



## 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.
- It is recommended the program applied for take place between May 1, 2024 and June 30, 2025.
- Applications will be reviewed by an appointed panel of DLA members consisting of a minimum of two members from each County.

### Requirements

- Application must be submitted by an active DLA member or from a library with an active DLA institution membership.
- Total grant funds available is \$2,500. The expectation is that multiple awards will be issued, typically in the \$500-1,000 range.
- The grant application must be completed online. Mailed applications will not be reviewed.
- Application deadline is December 15, 2023.
- Winning applicants will be notified in mid to late February 2024.
- 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 (specific, measurable, achievable, relevant, timely)
  - 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. Please submit pictures with the final report, if available.

### 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
- Software