



FY23 Grant Opportunity: *Level Up Your Library*
Grant Application

Timeline

Application due date: **Friday, March 31, 2023**

Award notification: **Monday, April 24, 2023**

Award recipient information session (required): **Monday, May 8, 2023**

Project period: **June 1 - December 1, 2023**

Final report due: **Friday, December 15, 2023**

Submission Instructions

Applications may be submitted, in their entirety, via email to **grants@librarylinknj.org**.

Applications may also be submitted on paper in their entirety by the application due date via U.S.P.S. or private carrier to: **LibraryLinkNJ Business Office, 2300 Stuyvesant Ave, Trenton, NJ 08618**. Please include “% Grant Evaluation Panel” on your mailing envelope.

Application Details

We strongly encourage you to read the Level Up Grant Guidelines document *closely and completely* prior to filling out your application. The Grant Guidelines document can be found on the Level Up Your Library page on our website at:

<https://librarylinknj.org/content/level-your-library-grant-program>

All sections of the grant application are required; applications which are not completed in full will not be scored by the grant committee. A completed application contains 4 parts: Form A, Form B, Form C, and Form D.

Questions about the application, submission process, or project period and requirements should be directed to Darby Malvey, LLNJ Programming & Outreach Coordinator at:

Email: darby@librarylinknj.org

Phone: 732-752-1120 x 105

Applicants may also view the LibraryLinkNJ [Events Calendar](#) for details about our optional virtual Applicant Information Sessions, which will provide an overview of the grant program and application process, as well as time for Q&A.

The Level Up Your Library mini-grants program is supported by funds from LibraryLinkNJ. LibraryLinkNJ, The New Jersey Library Cooperative, and its services are funded by the New Jersey State Library, which is responsible for the coordination, promotion, and funding of the New Jersey Library Network. Members join at no charge and pay no dues.

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FORM A: APPLICATION TITLE PAGE & CERTIFICATION

Please fill out the following and sign below:

Name of applicant library, branch, or school:	
If different than above, entity to which checks should be written:	
Library Director, Branch Manager, or Principal name:	
Library Director, Branch Manager, or principal phone & email:	
Project Director name & title:	
Project Director phone & email:	
Library, branch, or school address, city & zip:	
If different than above, address to which checks should be sent:	
Project title:	
Total grant request amount:	

Duration of project:	06/01/23-12/01/23
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FORM A: APPLICATION TITLE PAGE & CERTIFICATION (cont'd)

The applicant certifies that:

- the money awarded from the *Level Up Your Library* mini-grant opportunity will be spent only in accordance with this submitted application narrative and budget.
- the grant money will be spent by December 1, 2023.
- they will publicize the project in accordance with the submitted application narrative and acknowledge LibraryLinkNJ as described in the *Level Up Your Library* grant opportunity guidelines.
- they will participate in a mid-project check-in to provide information about the status of the project to the grant review committee.
- they will submit one final report to LibraryLinkNJ by December 15, 2023.
- information in this application is true and correct.

Library Director/Branch Manager/Principal:

Signature	
Printed name	Date

Project Director:

Signature	
Printed name	Date

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FORM B: NARRATIVE

Please respond to each of the sections in the below table. Guidance for each section is provided in the grant application guidelines. *We strongly encourage you to read the Level Up Your Library grant application guidelines closely and completely before completing your narrative.* You may expand each section of the table, as needed.

Project title:	
Project description:	
Library partnership and project personnel, including roles and responsibilities.	
Goals and objectives:	

Statement of need and description of project audience:	
Project activities with dates:	
Budget narrative:	

Publicity plan (if relevant):	
Measures of success:	
Sustainability	

FORM C: BUDGET SUMMARY FORM

- Please estimate the amount of funds to be spent in each category, as indicated by the narrative, in Form C.
- Leave the space blank if no funds will be spent in a particular category.
- All requested funds should be accounted for.
- The “Applicant Cost Share” section should be used to indicate any funds contributed by the applicant institution or other partner organizations, should the total project cost exceed the \$5,000 maximum request amount.
- Please use the “Budget Narrative” section of Form B to provide any explanation or clarification related to budget items.

	BUDGET CATEGORY	Amount to be spent
A.	LIBRARY MATERIALS	
B.	SUPPLIES	
C.	EVENT AND PROGRAMMING EXPENSES	
D.	PUBLICITY	
E.	OTHER	

	Total PROJECT Budget	
	Total GRANT FUNDS Requested (Max. \$5000)	
	Applicant cost share (if applicable, but not required)	



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FORM D: APPLICATION CHECKLIST

Please initial to indicate that all forms have been adequately completed and will be included with your application submission.

All forms must be completed in their entirety and submitted by the application deadline for the application to be reviewed and considered for an award.

FORM A: APPLICATION TITLE PAGE & CERTIFICATION (filled out and two signatures) _____

FORM B: NARRATIVE (filled out) _____

FORM C: BUDGET SUMMARY FORM (filled out) _____

FORM D: APPLICATION CHECKLIST _____