Collaborative Grants

Lead Library
Responsibilities

Contact any member of the [Oversight Committee](#) for
- Questions
- Review of grant draft

Before Events Start
- Write and follow Collaborative Grant Application
- Contact presenter/s then share information with Collaborating Libraries
- Be informed about what speakers are presenting
- Finances
- PR
- Work with collaborating libraries to determine dates for events
- 2 months before event, provide all collaborating libraries with:
  - Copy of Collaborative Grant containing updated
    - Event description/s
    - Listing of all events, dates, times, location
    - Presenters with contact information
  - Event flier with all library event dates represented
  - Flier PDF or JPG for reprinting
  - Image, used on their website calendar
  - Image, used for their Facebook event page

Marketing Event
- Determine funds available for marketing event and how they are used
- Send out email to collaborating libraries explaining what marketing is being done
- Encourage libraries to use Marketing Toolkit (found at http://www.beyondthepage.info/Grants) to promote their event

2 Weeks Before Event
- Contact presenter to remind them of event and see if they have any question (cc cooperating library on email)

Day of Event
- You are NOT required to attend event
- You are responsible to make sure collaborating library staff is in charge of event

Cancellations/Event Changes

- If an **event gets canceled**, try and reschedule. If that's not possible, see grant application about what to do with unused funds.
  - ### Keep collaborating library updated on any changes.
- If a **presenter is unable** to attend a program they have already agreed to, please try and reschedule event or schedule a replacement presenter. If this isn't possible, see grant application about unused funds.
  - ### Keep collaborating library updated on any changes.
- Contact Tracy Herold and Susie Engwall with any changes

After Event

- Follow directions on your Collaborative Grant Application/Evaluation form

All forms and information can be found on the website: **www.beyondthepage.info**.