



# Friends of the Library of Hawai'i Affiliate Matching Grants Application Guidelines 2012

## **Priorities/Mission**

FLH Matching Grants are meant to enable FLH Affiliates to pursue projects and programs that are outside their normal budgetary capabilities in support and promotion of their affiliated branch library.

## **Eligibility and Restrictions**

Matching Grants are exclusively available to Friends groups approved as Chapter-Affiliates of Friends of the Library of Hawai'i. Grant funds must be used for the groups' affiliated public library branch and must be used in adherence to the Friends mission.

Matching Grant funds restrictions:

- No funds will be granted for personnel.
- No funds will be granted for volunteer stipends.
- Grants are not to supplant state funding. Facilities improvements should be requested through the appropriate HSPLS channels before a Friends groups considers funding the project.
- Most grants are one-time only. Two-year grants may be considered, but the second-year funding may not be granted.
- The Affiliates Committee considers grants based on financial need (If your group has not submitted an Annual Financial Report, you must do so with this application).
- Funding requests for the same program/project each year are discouraged. If the program/project is successful enough to become an annual request, local sources of funding should be pursued.
- Grants require the approval of the Branch Librarian.
- Questions of sustainability or desirability may be referred to the Office of the State Librarian.
- Affiliates may not generate requests for the entire sum.

## **Application Procedures**

Affiliates must follow the following procedures to ensure a complete application is submitted for FLH approval:

1. An application cover sheet must be submitted electronically via the FLH website. The electronic cover sheet notifies FLH of intent to submit a completed application. The grant will not be reviewed until a completed application with the appropriate supporting documents and signatures of approval is submitted. **Before** clicking the “submit” button on the web form, please print out at least one copy of your application cover sheet to be signed by the appropriate persons (you may use the printer icon at the top of the web form page). Please click to follow the link to the web form here: [Affiliates Matching-Grant Application](#) or you may find the link in the Affiliates Program section of the FLH website.
2. A detailed Program/Project Budget must be submitted and include all anticipated income and expenses, including: sources, amounts, restrictions, details and whether additional income sources/funders are secured or pending. You may use the template provided or a similar budget statement, i.e. Quickbooks.  

Notes: Your program/project should have a \$0 net. Most programs/projects will not be income generating.
3. The Branch Librarian of the affiliated/affected library must submit a signed letter of recommendation for your project or program.
4. Final Report to be submitted upon completion of program/project.

## **Required Documents**

1. Program/Project Budget
2. Signed Application Cover Sheet
3. Branch Librarians Letter of Recommendation
4. Final Report

## **Submission**

Mail to:           Attn: Affiliates Committee  
                      Friends of the Library of Hawai‘i  
                      690 Pohukaina Street  
                      Honolulu, Hawai‘i 96813

## **Decision**

The FLH Affiliates Committee meets every other month. At their bi-monthly meetings, matching grants are reviewed. Please allow 60 days for a status report on your matching grant application. If the need is more immediate, you may contact the FLH office, but any expedited decisions are at the discretion of the Affiliates Committee.

Sample

<b>Affiliates Matching Grant - Program/Project Budget</b>			
<b>Projected Income</b>			
<b>Income Sources (if any)</b>	<b>Explanation (ex. cost/unit)</b>	<b>Amount</b>	<b>Totals</b>
1		\$	
2		\$	
3		\$	Total
4		\$	\$
<b>Funding Sources</b>			
1		\$	
2		\$	
3		\$	Total
4		\$	\$
<b>In-Kind Contributions</b>			
1		\$	
2		\$	
3		\$	Total
4		\$	\$
<b>Total Funds Available</b>			<b>\$</b>
<b>Planned Expenses</b>			
<b>Personnel/Contractor</b>	<b>Explanation (ex. cost/unit)</b>	<b>Cost</b>	<b>Totals</b>
1		\$	
2		\$	Total
3		\$	\$
<b>Equipment</b>			
1		\$	
2		\$	Total
3		\$	\$
<b>Materials &amp; Supplies</b>			
1		\$	
2		\$	
3		\$	Total
4		\$	\$
<b>Other Costs</b>			
1		\$	
2		\$	
3		\$	Total
4		\$	\$
<b>Total Expenses</b>			<b>\$</b>
<b>Program/Project Net (Sum of Total Funds &amp; Total Expenses)</b>			<b>\$</b>