GRANT APPLICATION PROCEDURES FOR GRANT YEAR 2021

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, 2020 will be considered for the grant cycle awarded in March 2021.

3. Nebraska Community Foundation (NCF) and/or the Nebraska Library Commission (NLC) staff will be in contact with 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 5 p.m. on January 11, 2021. Grants are awarded no later than March 31, 2021.

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: kgale@nebcommfound.org
Mail: Nebraska Community Foundation
      Attn: Kristine Gale
      PO Box 83107
      Lincoln, NE 68501-3107

Delivered: Nebraska Community Foundation
           Attn: Kristine Gale
           8100 South 15th Street, Suite A
           Lincoln, NE 68512
Kreutz Bennett Donor-Advised Fund

An affiliated fund of Nebraska Community Foundation

SHORT GRANT APPLICATION – GRANT YEAR 2021

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 for Accreditation 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, including village/city/township/county, 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:**
Kristine Gale  
Nebraska Community Foundation  
PO Box 83107  
Lincoln, NE  68501-3107  
kgale@nebcommfound.org  
Phone: 402.822.0466 or 402.323-7330

Rev. 2020-03
GRANT GUIDELINES FOR 2021 GRANT CYCLE
Kreutz Bennett Donor-Advised Fund
An affiliated fund of Nebraska Community Foundation

Eligible Applicants
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.

Overview
Grants will be made in three distinct areas: Planning for Accreditation Grants (steps 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 for Accreditation Grants
Grants for non-accredited public libraries completing steps toward accreditation
Public library accreditation guidelines at http://nlc.nebraska.gov/LibAccred/planning.aspx. Eligibility includes a wide range of activities and expenses associated with preparing a Community Needs Response Plan and earning points for accreditation. Following are eligible first-time expenses:
- Technical support related to survey design and analysis, planning and collaboration
- Salary or stipend support for additional hours of staff time working on accreditation requirements
- One-time expense for internet set-up and public-use computer
- Technology Plan development; Additional computer(s) to avoid excessive patron wait time
- Education and training related to accreditation
- One-time subscription to Over-Drive, NebrasKard or Pioneer Consortium
- Production and distribution of non-Internet marketing tools
- Facility improvement to meet the specific needs of the Library’s community patrons
  - 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. 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.
- 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 contributed in the form of in-kind service or products)
- 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 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 to $1 Kreutz Bennett grant; in-kind match not allowed)
- Timeframe: Multi-year grants are possible over several grant cycle years; not to exceed a total of $20,000 per applicant.

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

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
Kristine Gale
Nebraska Community Foundation
kgale@nebcommfound.org
402. 822.0466

You may also call our general office number at 402.323-7330 for assistance.

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