or for public use.
4. Costs for the purchase of lending materials to build or enhance library collections.

Ineligible Expenses:

1. Wages and benefits of library staff.
2. Deficit reduction or loan repayment.
3. Costs associated with the purchase of equipment/furnishings not for public use.
4. Library operational costs.
5. Costs for past projects, programs or purchases.

Applications for LIG's are received at anytime throughout the fiscal year (January to December). The maximum available grant for a project (per library) is \$1,000 (dependent on available funds). Grants for amounts of less than \$500 may be approved immediately. Grants of \$500 or more require board approval. It is recommended that you submit your application 30 days prior to project or purchase.

Two or more member libraries may apply jointly for a shared program or training event.

Projects approved in a given year must be completed by November 30th in the following year. Libraries must provide a project report, with copies of receipts/invoices for all expenditures, to IslandLink within 30 days of completion of the project.

If your project does not meet the criteria, or requires more than \$1,000, please phone the IslandLink Coordinator to discuss your options.

Unused funding will be carried forward and combined with the next year's funds for LIGs.

Local Initiatives Grant Application

Please provide as much detail as possible.

Date of Request

Project Name

Library

Contact Name

Phone #

Email

Fax #

Is this a joint application with another member library? Yes

No

Partner Library

Contact name

Phone #

Is your grant application for:

Programming

Training

Equipment/Furnishings

Collections

Date(s) of proposed program/event

Please provide a description of the project:

Please attach additional pages as necessary and any supporting information: brochures, posters, facilitator bio., etc.

Please provide a program budget:

Expenses:

Venue rental

Equipment/Furnishings

Catering

Presenter Fees

Presenter Travel

Materials/Supplies

Advertising/Promotion

Acquisitions

Other:

Total Expenses _____

Revenue:

Participant Fees

Member Library Contribution

Other Grants/Funding

Revenue Subtotal _____

IslandLink Funding

Total Revenue _____

I agree to provide a project report (including copies of invoices/receipts) to IslandLink within 30 days of completion of the project.

Signature

Library Director/CEO Signature

Please submit proposal via fax to 250-383-9409 (phone first) email kanderson@islandlink.bclibrary.ca) or by mail to the address below.