



Policy on Funding Capital and Special Needs Grant Requests

LibraryCo provides financial assistance to associations to pay for items that would not normally be part of their annual budget request or which might arise unexpectedly. This money is provided by Capital and Special Needs grants.

Capital and Special Needs grants will be provided only in extraordinary circumstances. Associations are reminded to anticipate and budget adequately for their needs. Funding will not be provided to top up the annual grants which LibraryCo provides to the associations and will not be provided in situations where associations failed to plan for normal expenses.

All requests will be considered on an individual basis by LibraryCo's Audit and Finance Committee. Grant applications should be submitted in writing by the president of the association to LibraryCo's Board General Manager. Applications should state the nature of the request, why it was not included in their annual budget request, the total amount being requested (including all taxes), and whether there is any urgency to the request. Should the application be approved, receipts will be required in order to obtain final funding.

Approved by the LibraryCo Board of Directors on September 23, 2008.