Community Foundation *of* TOMPKINS COUNTY

MISSION, VISION, & VALUES

We bring people and resources together to build a more equitable Tompkins County by inspiring diverse philanthropy, catalyzing collaborations and championing inclusion and justice. Our values: Community, Engagement, Integrity, Racial Equity, Relationships, Social Justice.

This fund was originated "to promote greater and easier access by youth to local libraries" and to "promote genuine intellectual curiosity and a lifelong love of reading and learning."

Grant Range: $500 - $16,000

Application Due Date: January 31, 2025, 11:59pm

Funding Notifications: Mid-March

2024 Report Due: December 31, 2024

Having invested over $1.7M from the Rosen Fund and over $1.8M from the grant cycle overall, this grant cycle has served the 33 libraries of the Finger Lakes Library System for over 13 years. Youth programming has flourished and become a valued part of your communities.

Our Grant Making Philosophy

Our mission, vision, and values guide our grant making. Our Community Foundation makes grants that address community needs and bring about positive change. We strive to make grants that adhere to our values and principles.

- Our grant-making priorities reflect our analysis and evaluation of information gained from feedback from grantees and community members through our post process evaluations, information gleaned from Community Engagement Committee Meetings, board assessments, and through overall process evaluations.
- We are committed to active and ongoing collaborative relationships with grant applicants and Tompkins County funders.
- Our grant review process engages diverse groups of community members in thoughtful discussions leading to funding decisions.

REVIEW TEAMS WILL FOCUS ON THE FOLLOWING:

- Application is complete and all "Grantmaking Guidelines" are met.
- Sources of support are clearly identified.
- Desirable goals are effectively set and reasonable in service to the mission.
- Effective communication and engagement with those served.
- Effective adaptability of services to meet community needs.

- Clear evidence of collaboration, active sharing, and planning across libraries in service to overall improved outcomes.
- Contribution to racial equity in services and service outcomes.

Important tips for a strong grant application

1. Confirm that your application falls within **ALL** the grantmaking guidelines as outlined below.
2. Complete the application as if the reader is **unfamiliar** with your organization…as if they know NOTHING.
3. Have someone else read the final draft. Does this application appropriately communicate all the necessary information to the reader?
4. Please contact the Community Foundation with questions about completing your application one week prior to the due date.
5. Don't wait until the due date to complete the application as questions may arise and you want to have plenty of time for correspondence.

GRANTMAKING GUIDELINES:

- Applications must be completed and submitted through the online portal by **January 31 at 11:59pm. Late applications will not be accepted**. The link to the application can be found at www.cftompkins.org.
- Grant recipients are required to submit a final grant report by **December 31, 11:59pm,** this will affect your eligibility to apply for the grant cycle following the deadline.
- The grant award must be used within 12 months of receiving the grant.
- Previous funding does not guarantee continued funding; however, grants may be given in consecutive years.
- Applications meeting the requirements will be evaluated by a review team with final approval by the Community Foundation Board of Directors.
- Following submission of your application, you will be contacted by a Library Grant Cycle review team member. The purpose of the call is for you to answer questions and share any insights and perspectives to round out the review team's understanding of your application and your library.
- In 2021, the Community Foundation Board of Directors carried out a strategic plan resulting in a new mission statement and strategic plan. One of our goals is to "assess and improve organization practices and culture continuously through a diversity, equity, inclusion and justice lens". With that, the foundation has committed to include questions related to DEIJ so that together we can learn about, share and connect resources in service to equity.
- As you complete your requests for new funding, we will also look for your plans to use resources such as outcome measurement and survey tools facilitated by the Finger Lakes Library System.
- Rosen Funds have a specific purpose related to youth reading and learning and should not be used to replace the loss of municipal or other government funding sources.
- We continue to encourage collaboration with many entities, if 5 or more FLLS libraries are collaborating on a program/project, the collaboration is eligible for a maximum award of $16,000. This

is separate from the per library maximum of $16,000 (e.g. this has often been used for author visits in service to multiple libraries).

FREQUENTLY ASKED QUESTIONS

Where will the Q & A recording be located for future reference?
https://www.cftompkins.org/granting/grant-opportunities/.

How much can be applied for if I'm a first-time applicant?
$500-$16,000.

Do I have to submit last year's grant cycle report prior to applying for this grant cycle?
Yes, you need to submit a report on your prior year award in order to apply.

Is a grant report what you did with the last grant award?
Yes, if you applied for a grant last year and were funded, you received an email providing information on how to access your grant report form, when it is due, where to find additional info, etc.

If two or more libraries are collaborating, are they each eligible to apply?
Yes, you can both apply, just make it clear who is doing what on your application.

Is there an average grant size per cycle or organization? Is there a max cap awarded per organization?
No, every organization's need is different. Organizational needs are assessed along with many other factors involved in the grant review process. The max award is $16,000.

Do you have any general advice for those who are new to applying?
- Ask questions, use resources available, use your team, use employees, collaborate with others to get your applications in.
- Have someone who does not know the work you do to look at your application.
- Talk about your impact, results, and outcomes. How do you know you've achieved your mission? Does not have to be perfect!

What applications are most likely to be funded and why?
There is no good answer to this. Funding recommendations are not about an issue or topic, it's about the quality, merit, and content of your application. We want to see that your organization is working on your mission in a collaborative way that advances social justice in our community to improve outcomes. It's more about the process and the methodology.

Who do I contact for content-related questions?
Gloria Coicou, gcoicou@cftompkins.org

Who do I contact for technical questions?
Madeline Rosas, admin@cftompkins.org

ADDITIONAL GUIDELINES

A. Early Childhood (Birth to 5)

- Storytime materials (e.g. books, puppets, felt boards, storage receptacles, craft supplies, snacks, evaluation materials, etc.)
- Storytime staff (including time for planning, preparation, programming and evaluation).
- Books for circulation
- Some specialized technology for early readers (e.g. early literacy computers, emerging early literacy devices such as Launchpads and tablets)
- Incentives and supplies for summer reading activities (including book distribution)
- Summer reading programming - This fund will support supplies and materials for summer reading programming including books used for reading incentives. See detail below for information on event-related performers*
- Story Walks

B. Kindergarten - 5th Grade

- Book clubs (e.g., staff time, advertising, book distribution, transportation, supportive materials for themed meetings, snacks)
- Transportation expenses related to youth activities such as book clubs (e.g., LiFT programs, GPL Teen Thing, etc.)
- Staff salaries for youth-related programming (including time for planning, preparation, programming and evaluation, staff development such as training and attendance at conferences and related expenses).
- Youth reading and library access, and activities that support it. (e.g., medieval costuming, pumpkin-carving, face-painting, etc.), need to be part of a comprehensive plan that encourages reading activities. For example, a teen meeting that just included face-painting would not merit a grant for the supplies associated with it. A teen event/book club meeting that offered a book discussion, encouragement and access to sign up for a library card, an orientation on how to use the library and its resources, an incentive program that encourages reading, or other engagement that encourages reading and love of learning, for which an activity such as face-painting would accompany, support and encourage attendance, would be eligible for grant support. Reports and funding requests should be clear about the reading and learning engagement activities that support such activities.
- Collection development to meet needs of local community (e.g., books, e-books, graphic novels, Take and Make activities, science kits, activity kits, audio books, tablets, media devices, etc.)
- Author Visits and related expenses
- Purchase of books for distribution (e.g., summer reading incentives and book clubs)
- Specialized technology that supports intellectual curiosity (e.g., Makerspaces/equipment and emerging technology that supports interactive learning and literacy)
- Summer reading programming - This fund will support supplies and materials for summer reading programming including books used for reading incentives. See detail below for information on event-related performers*
- Story Walks

C. **6th - 12th grade**
- Book clubs (staff time, books for distribution to participants, advertising, transportation, supportive materials for themed meetings, snacks)
- Transportation expenses related to youth activities such as book clubs (e.g., LiFT programs, etc.)
- College prep classes (e.g., this is not a priority of the fund, but college application and related trainings may be funded, particularly in communities that lack resources and opportunities for this kind of support in attaining higher education)
- Staff salaries for youth-related programming (including time for planning, preparation, programming and evaluation, staff development such as training and attendance at conferences).
- Field trip expenses (e.g., Annual Teen Book Fair in Rochester)
- Teen employment - Work should promote programming that encourages reading and literacy (e.g., not solely the shelving of books)
- Collection development to meet the needs of the local community (e.g., books, e-books, graphic novels, science kits, activity kits, audio books, tablets, media devices, etc.)
- Author Visits and related expenses
- Specialized technology that supports intellectual curiosity (e.g., Makerspaces/equipment and emerging technology that supports interactive learning and literacy)
- Purchase of books for distribution (e.g., summer reading incentives and book clubs)
- Summer reading programming - This fund will support supplies and materials for summer reading programming including books used for reading incentives. See detail below for information on event-related performers*
- Story Walks

* Summer Reading Programming – this fund will support activities and event-related performers that encourage learning and literacy and that support ongoing access to the library and its services. For example, hosting Dan the Snake Man to provide entertainment for the community alone will not be supported by this fund. A themed event for which the focus is access to the library and reading would be supported, however. For example, a summer reading event that had a theme of reptiles, which had displays of books about reptiles for checkout, encouragement and access to sign up for a library card, meet and greet with staff so that youth and families know the faces of those in their library and would be more inclined to visit an otherwise unfamiliar place, information about book clubs and the opportunity to sign up for one, and a visit from Dan the Snake Man that would draw youth to the event, would be eligible for grant funding.

APPLICATION PROCEDURES

- Access the application at https://bit.ly/CFTCGrantApp.
- **All Users (first time only):** Please click on "Create New Account" to complete the registration process and create your logon credentials. Follow the instructions on the page. Tutorials available.
- If you are neurodivergent and/or need help completing this application, or if English is not your native language and would like to request a translated version of this application, please email Gloria Coicou at gcoicou@cftompkins.org or call 607-272-9333.

- Contact Madeline Rosas, Administrative Manager, with any technical questions related to your application, admin@cftompkins.org.

Rosen will NOT fund the following youth related activities/services:

- Computers for general use
- Capital campaigns
- Furniture/bookshelves (e.g., will not fund a couch or chair for a teen corner/room)
- Internet services
- Performers for purposes of entertainment alone. Performers must be part of a comprehensive plan for activities and events that encourage learning and literacy and that support ongoing access to the library and its services (see previous example)
- Console video game devices (e.g., X-box, Nintendo, PlayStation)
- The Rosen bequest specifically indicates, "Funds should not be used to promote a political agenda." Community Reads will be considered for grant support if they are in accordance with the bequest's intent

We acknowledge, honor, and appreciate the work you do every day. We see you; we feel you, and we are here to support you in any way we can. Please know that your work is part of the fabric and the breath of our community.

~The Community Foundation of Tompkins County