



START-UP GRANT REQUEST FORM

Date _____ Amount of request _____

Person making request _____

Address _____ Phone _____

Library to benefit _____

Address _____ City _____ Zip _____

Library Director _____

Phone _____ E-mail _____

On an attached sheet(s), describe intended use of grant funds, explanation of goals (e.g. attract members) and a plan to accomplish them, including a budget. If the grant is to revitalize your group, explain what will make it successful and bring community support.

FoKL Policy:

- Grant funds may be used for expenses directly related to organizing your new group. Examples include holding a membership event (refreshments, speaker, invitations, postage), promotional materials (flyers, advertising), or marketing the new group at a local festival or library event (signs, prizes). The maximum amount of a grant is \$150.
- Recipients are required to report on the use of grant funds and results of your start-up effort to FoKL within one year of receiving the grant. This may be in the form of a written report or an article for FoKL Point Newsletter. Please include photos and copies of your promotional materials, if available.
- Each Friends group applying for grant funds will be a current member of FoKL.

Person responsible for submitting the report:

Name (please print and sign) _____

Address _____

Approved by Library Board Chair (please print and sign) _____

Mail to:

Friends of Kansas Libraries
c/o NEKLS
4317 W. 6th Street
Lawrence, KS 66049
Email: friendsofkansaslibraries@gmail.com