

## **Guidelines for Submitting Funding Requests to the BLC Board of Directors**

*February, 2015*

From time to time, various BLC Communities of Interest [COI's] or other Working Groups may wish to request funding for a project or other initiative that they believe will further their work.

The BLC Board of Directors is open to providing sponsorship of such individual or joint COI projects using monies from the BLC Reserve Fund.

The interested group should make a formal request in writing to the Board by sending an email to the Executive Director. Requests can be made at any time during the year, but should be received no later than one month prior to one of the Board's quarterly meetings [the schedule of which is available under "Events" on the BLC website, [www.blc.org](http://www.blc.org)]. At the quarterly meeting, the Board will consider requests that meet the following guidelines. Requests should be no more than 2 pages in length and should include:

- A brief description of the project including, if appropriate, how the project came to fruition and any background information that would be useful to the Board in reviewing the request.
- The amount of money requested. The Board will typically entertain requests for up to \$25,000 to encourage a larger number of smaller projects but occasional exceptions may be made. The request should include as detailed a budget as is feasible. If any matching funding is being used [either from individual institutions or from other outside sources], this should be indicated as well.
- Details of the project plan, including duration and expectations for how the funding will be spent. The Board asks that each project include specific [and to the extent possible, measureable] goals and that, depending on the duration of the project, quarterly reports be made in writing to the Board indicating progress against the plan and goals. A final written project report should be submitted to the Board no later than 90 days following the completion of the project.
- An indication of how the project is aligned with the BLC's mission, goals and strategic direction.
- An indication of the BLC members who are participating. While a request need not include all members, requestors are encouraged to be as inclusive as possible. If non-BLC libraries are participating in the project, include information on their role and whether or not the funding is expected to cover any aspects of this involvement.

The Board may choose to approve the request as written, may request further refinement of the request, or may decline the request. Requestors will be notified following the Board meeting by the Executive Director.