



IslandLink Library Federation
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COLLABORATIVE INITIATIVES FUNDING REQUEST FORM

Part A: Request for Funding

IslandLink will match local library and partner funding for approved projects (including “in kind” services/materials) up to \$1,250.00 per calendar year

Submit Part A before the program/project

Library:	Contact Name:	Contact Email:
Title of Program/Project:		
Describe Program/Project and Benefits to Library/Community: [attach additional information, as appropriate]		
Date(s) of event/project:		Estimated number of participants (and/or other outcomes):
Project Budget: Itemize how the project will be financed; by the library and the project partners; in-kind or financial		
Revenue Sources: Library / Partner	Financial contribution	In-Kind contribution Value (in dollars):
Totals		

Amount requested from IslandLink Library Federation: _____

Funds are to be used solely for the purpose described above.

Part B of this form is to be submitted within 30 days of the program/project completion date.

APPROVAL:

Signature of Library Director or Designate: _____

Date: _____

COLLABORATIVE INITIATIVES FUNDING REPORT FORM

Part B: Report & Payment Claim

Submit Part B within 30 days of the program completion date.

Report must be received before December 31.

Title of Program/Project:	
Report on the program or activities undertaken, including total number of participants and/or other outcomes. Attach supporting materials such as promotional materials or evaluations.	
REVENUE: Please itemize total project revenue sources from Library & Partners if different from those listed on request form (Part A)	Value (in dollars):
EXPENDITURES: Please itemize the expenses to be paid with IslandLink support and include copies of receipts.	

Total Support Requested from IslandLink Library Federation: _____

APPROVAL:

Signature of Library Director or Designate _____

Date: _____