

United for Libraries and Penguin Random House Grants to U.S. Rural and Small Libraries

American Library Association

I. Instructions

United for Libraries and Penguin Random House will award grants of \$1,000 and \$500 (totaling \$25,000) to support libraries in need. Specifically, grant funds will assist Friends of Library groups with priority projects. Additionally, in-kind book donation grants of \$500 will be awarded to 20 libraries to purchase Penguin Random House titles.

To be eligible for a cash or in-kind grant, Friends groups must be in support of a rural/small U.S. library in the 50 states, District of Columbia, or U.S. territories (Guam, American Samoa, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands) with a legal service area population of 25,000 or less, and in any area 5+ miles outside of a U.S. Census defined urban area (as defined by the Institute of Museum and Library Services IMLS). A library that meets the same eligibility and is able to demonstrate it has started the process of forming a Friends group will also be eligible.

Grants will be administered by United for Libraries: The Association of Library Trustees, Advocates, Friends and Foundations, whose mission is to support those who govern, promote, advocate, and fundraise for all types of libraries. Grant funding is provided by Penguin Random House.

Opportunity Title*

To begin, please answer the question below “Project Name” by typing the following six-letter response text box: United

Below, type **United**

Character Limit: 15

Grant Amount*

United for Libraries will award grants of \$1,000 and \$500 (totaling \$25,000) to support eligible groups. Penguin Random House will award 20 in-kind book donation grants of \$500. Applicants may apply for either a monetary grant or an in-kind book donation grant (but not both). Please indicate what you would like to be considered for. If your project is not selected for a grant of \$1,000, you will be considered for a \$500 grant. The number of \$500 vs. \$1,000 grants awarded will be reflective of the percentage of applicants that select each.

This application should be considered for a:

United for Libraries and Penguin
Random House Grants to U.S. Rural and
Small Libraries

Choices

\$1,000 grant

\$500 grant

\$500 In-kind book donation grant

Do you have a Friends of the Library group?*

Choices

Yes

No, but we are currently establishing a group

II. The Friends of the Library Group

Name of group*

Character Limit: 250

Friends of the Library Website URL (if applicable)

Character Limit: 250

II. Establishing a Friends of the Library Group

Establishing a friend group*

If you don't currently have a Friends of the Library group, please share the steps you are taking to establish a group.

Character Limit: 3000

III. Project Director Information

Note: The project director is the person who will be responsible for coordinating all elements of the grant on behalf of the library. All fields are required unless noted otherwise.

Project Director First Name*

Character Limit: 25

Project Director Last Name*

Character Limit: 25

Project Director Pronouns

Character Limit: 250

Project Director E-mail*

Character Limit: 254

Project Director Phone Number*

(10 digits, xxx-xxx-xxxx)

Character Limit: 15

Extension

Character Limit: 5

Project Director Title*

Character Limit: 250

Department

Character Limit: 250

IV. The Library

Please answer the following questions about your Friends group and library.

Institution/Library Name*

Character Limit: 250

Number of Branches in Your Library System (if applicable)

Character Limit: 250

Library Branch Name (if applicable)

Character Limit: 250

Address 1*

Character Limit: 250

Address 2

Character Limit: 250

City*

Character Limit: 250

State/Territory*

Find your state/territory abbreviation.

Choices

- AK
- AL
- AR
- AS

AZ
CA
CO
CT
DC
DE
FL
GA
GU
HI
IA
ID
IL
IN
KS
KY
LA
MA
MD
ME
MI
MN
MO
MP
MS
MT
NC
ND
NE
NH
NJ
NM
NV
NY
OH
OK
OR
PA
PR
RI
SC
SD
TN
TX
UT
VA
VI
VT

WA
WI
WV
WY

Zip Code*

9 digits, xxxxx-xxxx. To find your 4-digit sort code, visit the U.S. Postal Service Look Up a Zip Code webpage.

Character Limit: 10

U.S. Congressional District (e.g., IL-07)*

4 digits, xx-xx. To find your congressional district, visit the U.S. Census My Congressional District webpage.

Character Limit: 5

Library Type*

Choices

Public Library (single branch)
Public Library (multiple branches)
Academic Library
School Library
Special Library
Tribal Library
Tribal College Library

Library Website URL (if applicable)

Character Limit: 250

Population Size of Your Community*

Select the population size for the municipality (city/town) that your library is located in.

Choices

<4,999
5,000 – 9,999
10,000 – 24,999

Community Type*

Select the option that, in your opinion, best describes your community. Note that these are not precise definitions; we simply want a sense of your community.

Choices

Rural
Suburb/Rural

How did you learn about this opportunity?*

Choices

ALA Connect
 ALA.org ProgrammingLibrarian.org
 Association for Rural & Small Libraries (ARSL)
 Penguin Random House
 United for Libraries
 LibLearnX
 Received an email
 Social media
 State Library
 Statewide Friends of the Library group
 Word of mouth
 Other (specify below)

If you selected "Other" please specify below.

Character Limit: 250

V. Proposal Narrative

All sections below are required, unless specified otherwise. Please ensure that you fully answer all the questions listed above each narrative field. If you do not, your application is unlikely to be competitive.

This section contains four required narrative questions. Note that your response for each question is limited to 3,000 characters (including spaces and punctuation). Please respond to all elements of each question.

Community and Library Information*

Describe your library and its service area. What is the operating budget, main sources of revenue/income, and community demographics (age, ethnicity, socioeconomic status, etc.)? What should reviewers know about your library, Friends of the Library group, and community in order to understand your proposed project?

Character Limit: 3000

Project*

Describe the project your Friends of the Library group would fund with this grant. How would this project address specific service and/or outreach challenges that your library faces?

Character Limit: 3000

Need*

Have you implemented any other related projects or programs? How would you describe the potential impact of this project/program?

Character Limit: 3000

Support*

Have you received other support for this project/program? Is your Friends group providing additional funds/support? Do you anticipate receiving any additional support for this project/program?

Character Limit: 3000

\$1,000 Budget ONLY

Budget Plan (\$1,000 ONLY)*

Describe your plans for the grant funds. What will you use the funding to purchase or support? Please be specific (e.g., \$200 will be spent on a summer reading kick-off event, \$200 on new books for giveaways, \$100 on summer reading prizes, etc.). The total amount of this section should add up to \$1,000.

Format budget similar to the following:

- \$XXX for Item(s) 1
- \$XXX for Item(s) 2
- \$XXX for Item(s) 3

[Download Example Budget](#)

Character Limit: 1000

\$500 Budget ONLY

Budget Plan (\$500 ONLY)*

Describe your plans for the grant funds. What will you use the funding to purchase or support? Please be specific (e.g., \$200 will be spent on a summer reading kick-off event, \$200 on new books for giveaways, \$100 on summer reading prizes, etc.). The total amount of this section should add up to \$500.

Format budget similar to the following:

- \$XXX for Item(s) 1
- \$XXX for Item(s) 2
- \$XXX for Item(s) 3

[Download Example Budget](#)

Character Limit: 1000

V. Proposal Narrative: \$500 in-kind book donation grant

All sections below are required, unless specified otherwise. Please ensure that you fully answer all the questions listed above each narrative field. If you do not, your application is unlikely to be competitive.

This section contains three required narrative questions. Note that your response for each question is limited to 3,000 characters (including spaces and punctuation). Please respond to all elements of each question.

Titles and Collections*

Provide a list of titles you would like to request as in-kind donations. Books may be used for your collection or for a project/program. If you don't have specific titles to request, please be as specific as possible regarding the collections you are seeking to support using in-kind donations. The Penguin Random House team will work with you to curate selections based on your genre, audience, and language needs.

Character Limit: 3000

Support (I)*

Have you received other support for this project/program? Is your Friends group providing additional funds/support? Do you anticipate receiving any additional support for this project/program?

Character Limit: 3000

Success*

Apart from the donations, what else do you need to make your project successful?

Character Limit: 3000

VI. E-Sign Application

An application for a *United for Libraries and Penguin Random House Grant to U.S. Rural and Small Libraries* is an application for a grant from ALA, using funding provided by Penguin Random House. ALA is required by law to ask applicants to identify a certifying official who is authorized to submit applications for funding on behalf of the institution.

Certifying Official First Name*

Character Limit: 250

Certifying Official Last Name**Character Limit: 250***Certifying Official Title****Character Limit: 250***Certifying Official Institution****Character Limit: 250***Certifying Official Email Address****Character Limit: 250***Certification***

By checking this box and submitting this application, the authorized representative for the applicant organization certifies that all statements contained herein are true and correct to the best of their knowledge and belief, and that the applicant organization (including, when pertinent, each additional library branch on whose behalf it is applying) is neither presently debarred, suspended, proposed for debarment, declared ineligible, nor voluntarily excluded from participation in this transaction by any federal department or agency.

NOTE: You can check the status of your institution with regard to debarment at the website of the System for Award Management (SAM.gov).

Choices

I agree

Certification Date (today's date)**Character Limit: 10*

VII. Review and Submit

Please review your application to ensure a complete submission. Once you have completed your review, click "Submit" in the bottom right corner of your screen.

You cannot make changes to your application once it has been submitted. Late or incomplete applications will not be reviewed.

Ensure you receive messages regarding your application! Emails regarding your application status will come from administrator@grantinterface.com. Please save this email address as a contact to prevent notification emails from being marked as spam.

