

Appendix E: Programming Grant Application

Happy 2026!

For many years, the Iosco-Arenac District Library has provided funds for our branches and their Friends groups to provide programming opportunities for their communities.

To best serve our communities, the District has made a few changes.

Criteria for 2026 are as follows:

- A. Maximum award amount per branch / organization - \$2,000
 - a. Co-sponsorship with other District branch libraries, Unit(s) of Government, Friends Organizations, and/or Civic Organizations, with in-kind or financial support in addition to the grant, is encouraged (one of the sponsors must be the library).
 - b. Branches may pool funds for a larger program, but your program must benefit both community areas.
- B. Deadline for applications for 2026 programs is November 1, 2026
- C. Program(s) must be held in 2026.
- D. Programs must be free of charge to participants and attendees.
- E. Programs must be pre-scheduled to avoid conflict with other District-sponsored or funded programs.
- F. All coordination is the responsibility of the primary contact named in the application (the primary contact may be someone other than library staff).
- G. All program expenses paid by the District (up to the amount awarded) must be supported by invoice(s) and/or contracts – the District will either pay the invoice/contract or reimburse for payment made (District does not reimburse sales taxes).
- H. Participants must follow all parts of the District's Programming Policy (attached).

*All publicity including press releases, social media, and radio must include

“Funded in part by the Iosco-Arenac District Library”.

The District logo and web address must be printed on all printed materials and advertising.

(contact JoAnn Edwards for logo)

All invoices/requests for reimbursement must be received by the District Headquarters no later than December 1, 2026.

Any requests for reimbursement/payment for expenses not identified in the original grant application must be approved by the District before payment is made (the District has the right to refuse payment for expenses not detailed in the original grant application).

District Headquarters will notify you of fund approval or denial after the next scheduled board meeting following your application submission.

Application submission does not guarantee approval of grant funding.

2026 PROGRAMMING GRANT APPLICATION

Date of Application:	Name of Branch / Organization Applying:
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Primary Contact / Coordinator:	
Email:	Primary Phone: M H
Street Address:	
City, State:	Zip code:

Performer (s) / Presenter (s) / Program Title:		
Short summary of program/activities:		
Target Audience:		
Projected Date:	Projected Time:	Projected Location:
Projected Budget: (please see next page)		
List of Co-Sponsors (if you are not a library, your local branch MUST be a co-sponsor):		
Publicity Plans:		

Primary Contact Signature_____

Date_____

Grant Amount Requested (Please provide documentation of request)	
Presenter / Performer Fees	\$
Supplies	\$
Printing, Copying	\$
Marketing	\$
Rental Fees (if necessary)	\$
Other (please specify):	\$
Total	\$

PLEASE NOTE:

Along with all budgetary reimbursement documentation, the primary contact/coordinator will also be required to submit a short (one or two page) summary/evaluation with statistics on attendance, perceived reaction by the audience and the presenter(s), and any suggestions for future programs.

In addition, copies of any advertising (newspaper press releases, ads and/or flyers) shall be included with the summary.

Digital photos should be emailed to j.edwards@vlc.lib.mi.us.

FOR IADL USE ONLY:

Approved: Yes ☐ No ☐

Date: _____

By: _____

Signature, Chairperson, Board of Trustees