

## *Phyllis Corsetti Endowment Fund*



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*To serve the educational, recreational, and enrichment needs of the children of Plymouth by providing financial support to enjoy a variety of community and library programs and activities.*

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Terryville Public Library Board of Trustees • 238 Main Street Terryville, CT 06786 • (860) 582-3121

## **MINI-GRANT GUIDELINE AND PROPOSAL COVER SHEET**

### **Overview**

The *Phyllis Corsetti Endowment Fund* is administered by the Terryville Public Library Board of Trustees. The fund was established in October, 2015, through the generosity of Phyllis Corsetti to create an additional resource for the children of the Town of Plymouth, enabling the children to participate in programs that would enhance their lives. Ms. Corsetti, an educator who loved her teaching career and her students, was a local resident who inspired and encouraged the best qualities in a child. Upon her demise, she bequeathed a generous fund meant to enrich and encourage learning experiences for the young people of the Town of Plymouth.

The Board of Trustees has been tasked with the responsibility of making sure that the endowment gift will be protected with competent, prudent management and distributed to meet the needs of the children of the Plymouth community. Programs and policies of the Fund will continually evolve in order to remain responsive to the community.

### **Basic Eligibility**

The following grant guidelines apply to applications for mini-grants from the *Phyllis Corsetti Endowment Fund*:

- The organizations of the program for which funding is requested must provide a educational, recreational or enrichment experience to children, ages 0-18, of the Town of Plymouth. Strong documentation of such must also be provided by area groups or agencies that serve individuals from the town. Such requests will be evaluated on a case-by-case basis.
- The *Phyllis Corsetti Endowment Fund* advocates a practice of non-discrimination.
- Repeat requests from groups or agencies are certainly welcome. However, due to the nature of annual funding, we can not necessarily guarantee a year-to-year grant.
- Follow-up reports from all grants must be completed and returned to the Library Board of Trustees within 30 days of the activity or the agency will not be eligible for any consideration of future funding.

### **Grant Making Categories**

- Based on the funds available and the number of applicants from year to year, the total grant amount will also vary from year to year. The amounts of the individual awards will be determined by the Board. However, the main focus of the grants will reflect the goals of the Mission Statement: *To serve the educational, recreational, and enrichment needs of the children of Plymouth by providing financial support to enjoy a variety of community and library programs and activities.*
- Each request must include stated outcomes and criteria by which it will be evaluated.

- In general, grants are made for future or planned expenditures for youth involvement and are **not meant** to cover operating deficits or previously incurred obligations. As stated previously, the *Phyllis Corsetti Endowment Fund* is interested in many fields of community activities and favors programs that are designed to meet the needs of the children of the community.

### **Projects Not Funded**

- Projects not generally funded by the *Phyllis Corsetti Endowment Fund* include, but are not limited to the following:
  - Operating/budget deficits
  - Day-to-day operating expenses
  - Previously incurred obligations
  - Endowments, research, political and/or lobbying activities
  - Property repairs/maintenance
  - Loans and memorials
  - Replacement of governmental or other public funding
  - Fundraising events

A separate scholarship program is available to individual students.

### **Applicant Confidentiality**

All information requested in the grant application is public information. Applications that are submitted to the Library Board can be reviewed by the public through the Freedom of Information Act.

### **Grant Process**

Applicants interested in submitting a grant proposal should do the following:

1. Review the grant application, which is available at the Terryville Public Library.
2. Contact the Terryville Library for the required form for the *Phyllis Corsetti Endowment Fund*. Applications must be completed and submitted to the Terryville Public Library Board of Trustees no later than April 15.
3. The Library Board of Trustees will perform a review of the application and possibly an interview of the applicant.

## Timeline for Grant Process

	DATE
<u>General Form Available</u>	<u>March 1</u>
<u>Grant Application Submission Date</u>	<u>April 15</u>
<u>Notification</u>	<u>May 15</u>
<u>Follow-Up Report Due</u>	<u>Thirty days after completion of activity</u>

## Selection Criteria

Applications to be evaluated by the Library Board of Trustees will be judged based on the completed application. Preference will be given to proposals that identify the ways that the organization or agency will provide educational, recreational or enrichment experiences to the children of the Town of Plymouth.

Criteria will consist of the following:

- Demonstration that this application is responding to the changing or emerging needs of children in the community
- Demonstration that the impact of the grant will be significant in terms of the needs or number of children in the community
- Availability of funds to fulfill requests