2025 Equinox Open Source Grant Application Form Preview

General Information
- Organization Name
- Organization Address
- Organization Phone Number
- Organization Website
- Contact Person
- Contact Person's Title/Position
- Contact Person's Email
- Contact Person's Phone

Organization Information and Finances
- The Equinox Open Source Grant is open only to organizations that are U.S. 501(c)(3) or federal, state, local, or tribal government entities.
    a. My organization is a U.S. 501(c)(3) nonprofit organization
    b. My organization is a U.S. federal, state, local, or tribal government entity
    c. Other:
- Mission Statement (150 words or less). Share your organization's mission statement.
- Organizational Structure. Describe the role of your board, staff, and volunteers in your organization, including the number of people in each group.
- Year the organization was established?
- Programs and Services. Describe the programs and services provided by your organization.
- Population. Describe your service population, including the approximate size of the population served. (Preference is given to organizations that serve historically underserved or underrepresented populations.)
- Marketing. How do you currently market your collection, programs, and services to your target population? (e.g., social media, newsletters, website, direct mailing, etc.) Do you have staff and/or volunteers dedicated to the marketing of your services?
- Total organizational budget for the last fiscal year
- What is your fiscal year? (ex. January - December; July - June)
- Financial reports. Email copies of your two most recent 990s or public budget statements to grants@equinoxoli.org

Library/Resource Center Information
- Describe the specific services provided by your library or resource center and how they contribute to the organization's overall mission and goals.
- Description of Need and ILS Use. How will the Equinox Open Source Grant Services (i.e., implementation, hosting, and support of Koha ILS) help your organization achieve its mission and goals?

- How do your users interact with the collection? (Can they check out materials and take them out of the library? Can they only use them in the facility? Can they browse the collection?)
- Total number of items in your collection.
- Describe the topics covered by your collection and the types of materials represented (e.g., books, CDs, DVDs, kits, musical instruments, tools, electronic media, etc.)
- Do you have electronic resources in your collection?
    a. Yes
    b. No
    c. Other
- Do you currently use an integrated library system (ILS) to manage your collection? If Yes, add the name of the system in the "Other" line.
    a. Yes
    b. No
    c. Other
- If your organization does not currently use an ILS to manage your collection, do you have a current list of titles in electronic format, such as a spreadsheet or database? (If Yes, please specify the format in the "Other" line.)
    a. Yes
    b. No
    c. Other
- Are the items in your collection barcoded for tracking or circulation?
- How do you currently track the usage and management of your collection? (e.g., statistics of use, users, materials added, etc.)
- Provide the total number of staff and/or volunteers working in the library/resource center.
- Describe your staff's (paid or volunteer) experience with MARC cataloging, library operations, and/or collection management.
- Is there any reason why your collection should not or cannot be openly searchable on the Internet? If so, please explain.
- What else should we know about your collection and/or services that are not reflected in the questions above?

Technology
- Does the facility housing your library/resource center collection have Internet access with a minimum bandwidth of 640 Kbps?
- Please describe any paid or volunteer support you currently have for your IT services.
- Does the staff (paid and/or volunteer) have access to computers capable of running the current version of Chrome or Firefox?