



# WVLS Innovation and Collaboration Grant Application

## Overview

The Wisconsin Valley Library System is offering a competitive grant to a member library to develop and implement a service for their community that is both innovative and collaborative. The relevant aspects of the grant and, ultimately, of the new service are *innovation, collaboration, value to the community and sustainability*.

Total funds available for a grant project ranges from \$1,000-\$10,000. It is ideal for libraries that have ideas for a new service but lack the funds to start said project and will help de-duplicate efforts on projects in the community and allow for multiple entities to focus on a single goal.

Grant funds will be disbursed to the library within 30 days of notice of grant award. Libraries may apply more than once, but preference will be given to those libraries who have not received a grant previously.

Programs which could be considered might include (but are not limited to) the following: makerspaces, STEM/STEAM, new library classes, work with farmers on a plot of land designated for patron workshops on vegetables or flowers, work with local artists or schools to provide opportunities for patrons to learn how to paint, sculpt or play an instrument, develop unique literacy collections, new clubs, 'how to' events, etc. Collaborations with another library, service agency, local business, school, club association or nonprofit are acceptable.

## Eligibility

- Applicant must submit the completed and signed application form by the deadline provided.
- Incomplete applications will not be accepted.
- Applicant will have at least one year of experience working in a library
- Applicant must share a review of the program with fellow library directors/staff via a written report submitted to WVLS within 60 days of the program and an oral report during a discussion with WVLS member libraries. The review should include results, successes, future plans for the program/service and advice for libraries wanting to replicate the program/service.
- Applicant must advertise the new program/service via a poster and press release and share them with WVLS.

- Should a non-public WVLS member library apply, the proposal must include collaboration with a public library.

## **To Apply**

Applications may be submitted during two application periods, January-March with award notice in May, or June-August with award notice in October. The application form is available on the WVLS website [here](#).

Questions about the grant, application process and completed applications may be directed to **Anne Hamland at 715-261-7258 or [ahamland@wvls.org](mailto:ahamland@wvls.org)**.

## **Grant Notification**

The WVLS Innovation and Collaboration Grant (ICG) Team will act as the review committee for all applications. Applications will be accepted from January to March and from June to August. The committee will take action on applications at regularly scheduled bi-annual meetings in April and September. For each application, the WVLS ICG Team will decide to fund either the total request, part of the request, or none of the request. Also, the WVLS ICG Team will notify the applicant of its decision, and reasons, within two weeks following the committee meeting at which the action was taken.

Within 30 days of the project's completion, any unused grant funds must be returned to WVLS by the library. If for any reason the program/service cannot be completed, the library will reimburse WVLS the grant in its entirety within 30 days of the project's end date.



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## 1. WVLS Member Library Applicant Information

Name \_\_\_\_\_

Library Name/Number \_\_\_\_\_

Library Type \_\_\_\_\_

Population Served by Your Library \_\_\_\_\_

Are you a first time innovative grant applicant for the library named above?

Yes \_\_\_\_\_ No \_\_\_\_\_

## 2. Collaboration Partner Information

Name \_\_\_\_\_

Organization Name/Number \_\_\_\_\_

Organization Purpose

\_\_\_\_\_

\_\_\_\_\_

Population Served by Your Organization \_\_\_\_\_

\_\_\_\_\_

Are you a first time innovative grant applicant partnering with the library named above?

Yes \_\_\_\_\_ No \_\_\_\_\_

## 3. Explanation of the use of grant funds

In no less than 3 pages please:

- Describe your innovative program or service. Why is it innovative? How does your proposed program/service reflect the call to action of “Rising to the Challenge: Re-Envisioning Public Libraries” by The Aspen Institute?
- Provide an outline of the program or service. What will happen and when?

- Outline the goal of the program, how the new program/service aligns with each collaboration participant’s mission, and how your library community will benefit from the new program? Please provide specific examples.
- Address where future funding to sustain the new program/service will come from.
- Provide a project/service outline, expected budget including funds from the grant and each participating agency, and an estimated deadline for completion
- Outline how your program will be evaluated.

4. Agreement

By applying, I acknowledge that within 60 days of the end of the program, I will submit a written report of how the program went with WVLS and within 90 days present an oral report during discussion with WVLS member libraries.

Should I be unable to fulfill these requirements, or should the project or service not be completed, I understand that I may be asked to reimburse WVLS for the grant amount.

*Collaboration Organization*  
*Director/Manager Signature* \_\_\_\_\_  
*Date* \_\_\_\_\_

*Library Director/Manager Signature* \_\_\_\_\_  
*Date* \_\_\_\_\_

***To be completed by the Library Board President***

If granted the WVLS Innovation and Collaboration Grant, \_\_\_\_\_ (name of applicant) has the library board’s permission to implement the new program as stated above. The Library Board understands that the Director or Manager will be required to share the results of the program via a written report that is submitted to WVLS within 60 days after the program ends and present an oral report during a WVLS meeting. Should the director/manager not fulfill the reporting requirements, your library will be required to reimburse the grant to WVLS within 4 months of the start of the program.

*Library Board President’s Name* \_\_\_\_\_

*Library Board President’s Signature* \_\_\_\_\_  
*Date* \_\_\_\_\_