

New Mexico Library Foundation



Development Grant Application

Grant Requestor Information	
Requesting Organization	
Name of Project Lead	
Street Address	
City – State – Zip Code	
Phone Number	
Email Address	

Grant Project Information	
Grant Project Title	
Amount Requested (\$2000 max)	
Date Application Submitted	

Statement of Need

- Set the scene and explain the need the proposed project will address -- this establishes the focus and rationale for the project.
- Have your stakeholders (those expected to benefit) been consulted about the need and demand for the project?
- The need should be supported by evidence (qualitative or quantitative data).

Note for Project Description:	
Approved Uses • Building and maintaining collections • Updating information access technology • Enhancing library programs	Ineligible Uses • Normal operating expenses • Salaries for regular staff • Employee benefits • Construction • Endowment funds • Food

Project Description

- Describe your project and explain how it will address the need.
- Has the proposed project been thoroughly developed and carefully planned?
- Is there institutional support for the project (e.g., from the library director, board, city, county or tribal government administrators)?
- Are there collaborative arrangements that will contribute to the success of the grant project?
- Describe the resources, including staff, necessary to undertake the project.
- State each step required to implement your project.
- Include a timeframe for project completion.

Project Outcomes

- What are the expected outcomes? An outcome is a finite and often measurable change (e.g., increased collection).
 - Link the outcome(s) back to the need.
- Will the proposed project substantially and positively affect the community?
- Specify the measurable indicators that will be used to determine whether the outcomes have been achieved.

Project Budget

- Provide an itemized list of all project expenses.
- Clearly indicate the specific amounts requested from the NMLF and separately list the funding you will have from other sources, as well as in-kind contributions.
- Ensure the budget for the proposed project is detailed, realistic, cost effective, and commensurate with the project and its outcomes.

Item	Expense/Cost	Source of Funding
Total Cost		

Budget Justification

- Is the Foundation the most appropriate source of funding?
- How will the Foundation's funding provide a significant or meaningful contribution to the project?
- Tell us if your library has other sources of funding and, if so, why these sources are inadequate to complete this project.
- If your project entails ongoing costs, how do you plan to sustain it?

How does this project fit both your organization's mission statement and that of the Foundation? See the NMLF mission statement on the website.

Please provide any additional information you believe will be helpful to the Foundation

Trustees' decision-making process.

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if the grant application is approved, any false statements, omissions, or other misrepresentations made by me on this application may result in a revocation of grant funding.

If you receive funding, the NMLF may share your grant project story, including materials provided in the final report, as part of our donor and library communication efforts in a newsletter, on our website, at a conference or an outreach event. Promotion helps us educate libraries, communities, and donors about the work of the Foundation.

Please send this grant application via email as an attachment to:

grants@newmexicolibraryfoundation.org