**Harold Hacker Fund for the Advancement of Libraries 2024 Grant Application Form  
DUE MAY 1, 2024, by 11:59PM**

Funding for this grant is provided by the Friends and Foundation of the Rochester Public Library. The grant is administered by the Rochester Regional Library Council.

Application must be emailed ([rrlc@rrlc.org](mailto:rrlc@rrlc.org)) in Word or PDF format to the Rochester Regional Library Council so that it is received by 11:59PM on May 1, 2024.

GRANT FUNDING AREAS:

* To further education and professional development for librarians and library staff throughout the five-county region served by Rochester Regional Library Council.
* To further innovative library projects and programs at RRLC member libraries and the Monroe County Library and OWWL Library Systems and their member libraries.

**SECTION 1: CONTACT INFORMATION**

Library:

Contact Person:

Phone Number:

Email address:

Mailing Address:

**Grant Award Required Information**

First Name, Last Name, Email, and Mailing Address of person who will be signing the grant award letter:

First Name, Last Name, and Mailing Address of person receiving the paper check (if different from the signor):

EIN (Employer Identification Number):

**SECTION 2: PROJECT OVERVIEW**

Project Title:

Short paragraph summarizing the project:

Total grant funds requested (from Section 9 Budget Summary below): $

**SECTION 3: GRANT INFORMATION**

Are you submitting more than one application (yes or no)?

If so, rank this project by priority (1, 2, etc.):

Is this a cooperative project with other libraries or systems (yes or no)?

If so, list other libraries and main contact person for this project:

Will you accept a partial grant (yes or no)?

If so, indicate how a partial grant would impact your project:

**SECTION 4: GOAL & PURPOSE**

Describe the goal and purpose of your project, including any needed background information, links, and explanations of acronyms & terminology. You MUST indicate how your project addresses one or all of the grant funding areas listed on page 1 of this application:

**SECTION 5: PROJECT NEED**

Describe the need for the project, including any data gathering or research you have undertaken. Who will most benefit from this project?

**SECTION 6: AUDIENCE & PARTICIPANTS**

Who is the target audience for this project and how will they interact with this project? Are there other project participants in addition to the target audience? If so, please describe.

**SECTION 7: TIMELINE & ACTIVITIES**

Provide a month-by-month project timeline with a detailed list of project activities. Include resources needed and participants for each activity. Provide sufficient detail so the grant reviewers will fully understand how you intend to accomplish the project.

**SECTION 8: PROJECT EVALUATION & CONTINUATION**

Describe your plan for evaluating the project; how will you determine whether the project is successful? Describe how you will continue the project after grant funding ends (if applicable).

**SECTION 9: DETAILED BUDGET & SUMMARY**

Provide a detailed list of budget items for the project, including any in-kind costs that your library (and/or project partners) will provide. Possible in-kind costs may include: salaries of current staff involved in the project, project items purchased by the library, etc. Enter N/A if a budget category is not applicable.

**Personnel\*** (list job titles, estimated hours, and hourly rates for people working on the project):

Personnel costs provided in-kind: $

Personnel costs grant funds requested: $

**Total Personnel costs: $**

*\*Note on personnel costs: Grant funds cannot be used for currently employed full time staff but, can be used to hire additional project employees or add hours to current part time staff.*

**Contractor or vendor services** (list name, service provided, and cost [attached price quotes or include links to cost information]; include presenters/trainers in this section):

Contractor/vendor costs provided in-kind: $

Contractor/vendor costs paid by grant funds: $

**Total Contractor/vendor costs: $**

**Hardware, Software, & Technology** (list all hardware, software, and technology used in the grant project [attach price quotes or include links to cost information]):

Hardware/software/technology costs provided in-kind: $

Hardware/software/technology costs paid by grant funds: $

**Total Hardware/software/technology costs: $**

**Supplies, Materials, Other** (list all supplies, materials, and other costs associated with project [attach price quotes or include links to cost information]):

Supplies/materials/other costs provided in-kind: $

Supplies/materials/other costs paid by grant funds: $

**Total Supplies/materials/other costs: $**

**Budget Summary:**

Total in-kind provided: $

Total grant funds requested: $

**Total project cost: $**

**SECTION 10: BUDGET NARRATIVE**

Clearly state how all funding components will be used in the project:

**SECTION 11: SIGNATURES**

Name of Library or System Director:

Signature:

Date:

The Friends & Foundation of the Rochester Public Library manages the Harold Hacker Fund for the Advancement of Libraries and provides funding each year to support this grant program. The Rochester Regional Library Council is the administrative agent for this grant.

We are committed to offering inclusive, diverse, and equitable services and support.

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