



**Kreutz Bennett Donor-Advised Fund**  
*An affiliated fund of the Nebraska Community Foundation*

**Grant Application Procedures for Grant Year 2018**

**Eligible Applicants**

Nebraska public libraries located in communities of fewer than 3,000 residents.

**Steps to Apply**

1. Review the Grant Guidelines. (Find guidelines on last two pages of this document.)
2. Complete the short application.

Short applications received on or before October 1, 2017 will be considered for the grant cycle awarded in March 2018.

3. The Nebraska Community Foundation (NCF) and/or the Nebraska Library Commission (NLC) staff will be in contact you within 30 days of receipt.
4. Short applications determined to be the best matches in each grant area will be asked to complete a full application providing additional information.
5. Complete the full application. Deadline for full applications is 5pm on January 5, 2018.

Applications may be submitted via email (preferred), mail or hand delivered to the NCF office. Applications submitted via email should be completed using the MS Word or PDF fillable form provided.

Email: [rcarlson@nebcommfound.org](mailto:rcarlson@nebcommfound.org)

Mail: Nebraska Community Foundation  
Attn: Reggi Carlson  
PO Box 83107  
Lincoln, NE 68501-3107

Delivered: Nebraska Community Foundation  
Attn: Reggi Carlson  
3833 S. 14<sup>th</sup> Street  
Lincoln, NE 68502



**Kreutz Bennett Donor-Advised Fund**  
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**Short Grant Application – Grant Year 2018**

**Applicant Organization Information**

Organization Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact Person \_\_\_\_\_ Title \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
Population of community served: \_\_\_\_\_  
Is the library currently accredited?  No  Yes

Check One:

- Governmental Entity** (village, city, county, school district, etc.)  
 **501(c)(3) Organization** Please submit copy of IRS Letter of Determination.  
 **Other – please specify:** \_\_\_\_\_  
(Additional information may need to be submitted.)

**Grant Area**

Select the grant area in which you are applying. Choose one grant area per application.

- Planning Grant**  
 **Enhancement Grant**  
 **Facilities Grant**

**Proposal Summary**

Please provide brief responses to the following questions. Limit answers to fit within the space allowed – approximately 125 words per question.

**Grant Amount Requested:** \$ \_\_\_\_\_ **Total Project Cost:** \$ \_\_\_\_\_

**Summary of Proposed Work:** What are you trying to accomplish?

**Statement of Need:** Describe why this work is important to undertake at this particular time.

**Local Leadership:** Describe the local leadership currently involved in this work and/or how the proposed grant will help foster leadership involvement. Comment on how this will help in sustaining the improvements brought about using this grant.

**Match:** Describe how you will meet the required match for the grant area in which you are applying.

**Questions:**

Reggi Carlson  
Nebraska Community Foundation  
PO Box 83107  
Lincoln, NE 68501-3107  
[rcarlson@nebcommfound.org](mailto:rcarlson@nebcommfound.org)  
Phone: (402) 323-7331 or (402) 323-7330  
Fax: (402) 323-7349



## **Grant Guidelines for 2018 Grant Cycle: Kreutz Bennett Donor-Advised Fund**

An affiliated fund of the Nebraska Community Foundation

**Grants from the Kreutz Bennett Donor-Advised Fund will provide matching grants for public libraries in Nebraska communities with a population of fewer than 3,000.**

### **Eligible Applicants**

Nebraska public libraries located in communities of fewer than 3,000 residents.

### **Grantmaking**

Grants will be made in three distinct areas: **Planning Grants** (leading to accreditation); **Enhancement Grants** (leading to improvement of library services and/or programs); and **Facilities Grants** (contributing toward new facilities or the renovation, restoration or rehabilitation of current libraries). Community leadership must be exhibited in the grant application(s) indicating the likely sustainability of improvements attained. Grants will not be made to form or grow endowments. Matching contributions must be confirmed prior to the distribution of a grant from this Fund.

### **Planning Grants**

#### ***Grants for non-accredited public libraries working toward accreditation***

Eligible activities include those which foster community support for basic library accreditation. Activities may include technical support, education, planning and collaboration. Salary or stipend support for personnel to extend open hours at libraries and/or allow for additional hours of staff time working on accreditation requirements may be considered eligible for funding.

View public library accreditation guidelines at <http://nlc.nebraska.gov/libaccred/index.aspx>.

- Grant amount per year: \$500 minimum; \$2,500 maximum
- Match required: 1:1 (\$1 in other funding to \$1 Kreutz Bennett grant. In-kind match not allowed)
- Timeframe: Multi-year grants possible

### **Enhancement Grants**

#### ***Grants for accredited public libraries to enhance programs and services***

Eligible activities will enhance or create community education and outreach programs or services. Preference will be given to programs or services that benefit low-income individuals or families, new Americans or underserved populations. Programs or services that promote financial literacy, civic engagement and entrepreneurship will also be considered. Existing or new programs may be considered. Ongoing or routine costs such as utilities and general maintenance are not eligible. Equipment or software purchases/upgrades are eligible only if they serve as a component of a larger programmatic endeavor. Microfilming/digitization project proposals are not eligible at this time.

- Grant amount per year: \$1,000 minimum; \$20,000 maximum
- Match required: 1:1 (\$1 in other funding to \$1 Kreutz Bennett grant. Up to 50% of the match amount may be in-kind)
- Timeframe: Multi-year grants possible

### **Facilities Grants**

#### ***Grants for accredited public libraries to improve their facilities***

Eligible activities include construction of a new facility or rehabilitation or expansion of an existing facility. Preference will be given to rehabilitation of historic libraries and to projects with a long-term sustainability plan. On-going maintenance costs and costs previously incurred are not eligible.

On-going maintenance costs are NOT eligible. Non-eligible projects may include replacing HVAC systems, gutters, roofing, sidewalks, etc., which should be considered the responsibility of the library's owner (typically the city, village or township). Funding for these expenses will only be eligible if the costs are part of a much larger construction or renovation project.

Interior or exterior renovations or building projects (\$10,000+) that improve the library's capacity and patrons' experience and/or accessibility will be considered on a case by case basis, and should demonstrate significant support from the community the library serves.

Costs that have been previously incurred are NOT eligible for funding.

**Applicants must submit one or more photos that illustrate the current condition the proposal seeks to address, or the current facility needing renovation or replacement. Photos may be sent electronically or printed on paper.**

- Grant amount: \$5,000 minimum; \$20,000 maximum
- Match required: 1:1 (\$1 other funding : \$1 Kreutz Bennett grant; in-kind match not allowed)
- Timeframe: One-time grants only

### **Grant Application**

Complete the short application and submit to the contact below. After receipt and review of the short application, grant seekers will be contacted. Those eligible for grants will be asked to submit a full grant application. Full grant applications are due in January of each year.

### **Grant Awards**

A total of approximately \$80,000 will be available each year. Grants will be awarded annually.

### **Nebraska Library Commission**

To avoid duplication and to attempt to leverage existing resources, the Nebraska Library Commission has agreed to assist Nebraska Community Foundation and the Fund Advisory Committee with grantmaking.

### **For more information contact**

Reggi Carlson  
Nebraska Community Foundation  
[rcarlson@nebcommfound.org](mailto:rcarlson@nebcommfound.org)  
(402) 323-7331 or (402) 323-7330