



CARL F. SCHRANDT ENDOWMENT FUND Program Guidelines & Application Information

In 1994 the Library received a bequest from the Estate of Carl F. Schrandt. Both Carl and his wife Joan Rodman Schrandt had a strong sense of community and believed that each person had an individual responsibility to make it a better place for all citizens. It is in this spirit that the Saline District Library Board of Trustees has established the ***Carl F. Schrandt Endowment Fund***.

Earnings on this fund will be used to support special projects that can originate from a variety of sources within the Saline community. The Library is looking for projects and special events that are not a part of the regular operating budget. These programs will be selected annually by the Board of Trustees from proposals submitted by interested persons or organizations.

WHO MAY APPLY

Applications can originate from individuals or groups (such as service groups, businesses, government, schools, and churches), library staff and library board members.

To qualify for funding consideration, an applicant must meet the following criteria:

Be a resident or an employee within the Saline library district and be at least 18 years old.

GUIDELINES

All programs or projects must be in accordance with the Mission Statement and stated values of the Library (Welcoming, Accessibility, Community, Learning, and Discovery).

The project will, first and foremost, promote and benefit the Library and/or its patrons, with promoting and benefiting other segments of the Saline community as a secondary goal. Preference will be given to programs/projects held on Library grounds, although other venues may be considered by the Library Services Committee and the Board.

All programs must be free and accessible to all.

HOW TO APPLY

The application must be in writing and must include the content listed below. Electronic submission is preferred.

1. **Application Cover Sheet**

Submit one original

2. **Project Description Sheet**

Submit one original

3. **Applicant Description**

Submit one copy of each of the following:

- a brief summary of your qualifications or resume
- if part of an organization, a list of current board members and their professional or business affiliation
- evidence of official organizational approval of your application (a copy of your board minutes or a signed letter of endorsement from board chairperson)

Applications are to be completed as instructed and mailed to:

**Carl F. Schrandt Endowment Fund
Saline District Library
Attn: Karrie Waarala, Director
555 N. Maple Road
Saline, MI 48176**

karrie@salinelibrary.org

APPLICATION REVIEW PROCESS

The proposal will be reviewed by the Library Services Committee which meets as necessary. The Committee will make recommendations to the Board of Trustees, and a decision should be made within eight weeks of application. Applicants will be notified as soon as possible after a decision has been made.

**Saline District Library
Carl F. Schrandt Endowment Fund
Application Cover Sheet**

Project Title _____

Name of Applicant

Address

City/State/Zip

Phone

Is applicant a resident or employee in the Saline library district? Yes _____ No _____

Contact Person

Authorized Signature

Name of Collaborating Organization (if applicable)

Date Organization Founded

Address

Phone

Date Application Submitted _____

Is the organization located in the Saline library district? Yes _____ No _____

**Saline District Library
Carl F. Schrandt Endowment Fund
Application Outline and Instruction Form**

This outline should be followed when applying for a grant. Please supply the required information for all 11 areas. Be specific and provide details where required.

1. Project Name

2. Proposal Description

- Describe what the project is and any special features of the project

3. Goals of the Project

- State how the project is in accord with the Mission Statement and stated values of the Library (Welcoming, Accessibility, Community, Learning, and Discovery).
- List specific community benefits
- List applicant benefits

4. Audience

- Who will benefit from this project?
- Estimate the number of people who would benefit and / or participate in the project

5. Timeline for Implementation

6. Equipment and Space Needed

7. Budget

- The budget should be itemized and detailed – round off to the nearest dollar
- The percent of budget to be provided by the applicant (money and/or services)

8. Number of staff and / or volunteers needed to implement project

9. Publicity

- Methods to be used to generate publicity for the project

10. Criteria to evaluate the project

- List specific criteria which will be used to evaluate the project's goals

11. Resume and / or Qualifications

- A brief summary of qualifications of project participants