Outreach Mini-Grant FAQs

Q: Who is eligible for the Mini-Grant?
A: Public libraries that are members of the Finger Lakes Library System.

Q: What is the timeline for applying?
A: Grant applications will be accepted from December to March. The 2023 due date is March 24.

Q: How long is the grant cycle?
A: The grant cycle runs from June 1, 2023 to May 31, 2024.

Q: When are the final reports due?
A: Final reports are due June 30, 2024.

Q: How much can my library apply for?
A: $250 minimum; $2,500 maximum. The average grant awarded in 2022 was $1,014.86.

Q: Can I apply for a project that has previously been funded?
A: Yes, but you must show how an expansion/continuation of the project will reach more individuals in your community.

Q: Is preference given to certain projects targeting specific populations?
A: All projects are treated equally as long as they are within the defined New York State Education Law 273 (1)(h). Multiple populations are encouraged but not required. Keep in mind, your project must meet the needs of at least one of the target populations.

Q: Can I partner with another institution?
A: Yes. Just be clear on who you are partnering with and what their role in the project will be. If you have a partner, letters of support are required.

Q: How will the funds be awarded?
A: Review and discussion of the applications will take place at the April COSAC meeting. COSAC stands for Coordinated Outreach Services Advisory Council and promotes collaborative partnerships. For more information visit: flls.org/outreach/#cosac.

Q: How will I know if my library won an award?
A: Awards will be announced on May 10, 2023.

Q: Can funds be used to pay for a service we already offer?
A: Describe how this service would function better with the grant or why you can no longer provide this service without additional funds.

Q: How do I submit my application?
A: Applications should be submitted digitally to Jenny at jshonk@flls.org. They will also be accepted through the delivery. Handwritten applications will not be accepted.

Q: What if I do not spend all the money?
Contact Jenny Shonk before the final report is due with a plan for the funding.

For information on past projects that were funded, visit: flls.org/outreach/#minigrants

Top 10
Outreach Mini-Grant Tips

1. COSAC members aren't necessarily users of your library, be descriptive and fully answer each application or report question.

2. The grant is very competitive and funds are limited. Approximately $15,000 (total) is available in 2023. The average grant in 2022 was $1,014.86.

3. Your grant should propose a project that requires supplies, not the other way around. Please do not make the grant more about the 'stuff' than the project.

4. Continuing projects should have new ideas and new goals. Think about how to make your project sustainable.

5. It is strongly encouraged that you find a community or library partner. This will strengthen your application AND your project. Letters of support are required from your partnering agency.

6. COSAC and other grant committees look to award funds for technology, books, tutors, speakers, etc. Asking for funds to cover library staff salary is not allowed for this grant… but can be used for In-Kind.

7. Make sure to include a specific monetary amount for any budget items, including in-kind contributions. Your time and resources are valuable and including actual amounts shows the group that you are invested. Please include a clear breakdown of each amount in the description. Please use whole dollar amounts in budget, i.e., use $651, not $651.39. For example:

CATEGORY	PROJECT BUDGET	IN-KIND	DESCRIPTION
Personnel	$1,000	$300	$15/hr x 20 hours of staff time facilitating the project = $300 4 performers @ $250 each = $1,000

8. When filling out your budget, consider the cost per patron. Take the dollar amount and divide by number of patrons to determine cost per patron. For example, a total budget of $1,000 that is projected to reach 100 patrons would be $10/patron.

9. If you are awarded an Outreach Mini-Grant it is important to keep accurate statistics. It is important to keep updated records as you move through the grant cycle. Failure to submit final reports or any other requirements for a grant project can negatively impact you and your library. Please follow all guidelines and submit appropriate documents as required.

10. Ask a friend, colleague, supervisor, or FLLS staff person to look over your grant. Take all feedback into consideration. If you would like Jenny to proofread your grant, please contact her at least 5 days before the deadline.