**CMLE MiniGrant Application**

Applicant information:

Name

Library Work phone

Library Address

City/St/Zip

Email

Position title

2. Please write a 200-300 word description of program/material/supplies being applied for (including date(s) and location). If available, add in a link to any information about the item requested. Describe how the program/material/supplies will benefit you, your library, or CMLE.

You can apply for up to $300. When applying, be sure to request only those expenses you are seeking CMLE to fund. Do not include costs that may be covered by your employer or someone else.

3. Projected expenses: (Please note that the last two columns are for office use)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expense Category** | **Estimated**  **Total Cost** | **Amount**  **Requested**  **($300 max)** | ***Amount***  ***Approved*** |  |
| Registration or Tuition |  |  |  |  |
| Transportation\* |  |  |  |  |
| Lodging |  |  |  |  |
| Meals |  |  |  |  |
| Substitute |  |  |  |  |
| Parking |  |  |  |  |
| Required Materials |  |  |  |  |
| Other (specify) |  |  |  |  |
| Other |  |  |  |  |
|  |  |  |  |  |
| **TOTAL** |  |  |  |  |

\*Mileage is for the use of a personal vehicle only, and only one person in a vehicle may request mileage.

4. Do you have anything else you want to share? (It’s not required, but sometimes people want to talk a little more about the grant, or include some information we didn’t think to ask for; you can do that here!)