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FOL-FY21 Fall

FY21 Fall Application for Funding (Returning Applicants)

Friends of the Big Sky Community Library

| | |
|--|-----------------------------|
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| Big Sky, MT 59716 | |



Kay Reeves

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|-------------------|-----------------------------|
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Application Form

Guidelines & Applications Tips

UPDATING INFORMATION FROM SPRING:

You will NOT need to retype your responses from the Spring application. Use the "Copy Answers" button at the top of the page to transfer your responses from the FY21 Spring application (submitted in April 2020) to this Application. You can make changes to any of your responses that need updating. If a response has not changed there is no need to update the response

NEW QUESTIONS:

★ Questions that were not asked on the Spring Application and are new to the Fall Cycle are indicated with a gold star

REQUIRED VS OPTIONAL QUESTIONS:

- All required questions are marked with an *asterisk* and must be answered in order to submit the application
- All optional questions have no notation and are not required in order to submit the application. But if an optional question applies to you, please provide an answer.

GUIDELINES:

- Please direct questions or concerns to Jenny Muscat, Operations Manager, at Jenny@ResortTax.Org or 406-995-3234
- Please only provide the information requested within this application
 - Supplemental materials will not be accepted
- Blackmail or bribery of staff or board members is strictly prohibited and will result in disqualification
- Please proofread your application for grammar and validate your data prior to submission
- Avoid organizational jargon and use layman's terms to minimize follow up questions
- You may SAVE the application at any time and return to it
- Final submission happens upon clicking 'SUBMIT'
- **The deadline for applications is Wednesday, September 30 @ 11:59 pm (Mountain Time)**

Organization/Background Information

INSTRUCTIONS:

Please verify and update any information that has changed since you applied for the FY21 Spring Cycle.

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Request Title*

Please **update** with your "'Organization Acronym"-FY21 Fall'. For example: *BSRAD-FY21 Fall*
FOL-FY21 Fall

Number of Projects/Programs*

How many projects/programs are you requesting Resort Tax funds for in the Fall cycle?

- If you are requesting funds for **FEWER** projects than in the spring keep the number of projects the same as it was in the spring and in the corresponding project question section(s) enter \$0 for the amount requested **and** provide an explanation about why this project is no longer taking place
- If you are requesting funds for the **SAME** number of projects as the spring keep the number of projects the same and update/verify each project question section accordingly
- If you are requesting funds for **MORE** projects than in the spring enter the new (higher) number here and fill in the additional project question section accordingly
 - o The maximum number of projects you may request funds for is 6

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For applicants with multiple projects please note that the application will expand and create additional project/program information sections for each project you are requesting funding for based upon the number entered above. Please enter your projects in order of highest to lowest priority as you complete the application.

Funds Not Awarded*

★ How would your projects/programs be affected if Resort Tax funding were not awarded?

We would have to cut back on all of our purchasing, including all new releases, e-books, audio books, and databases including Rosetta stone, Kanopy, NY Times and JSTOR. Our hours and programming would be limited, affecting the overall operations of the library, and equitable services we provide.

Total Funds Requested FY21 Fall*

★ What is the total amount of funds your organization is requesting for all projects/programs for this cycle (1/1/216/30-21):

Please ensure that all requests for all projects add up to this total, the form does not calculate a total for you.

\$48,220.00

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Additional COVID-19 Funds*

★ Has your organization received any funding from any of the following programs? (Check all that apply)

None

COVID-19 Funds Explanation

★ Please explain how the funding received affects your FY21 Fall Resort Tax request:

Provide detail on:

- *What funding was received (sources and amounts)*
- Amount your request to Resort Tax can be reduced (total ask and broken down by project) if applicable
- When funds were received/expected to be received
- Any other important information regarding this additional funding

No Funds Received

COVID-19 Impact*

★ What has the impact of COVID-19 been on your operation and how has this impact affected your Fall Resort Tax request?

Even though we have had limited hours during COVID, we have had to employ two staff members during all times the library doors are open. With all the extra sanitation, curbside pick-up, virtual storytimes, fielding emails and requests, as well as a reduction of our volunteer base, the basic workload has greatly increased. The importance of securing the safety of our patrons by properly sanitizing all books and areas, and then shelving the quarantined materials (after 72 hours) has become a priority. Therefore we have not reduced the “employed” hours in the library, thus our fall request has not changed.

PAYMENT REQUEST SCHEDULE INSTRUCTIONS:

- **Update** your estimated payment request schedule for your entire request for the FY21 Fall Cycle (1/1/21-6/30/21)
- For any month you are NOT requesting funds please enter 0

Please note:

- The first-day funds can be requested for the fall cycle is 1/15/21
 - Funding will not be available until a contract has been signed and the Post Award Follow Up has been completed
- Enter your estimated schedule based on when you plan to request funds from Resort Tax

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January 2021 Estimate*

Only for expenses incurred from 1/1-1/15/21 that you plan to request by 1/15/21. DO NOT INCLUDE ANY FUNDS YOU WERE AWARDED IN THE SPRING CYCLE IN THIS AMOUNT.

\$13,000.00

February 2021 Estimate*

\$4,000.00

March 2021 Estimate*

\$7,500.00

April 2021 Estimate*

\$11,000.00

May 2021 Estimate*

\$8,000.00



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June 2021 Estimate*

\$4,720.00

July 2021 Request Total Request*

★ *You may request funds until 7/15/21, for the FY21 Fall cycle for any expenses incurred before 6/30/21.*

\$0.00

When projecting future requests, please ensure these numbers are as accurate as possible. While calculating these numbers keep the following in mind:

- Economic Growth
- Staffing Changes
- Changes in Community Needs

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Future Funding Request FY22 Spring*

★What is your forecasted Resort Tax request for the FY22 Spring cycle (7/1/21-12/31/21)?
\$35,500.00

Future Funding FY22 Fall*

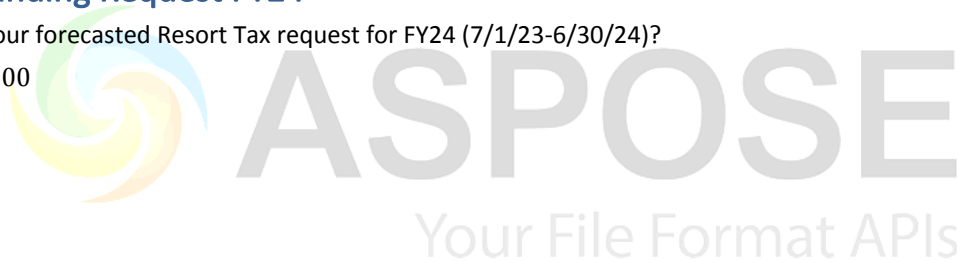
★What is your forecasted Resort Tax request for the FY22 Fall cycle (1/1/22-6/30/22)?
\$52,420.00

Future Funding Request FY23*

What is your forecasted Resort Tax request for FY23 (7/1/22-6/30/23)?
\$90,556.00

Future Funding Request FY24*

★What is your forecasted Resort Tax request for FY24 (7/1/23-6/30/24)?
\$93,500.00



Project/Program 1 Information

INSTRUCTIONS:

Please verify and update any information that has changed since you applied for the FY21 Spring Cycle.
If this project/program will not be taking place in the Fall cycle enter \$0 in the amount requested text box and provide information about why this project is no longer taking place in the "Additional Information" question later in this section.

Project/Program 1*

Library Operations

Amount Requested | Project/Program 1*

Update the amount you are requesting for project/program 1 for the Fall cycle (1/1/21-6/30/21):
\$48,220.00

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PAYMENT REQUEST SCHEDULE INSTRUCTIONS:

- Enter your estimated payment request schedule for project/program 1 ONLY for the FY21 Fall Cycle (1/1/21-6/30/21)
- For any month you are NOT requesting funds from Resort Tax please enter 0
- Please ensure your monthly request add up to the Amount Requested for this project/program
 - o The application does not add up the requests for you

January 2021 Est Project/Program 1*

★ *Only for expenses incurred from 1/1-1/15/21 that you plan to request by 1/15/21. DO NOT INCLUDE ANY FUNDS YOU WERE AWARDED IN THE SPRING CYCLE IN THIS AMOUNT.*

\$13,000.00

February 2021 Est Project/Program 1*



\$4,000.00

March 2021 Est Project/Program 1*



\$7,500.00

April 2021 Est Project/Program 1*



\$11,000.00

May 2021 Est Project/Program 1*



\$8,000.00

June 2021 Est Project/Program 1*



\$4,720.00



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July 2021 Est Project/Program 1*

★ You may request funds until 7/15/21, for the FY21 Fall cycle for any expenses incurred before 6/30/21.

\$0.00

Goals | Project/Program 1

What are the goals of this project/program and how will they be measured?

Our goal is to continue to increase the library's services in accordance with the growth of our patron usage and community's needs.

To ensure 21st century learning capabilities are available for our patrons.

To continue to develop programs that encourage lifelong learning and personal growth.

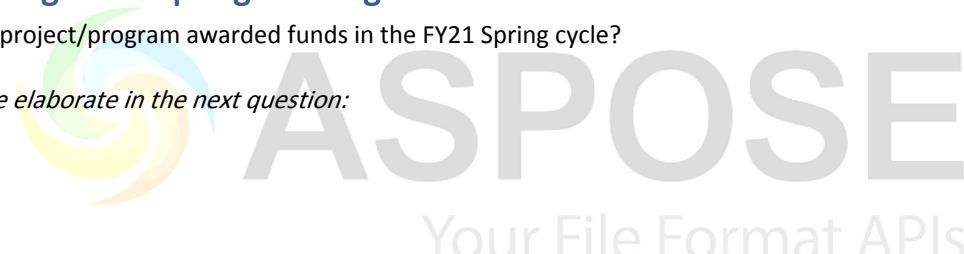
Success of programs will be dictated by patron usage, feedback, surveys, and on-line use.

Project/Program 1 Spring Funding*

★ Was this project/program awarded funds in the FY21 Spring cycle?

If yes, please elaborate in the next question:

Yes



Project/Program 1 Spring Funding Explanation

★ If applicable, please describe how you met the measurable goals outlined in your Spring application:

Continued to provide library services to the community by implementing a curbside pick-up for books and resources.

Provided a virtual story time twice a week to pre-school and early childhood crowd and added a virtual Young Adult book club.

Added more on-line resources, additional e-books, audio books, and through articles and newsletters informed the community of the services available on our website and on-line.

Increased our social media outreach by creating a Facebook and Instagram account.

Project/Program 1 Additional Information*

★ What additional information would you like to share with the Board regarding this project/program?

None at this time.

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Community Messaging 1*

★ Please provide a brief (1-2 sentence) description of this project/program for community messaging purposes:

Serving our community for 20 years, the library provides a variety of resources and services to locals and visitors in the Big Sky Area. Our mission is to promote a greater appreciation of literature and lifelong learning by providing in-person/on-line programs to ensure equitable services to all.

Application Verification & Summary

APPLICATION VERIFICATION:

Please ensure that your application is complete, all calculations are accurate, and it has been proofread before submitting for Board review. Once you select Submit you will no longer be able to edit your application.

Verification*

Incomplete applications may not be considered for funding. It is the applicant's responsibility to provide all the information requested in the proper format by the application deadline.

I verify that the application is complete and contains accurate information

Date of Submission*

09/17/2020

Name of Submitter*

Teri Kendziorski

Once you click 'SUBMIT', do not refresh the page. It may take a few moments to process the information and submit the application.

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File Attachment Summary

Applicant File Uploads

No files were uploaded



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