

# Sacramento Public Library Foundation

## Funding Process

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The Sacramento Public Library Foundation (the Foundation) develops strategic and operating plans as guiding documents for fund development, fundraising and granting funds. The plan details what the Foundation seeks to accomplish and where it will devote resources in support of its goals. Sacramento Public Library (the Library) is invited to participate in the development of the Foundation's strategic plan in order for the two organizations to work together to achieve community and Library goals.

The following details the process through which funds will be requested by the Library to the Foundation, and how funding will be recognized and reported.

### Proposal Process

1. During the Foundation's annual strategic planning meeting, typically held in June/July of each year, the Library will provide the Foundation with a list of projects the Library would like to see the Foundation fund. Requests from the Library must fit within the Foundation's strategic plan. Funding requests from the Library should be longer term in nature, however short term requests may also be considered. Requests should focus on goals that the Library and the Foundation can work together to achieve. Please note that requests from the Library will be accepted throughout the year; however, for the purpose of strategic planning and resource allocation, the Foundation prefers that the bulk of the Library requests be made during the Foundation's annual strategic planning session.
2. In the event that the Library would like to present a project outside of the Foundation's strategic plan and/or wants the Foundation's help in leveraging additional funding opportunities, the Library should provide an explanation in the [Project Funding Request for Programmatic and Capital Projects](#) detailing how the grant is a good fit for positioning the Library and/or enhancing the Library's brand.
3. The Foundation staff and Board funding subcommittee will review the list of projects within one month of receipt of the initial requests from the Library and present at the following Board meeting for approval. Once a determination has been made by the Foundation staff and Board as to the projects they are interested in funding, the Foundation will request a full [Project Funding Request for Programmatic and Capital Projects \(see Attachment #1\)](#) from the Library.
4. Upon receipt of the full Project Funding Request documents from the Library, the Foundation staff and Board Subcommittee will review the proposal(s). The Foundation Board will make the final determination as to which proposals will be funded within one month of receipt of the Library's full Project Funding Request.

## **Funding Process**

1. When granting funds, the Foundation will present the Library with an agreement letter that serves as a contract. The contract will include reporting deadlines and recognition guidelines. The Library and the Foundation will sign the agreement and each party will retain a copy for their records. The following documents will be included in the agreement.

- a. **Agreement Letter:** see Sample Agreement Letter, *Attachment #2*
- b. **Recognition Table:** See Recognition table, *Attachment #3*

## **Reporting Process**

1. The Library will report on all funds received by the Foundation in accordance with the contract requirements. Depending on the nature of the funding request, reporting requirements may vary. The Library will use the Foundation's Funding Form. See *Attachment #4*.

Attachment 1  
Project Funding Request for  
Programmatic and Capital Projects

**SPL Project Summary**

<b>Project Title</b>	Click here to enter text.
<b>Project Timeline (including FY)</b>	June 1 – August 31, 2014 (FY 2014/2015)
<b>Project Coordinator</b>	Click here to enter text.
<b>Project Location</b>	Click here to enter text.
<b>Total Project Cost</b>	\$
<b>Funding Source(s)</b>	FOU
<b>Funds needed by (date)</b>	

**Project Description** (brief; reference how this applies to the current SPLF Strategic Plan):

**Project Activities and Methods** (how will the project be implemented):

**Project Outputs** (detail the services/products provided):

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**Project Outcomes** (detail changes resulting from the project and methods of measurement, e.g., improved reading skills demonstrated by 25% of participants; may not be applicable if a capital project):

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**Project supports the SPLF mission and/or strategic plan:**

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**Project Sustainability** (how the project will be continued; may not be applicable if a capital project):

**Project Timeline** (detailed including project planning, implementation and evaluation/assessment goal dates and deliverables). **\*\*Capital projects**, timeline completed by FAC staff.

Project Name: <a href="#">Click here to enter text.</a>				
Task	Start	Completed	Output	Outcome
				<a href="#">Click here to enter text.</a>
	<a href="#">Click here to enter a date.</a>			

Budget:

**Programmatic Budget:** (Double-click to enter amounts)

<b>Expenditure</b>	<b>Source of Funding</b>					<b>Total</b>
	<b>SPL (Cash)</b>	<b>SPL (In-kind)</b>	<b>Friends</b>	<b>Foundation</b>	<b>Other</b>	
Salaries & Benefits						\$0.00
Materials						\$0.00
Equipment						\$0.00
Furniture/Fixtures						\$0.00
Supplies						\$0.00
Contracted Services						\$0.00
Other Charges						\$0.00
<b>Project Total Cost</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

### Project Reporting:

Fiscal, progress, outputs and outcomes reporting on the project are required. Include narrative on the project, level of success, obstacles/challenges to achieving project goals, etc.

Annual projects require quarterly reporting to the external funding organization(s). Projects of shorter duration require detailed reporting to the external funding organization at the mid-point and conclusion of the project.

### Certification:

As the duly authorized representative the Sacramento Public Library, I hereby certify that the project proposal, if funded, will be executed as described.

\_\_\_\_\_  
Library

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Foundation  
Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Attachment 2  
SAMPLE

**Fund Request Name:** \_\_\_\_\_

**Date Funded:** \_\_\_\_\_

**Report Due Date(s):** \_\_\_\_\_

**Board of Directors  
2014-2015**

**Officers**

Mary Ellen Shay  
**President**

Nancy Stockman  
**Secretary**

Jeanne Peterson  
**Treasurer**

**Directors**

Katy Boase  
Clark Carter  
Vince Jacobs  
Nancy Lawrence  
Kristan Otto  
Beth Southorn  
Wendy Wood

Date:

(Library Director Name)  
Sacramento Public Library  
(Chair)  
Joint Powers of Authority  
828 I Street  
Sacramento, CA 95814

Dear (Library Director Name),

On (date) the Sacramento Public Library Foundation approved your proposal for (name). It is with great pleasure that the Foundation is enclosing a check to the Library in the amount of \$\_\_\_\_\_ for the (name of project):

(Itemize detail expenditures)

This support is to be used for the above designations. The Foundation requests a followup report, in hard copy and electronic format, confirming (expenditures, purchases, etc).  
NOTE: Any specific details for this funding to be stated here.

We request that acknowledgment and recognition in the following manner:

- NOTE: Examples here

For purposes of ease in administration, please refer to this gift as "Insert Name Here".

Reports are due: (Include dates; may vary with type of funding)

We look forward to learning about the ways in which donor support has enhanced your ability to serve the Sacramento Community.

Sincerely,

April L. Butcher  
Executive Director  
Sacramento Public Library Foundation

Electronic cc: (Title - Library)  
Cc: SPLF Board of Directors

Recognition Type	AMOUNT					
	5,000-9,999	10,000-49,999	50,000-99,999	100,000-999,999	1,000,000 +	Bequest
<b>Library's Recognition of Foundation</b>						
<b>Materials and Program</b>						
Inclusion in all print collateral for program/materials funded						
Bookplates in all books and material purchased through SPLF donations						
Signage in branches including Sacramento Room						
Sacramento Room Endowment Plaque (Foundation to pay for)						
Summer Reading Bags						
<b>Advertisement and Marketing</b>						
Logo Placement & Acknowledgment in Advertisements SRP						
Press Release announcing gift						
<b>Staff</b>						
Mention in Directors Report to JPA						
Mention in Director's Bulletin's to Staff						
Staff Announcements						
<b>Social Media</b>						
Website Recognition						
Banner Website Recognition						
Facebook Announcements						
Electronic Newsletter Announcements						
<b>Unique one-time opportunities</b>						



# Sacramento Public Library Foundation

## Funding Reporting Form

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Reports help the Foundation track the progress of programs and projects and ensure proper programmatic oversight of funds distributed by the Foundation. Reports are also intended to provide the grantee an opportunity to reflect on program activities and plans. Please use these guidelines to report on the progress of the funds you received.

The report due date can be found on the Report Schedule located in the body of your funding letter. The Foundation requires that all reports are up-to-date. Please do not use this report to request future support.

Feel free to add any supplemental information or materials that may be helpful to our understanding of your progress to this report, i.e. stories and photos. We ask that any reporting or materials to the Foundation include the Project Title. Email completed reports to April Butcher at [abutcher@saclibrary.org](mailto:abutcher@saclibrary.org).

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**Today's Date:** \_\_\_\_\_ **SPLF Fund Name:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Purpose of Funds:** \_\_\_\_\_

**Amount of Funds:** \_\_\_\_\_ **Program Contact:** \_\_\_\_\_

**Person Completing Reporting Form:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Telephone Number** \_\_\_\_\_

**Type of Report:**    **Interim** \_\_\_\_\_ **Annual** \_\_\_\_\_ **Final** \_\_\_\_\_

**NARRATIVE (Attach as a Word or PDF document)**

- A brief description of the original project/program goals and objectives during the funding period.
- What were you able to achieve as a result of this funding? Please include data such as numbers of participants, area served, items purchased.
- What internal and external factors have contributed to or impeded the success of this project/program?
- Based on your experience thus far, what would you have done differently if you had the chance?
- Are there any important changes or information you want to share with the Foundation?
- Were you able to leverage this project/program for additional funding and if so how? Please detail.

**RECOGNITION**

A brief description of the ways in which the Sacramento Public Library Foundation was recognized.

Are you able to include pictures or active web links to such recognition? Please include that information, as well as any upcoming opportunities for recognition.

Were there any internal or external factors that have contributed to or impeded recognizing the Foundation's support? If yes, what were they and what plans are being made to redress this?

Item	Expense/Cost	Source of Funding
<b>Total Cost</b>		