



Seed Grant Application

Please provide all information requested and submit it via email.

Group name: _____

Name of library or libraries supported:

Friends Mailing Address: _____

County: _____ Phone: _____

Primary Email Address: _____

Officers or Directors or Steering Committee members (please provide 3 contacts):

Name: _____ Position: _____

Email: _____

Name: _____ Position: _____

Email: _____

Name: _____ Position: _____

Email: _____

Is your group incorporated as a nonprofit in the State of NC? Mark one:

() NO () YES If yes, state year of incorporation: _____

Is your group a 501 (c)(3) nonprofit? Mark one:

() NO () YES If yes, state year IRS designation received: _____

Describe planned expenditure(s)	Est. cost	Act. Cost**
Incorporating in State of NC*	\$60	
IRS 501(c)(3) 1023-EZ application fee*	\$275	
Set up bank account & checks		
Graphic design (e.g., logo)		
Printing (e.g., brochures, posters, etc.)		
Postage		
PO Box fees		
SWAG items		
Software or subscription service		
Total Cost		

*REQUIRED **complete this column at part of your final report

These are typical cost incurred in establishing a new group of Friends, but yours could vary.

Amount requested (maximum \$500): _____(please use whole dollars)

Required: Attach a narrative explaining your group’s situation and why you think we should award your group a Seed Grant. Include a time and task schedule.

Required: Attach a letter from the concerned Library or Library System attesting to the intention of individuals named above to form or revitalize a Friends of the Library group.

Make check out to: _____

Mail check to: _____

I hereby certify that the information provided herein is correct and accurate to the best of my knowledge. On behalf of our Friends group, I/we agree to provide documentation of expenditures and reports as indicated in the Seed Grant timetable. I/we agree to allow the FONCPL assigned coach/mentor to assist us. Completing the information below is considered a signature.

Name: _____

Title: _____ Date: _____

Submissions and Questions

Email completed application, narrative and library letter to:

Tess Thais at tessthais88@gmail.com

Questions? Email tessthais88@gmail.com

THIS SECTION FOR FONCPL USE

Date Received: _____ Application complete: YES NO

Percent of total project cost requested: _____% (Amount Req/Total Cost)

Evaluated by: _____

Remarks: _____

Date application, group letter and library letter forwarded to FONCPL Board: _____

Funding available? YES NO Award made: YES NO

If no award made, date letter sent to applicant indicating the reason: _____

Amount of the Award: \$_____ Date of Award: _____

Date FONCPL membership entered in the database for awardees: _____

Date response sent to applicant: _____ Date posted to website: _____

Assigned Mentor: _____

Date Interim report due: _____ Date Interim report received: _____

Date of final disbursal: _____

Date Final Report Due: _____ Date Final Report Received: _____

Attach Mentor notes and final report.