Salem Public Library

Library Advisory Board – Funding project guidelines

Approved by Salem LAB at the June 2020 meeting

Project guidelines –

I)   Priority will be given to projects that promote and align with the Salem Public Library Strategic Plan

II)   Priority will be given to projects of Salem LAB partners – Salem Public Library, the Friends of the Salem Public Library and Salem Public Library staff.

III)   Priority will be given to projects that innovate and expand Salem Library programs and activities.

Examples of Salem LAB funded projects in prior years:

Grantee	Project	Project Cost
City of Salem	Informational campaign for the library renovation board	$50,000
Salem Library Foundation	Salem Reads Project	$5,000
Salem Library Foundation	Joint purchase with Salem Library Foundation for the purchase of printers and scanners for Salem Public Library	$10,000
Willamette Heritage Center	Salem History Project 2.0	$10,000
Library Teen Advisory Council	"Take what you need" project	$300
Library Teen Advisory Council	Seed Library Project	$200
Salem Public Library	Adult Programming	$1,000

Salem Public Library

SALEM LAB FUNDING REQUEST FORM

I)   Project Title:
II)   Name and Email address of Contact Person:
III)   Funding amount:
- (Please note – Grant Projects over $1,000 will require quarterly and annual reports to be submitted on how the funds have been expended).
- (Please note – Grant Projects over $5,000 must include a tax identification number and/or a copy of the 990 report)
IV)   Anticipated start and completion date:
V)   Project Description/Project Purpose (no more than a 1–2-page description – the Salem LAB reserves the right to request additional documentation)
- Does this project align with priorities listed the SPL's Strategic Plan?
- Is this a Friends of the Salem Library, the Salem Library Foundation or Salem Public Library supported project?
- Please explain how this project **will expand** library services and/or programs or how it will provide **innovation** to current Salem Library programs or activities?
- Has this project been reviewed and approved by the city librarian and/or library staff?

Proposals will be reviewed monthly (as time allows) during Salem LAB meeting. The decision of the Salem LAB is final; however, the LAB board may request of a potential grantee addition information about their project or activity.