

## SAMMIE Teen Co-op's Author Visit Grant:

### Purpose:

To foster cooperative programming between SAMMIE member public and school libraries by providing funds towards the attainment of an Author visit to a local institutions.

### Program:

The SAMMIE Governing Board has designated funds to SAMMIE member libraries to enhance services in local communities through the support of author visits. Local public and school libraries within a community will be required partner together to apply for a SAMMIE Author Grant of up to \$1000. Grants will be awarded on a first come, first serve basis. Applicants may apply only once per fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>). If there are multiple schools which could partner with a public library or vice versa we encourage everyone to apply together.

An eligible expense under this grant might include performer/author costs; refreshments, supplies for activities, incentives, etc. **Paid receipts will be required.** Check with SAMMIE for expenses that differ from these examples.

A list of Minnesota-based authors can be found [here](#). This is to help you locate an author within our state, although your chosen author does not have to be Minnesota based.

### Participant requirements:

The partner libraries receiving grants will be required to complete an evaluation form that will be provided online. The evaluation will include a final description of the program, the number of participants at activities; age range of participants; stories and feedback from participants, parents & staff to show the benefit of the program. This evaluation **MUST** be completed; the reimbursement request will **NOT** be processed by SAMMIE until the evaluation has been received.

All advertising and promotional material should include on it somewhere the language "Sponsored by SAMMIE" and the organizations logo (if applicable). The logo can be found [here](#).

Submit the completed Request for Reimbursement form including proof of payment.

### Grant process:

Complete an online application at [www.sammie.org](http://www.sammie.org) no later than **four (4) weeks before the event**. SAMMIE will send notification of approval of funding with a Request for Reimbursement form.

### Request for reimbursement must include:

Completed **Request for Reimbursement form**

Paid **receipts**

Completed **evaluation**

**Note:** Checks can only be written to a library or organized library group, **not to an individual**.

Request for Reimbursement and Evaluation are due to SAMMIE by **30 days after the event**.