



## GRANT APPLICANT FACT SHEET

### Overview

- The objective of a DLA funded grant is to provide funds that help cover library programs or exhibitions that foster a sense of community engagement, and/or present timely topics of interest in areas such as civics, humanities, pop culture, world events, literature, health, family, or other areas as deemed appropriate.
- Applications can be submitted for new and ongoing programs.
- Applications will be reviewed by an appointed panel of DLA members consisting of 2 members from each County.

### Requirements

- Application must be submitted by an active DLA member or from a library with an active DLA institution membership.
- The max amount awarded will be \$1,000.
- The grant application must be completed online. Mailed applications will not be reviewed.
- Application deadline is September 30, 2017.
- Winning applicants will be notified by November 30, 2017.
- Grant applications will be judged on the following factors:
  - How well the project meets the stated goals of the DLA grant objective
  - Are the project goals SMART
  - Does the schedule of activities match the stated goals of the project, and can they be accomplished within the specified grant timeframe
  - Is there a clear audience defined
  - Is there a clear promotion plan
  - Are the requested funds reasonably justified in the budget breakdown
- All promotional pieces must include the DLA logo and mission statement
- Final report must be submitted after conclusion of awarded program

### Expenses not eligible for DLA funding

- Programs outside Delaware
- Awards, cash prizes or donations
- Staff salaries
- Scholarship funds
- Meals / refreshments
- Building, renovating, or remodeling of facilities