



103 Market Street  
Poughkeepsie, New York 12601-4028  
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<http://midhudson.org>

## Outreach Mini-Grant Application

Due: May 31<sup>st</sup>, 2019

The MHLS outreach mini-grant helps our member libraries provide programs and services to members of the community that are part of the following populations: educationally disadvantaged, members of ethnic or minority groups in need of special library services, unemployed, blind, physically disabled, have developmental or learning disabilities, aged, confined in institutions. \$20,000 of NYS Outreach Categorical Aid funds, received from the NYS Library Division of Library Development and administered by MHLS, will be used to fund mini-grants for member libraries.

Your library has filed a 2019 Intent to Apply form with MHLS, which makes you eligible to apply for funds through the attached application, up to \$2,000. As there are more requests than funding available, preference will be given to member libraries in the areas most in need based on the definition from the MHLS Board of Trustees of MHLS Economically Disadvantaged Communities, and member libraries whose projects are directly related to the 2020 census.

### To Apply:

- Fill out and submit the following application to Courtney Wimmers at MHLS. Applications are due May 31st, 2019. Recipients will be announced June 14<sup>th</sup>, 2019. Funds will be disbursed on or about November 29, 2019.

### Requirements:

- Funds must be used to improve library services for the outreach target group indicated by the library director in the application.
- Funds must be spent between January 1, 2019 and November 1, 2019. Receipts must be provided to MHLS on or before November 15, 2019 for reimbursement.
- Funds may be used in the following categories:
  - o **Contracts** for programs/trainers/tutors/assistive services (*examples: to teach English to non-native speakers; to provide workforce development support; to provide sign-*

*language interpretive services at public programs; for staff to learn Spanish or sign-language)*

- o **Library personnel** costs to support improved library service to outreach target groups
- o **Library materials** (*example: ESL DVDs; Foreign language materials*)
- o Project **equipment** (*examples: auxiliary aids and assistive technology such as ZoomText Magnifier/Reader; CCTV/Video Magnifier; FM Assistive Listening System*)
- o Project **supplies** (*examples: whiteboard for tutors; workbooks for ESL & GED students*)
- o Project **publicity**
- o Other purposes directly related to project success

Please note that at the end of the grant cycle, you will be asked to provide MHLS with a **report using data collected throughout the project** that documents the impacts of your project. This report format will be provided by MHLS.

Questions? Contact Courtney Wimmers, Outreach and Engagement Specialist  
cwimmers@midhudson.org | 845-471-6060 x253



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Due: May 31<sup>st</sup>, 2019

Library name:

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Contact

person: \_\_\_\_\_ Email: \_\_\_\_\_

Does your library meet the definition of a MHLS Economically Disadvantaged Community? If yes, provide data here:

Indicate Outreach Target Group – Persons who are:

- educationally disadvantaged
- members of ethnic or minority groups in need of special library services
- unemployed
- blind
- physically disabled
- have developmental or learning disabilities
- aged
- confined in institutions

Please answer the following questions (answers should be limited to 1 page per question):

**Project Need:** Describe the target population in your community.

**Project Description:** How will your project affect your target population? What are your goals?

**Timeline:** What is your expected timeline for this project?

**Community Partner:** Will you be working with a community partner? If so, please fill in the information below:

Name of Community Partner: \_\_\_\_\_

Have you worked with this partner before?

- Yes
- No

How will this partnership benefit the project?

**Marketing:** How will you publicize your project to your target audience?

**Digital Literacy:** Will your project help patrons prepare for the 2020 census? If so, how?

**Sustainability:** Would you be able to continue the project after the grant cycle?

**BUDGET FORM**

Indicate how the funds will be spent:

<b>Category</b> ( <i>either Contracts; Library Personnel; Library Materials; Equipment; Supplies; Publicity; or Other</i> )	<b>Expense</b>	<b>Amount</b>

**TOTAL REQUESTED** \_\_\_\_\_

By signing this MHLS Outreach Mini Grant Program application, I hereby verify and certify the information on page 1 and 2 of the application.

\_\_\_\_\_  
**Library Director Signature** **Date**