



Traverse des Sioux Library System

1400 Madison Ave., Suite 622
Mankato, MN 56001-5488

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tdslib.org

Instructions for Arts and Cultural Heritage Fund (ACHF) Grant Instructions Fiscal Year 2012 (July 1, 2011 – June 30, 2012)

An electronic version of this application can be found at: <http://tdslib.org/ACHF/>

Activity/Program Title: Program Name

Activity Type: Education, Outreach, Subgrant, Workshop or Training

Description of Program: Full Detail of Program to include presenter(s)

Proposed Measurable Outcomes - Examples:

Measurable Outcomes may be collected by survey, anecdotal responses, pre-test/post-test, observations; Describe proposed end user change in Behavior, Attitude, Skills, Knowledge, Condition and/or Status. Proved concrete examples.

Activity Details:

Event Dates, Location and Targeted Audience: Be as accurate in identifying your audience as possible. For example, a workshop program on creative writing might not be targeting just teens and adults, but rather aspiring authors.

Partner Organization(s): Please list all Partner Organizations, including non-arts organizations who are contributing funding or in-kind services to the program. Individuals representing themselves can be considered partners.

The Applying Organization should be the Partner taking the lead role in organizing the project. Whereas a Public Library located in the Southcentral nine county area must be an active partner in the program, it need not be the Applying Organization. Also note that funds may not, by statute, end up with Public Libraries or their associated Friends Organizations, but rather must eventually go to Partner organizations or individuals.

Partner Organization(s) Contribution/Role in the Program: Please list any and all contributions made by Partner Organizations in this section, whether they are additional funding or in-kind contributions. For example, a partner might be contributing funds, performance space, time or even just their creativity and talents.

Anticipated Program Outputs:

Outputs are things you can count such as attendance, number of new participants, and the number of attendees who had never been at a similar event, and so on.

Program Costs:

The more detailed you can make this section, the easier it will be for the granting committee to make a decision. While hard costs are preferred, it is understood that you will need to estimate some of these costs. Please enter program costs even if they will not be covered by grant funds, but note how such funds will be covered.

Collection Costs: By statute and rule, no more than 10% of any given grant may be used for collection development. Such collection costs must be for materials directly related to the program receiving grant funds. For instance, a grant supporting a concert might include the cost of a CD by the performing group, or a biography of the composer.

Materials (consumables): Materials refer to consumables used in the course of the program. You may NOT use state funds to pay for prizes or incentives, including refreshments. You may use grant funds to cover food items directly used in a program, such as ingredients for a cooking demonstration or lesson.

Evaluation: Funds may be used to cover the cost of measuring outcomes used in the final report.

Other (break out costs - no food or beverages included): Please define any expenses noted in this category clearly.

Please send completed applications to:

Traverse des Sioux Library System
1400 Madison Ave., Ste. 622
Mankato, MN 56001-5488
Email: dzelen@tds.lib.mn.us
Fax: (507) 625-4049

For more information contact:

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What happens after I turn in my application?

TdS will be distributing grant funds through several streams, including statewide and regional initiatives, as well as sub-grants to public libraries and their partners made available through application. During the Fiscal Year 2012, applications for sub-grants will be reviewed monthly, with a deadline of the 30th of each month. The first deadline and review will be September 30, 2011 and the final deadline for the fiscal year will be April 30, 2012. Grant sizes are flexible, with a general range of \$100 to \$2,500. **However, given the reduction in funding granted to Libraries by the state, the grants committee will only be awarding approximately \$4,500 per month.** Exceptional applications may receive larger grants at the discretion of the grant review committee.

Your application will be checked for completeness and accuracy. If any discrepancies are noted or questions arise, you may be contacted for clarification. Grant applications will be reviewed by a Traverse des Sioux grant committee.

You will then be informed whether or not you will be receiving the grant. If you do receive the grant, you will be notified of the amount granted and sent additional forms, including but not necessarily limited to: a contract; a request form for initial disbursement of 80% of the funds; a final report form; and a request for the final 20% of the funds, to be sent with the completed final report.