



# Association of Library Friends

## Chris D. Olson Event & Programming Grant

A library's Friends organization is one of its most valuable resources – a wellspring for innovative event and fundraising ideas. But while creativity and initiative may not be in short supply, funds to kick-start such programs usually are. In our continuing efforts to bridge that gap, MALF wants to help you with a "Chris D. Olson Event and Programming Grant," named in memory of a Friends luminary who championed the idea. Friends of the Library groups of all sizes are encouraged to apply, provided they (1) serve a Minnesota-based public, school K-12, college/university, or special library, (2) are eligible to receive tax-deductible donations, as determined by the IRS\*, and (3) are current in their MALF membership. Grant amounts vary, based on project type and scope.

Applying is easy. Simply fill out this form and mail it, along with supporting documentation, to **MALF, 2610 University Ave. W., Ste. 530, St. Paul, MN, 55114**, OR email these to us as attachments at **info@mnllibraryfriends.org**. Visit **mnllibraryfriends.org** for more details.

**Organization (Legal Name):** \_\_\_\_\_ **Federal Tax ID#:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Street/Mailing Address:** \_\_\_\_\_, MN, \_\_\_\_\_

**Title of the Event/Program:** \_\_\_\_\_

**When and where will the event/program occur?** \_\_\_\_\_

**Will this be funded by any group besides the Friends? Who? How? (You may submit additional pages, if necessary.)**

**How much would you need MALF to contribute? \$** \_\_\_\_\_

**Has this event/program been approved by the library staff?** **YES / NO**  
*(if applicable)* **Staff Contact:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**If this application receives a grant, will the contact person agree to (1) mention MALF as a sponsor on all applicable advertising, and (2) fill out a 1-2- page evaluation for MALF within 3 months of the project's conclusion?** **YES / NO**

**!! Please attach a write-up including:**

- Intended Audience
- Goals/Objectives
- Plan of Action
- Publicity Campaign
- Funding Sources
- List of Expected Expenses
- Anticipated Impact  
(on the library, and/or its patrons)

*Each entry will be considered and responded to by MALF's Board of Directors. Please note that the Board meets only once a quarter – and plan accordingly. Note also that applicants who can prove a second source of funding, particularly another grant, will receive first priority in consideration.*

*\*Nonprofits whose annual gross receipts are normally not more than \$5,000 may receive tax-deductible charitable contributions without filing an application for recognition as a 501(c)(3) organization. However, they are still required to register with the IRS by calling 1-877-829-5500 and to file annual Form 990-N ("e-postcard").*