

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees Fellowes Athenaeum Trust Advisory Committee

Tuesday, December 29, 2020 at 2:00 p.m.

Held virtually via Zoom Conference Call

DRAFT MINUTES

A meeting of the Trustees Fellowes Athenaeum Trust Advisory Committee was held on Tuesday, December 29, 2020 via Zoom Conference.

Present at the meeting were: Trustees Fellowes Athenaeum Trust Advisory Committee Chair and Trustee Evelyn Arana-Ortiz, Committee Members: Sarah-Ann Shaw and Che Madyun, Friends of the Roxbury Branch Library, and Priscilla Foley, Director of Neighborhood Services/Branches. Also attending were: Assistant Neighborhood Services/Branches Manager, Diana Preusser, Allen Knight, Roxbury Branch Librarian, and Candelaria Silva-Collins, Fellowes Athenaeum Trust Project Manager. Also present was Pamela Carver, Clerk of the Board of Trustees and members of the public.

The Clerk noted the meeting was being recorded. Trustees Fellowes Athenaeum Trust Advisory Committee (“Committee”) Chair Evelyn Arana- Ortiz presided and called the meeting to order at 2:05 p.m. She thanked everyone for coming and asked the Clerk to take roll call. It was noted all members were visually present and determined there was a quorum.

Ms. Madyun questioned Representative Tyler’s role as a voting committee member. She addressed that the State Representative for the district typically holds an *ex-officio* position per the committee charter. Ms. Arana-Ortiz noted that Bob Gallery, Chair of the Board, appointed Ms. Tyler to the Fellowes Athenaeum Trust Advisory Committee in January 2020. Ms. Arana-Ortiz explained that President Leonard was reviewing all Trustees committee charters and members to determine if they have to make any revisions to update them in unison with legal guidance. She explained that she discussed Ms. Tyler’s position as State Rep and committee member with the BPL’s legal counsel. Although there was nothing that restricted Ms. Tyler from being appointed to the committee, they discussed potentially inviting another State representative from the adjacent district as *ex-officio* if preferred. Ms. Madyun commented that the committee structure and ensuring any proposed changes must go to probate court for approval. Ms. Arana-Ortiz noted she would confer with legal counsel to ensure we are compliant and would of course include the committee.

Ms. Tyler addressed the committee as a new member since she was not able to since being appointed due to COVID-19 and the cancelled March meeting. Ms. Tyler said she was very interested in serving as a committee member and was hoping to complement the work at the branch. She explained she puts a strong emphasis on education gaps and her work at the State House reflects that.

Next, Diana Preusser was introduced as the new Neighborhood Services Asst. Manager for the Roxbury branch; taking the place of Pete Coco. Ms. Preusser thanked the group for welcoming her and she hoped to be of service in any way she can for the Committee.

Ms. Arana-Ortiz addressed the first matter of business was approval of the minutes from September 12, 2019. With a few suggested edits made, the meeting minutes from September 12, 2019 were approved. Ms. Arana-Ortiz reminded the public they are welcome to sign up for Public Comment.

Priscilla Foley provided a brief update on the Roxbury Branch. Ms. Foley announced the staff returned to the branch after being out for the renovation. They were doing lots of collection work that had to be brought back into the building and shelved. On October 26th, the branch returned for “BPL to Go” services and answering phones. She pointed out that all branches were open for holds pick up service only at this

time due to COVID-19 guidelines. The public was excited to have this service returned at the newly renovated space. Ms. Sarah-Ann Shaw asked how the BPL was distributing this information to the community. Ms. Foley responded that their outreach is ongoing. She noted there was an ad in The Banner newspaper prior to the start of services in October, along with postings to social media and the BPL website. Staff was continuing to do outreach within their networks and were open to learn new ways to notify patrons about accessing the library. Rep. Tyler asked if they would be able to tour the Branch. Ms. Foley explained the process of increasing services has to go through an approval process with the City of Boston in accordance to CDC guidance. Unfortunately, tours were not approved at this time. Ms. Foley noted that once small tours were approved, they would prioritize to start with the Trustees and the Roxbury Friends. A virtual tour would be released soon with various story tellers at the branch and would be shared with the committee once the edits were completed.

Ms. Silva-Collins reviewed her Program Manager's report since May 2020. All members were briefed via emails prior to that. The final piano classes ended with a virtual recital in May. Some final poem writing classes ended in June. She explained some of her administrative correspondence with grantees, program participants, the Roxbury Friends, and the BPL.

Ms Silva- Collins reviewed all the previous year's programs and numbers.

1. Arts Emerson ran the Play Reading Book Club. There were originally four plays but due to COVID-19, one was cancelled. Attendance for each varied from 10-36 people.
2. Boch Center: Youth Art for Social Change Conference was a one-time event held at Hibernian Hall with 75 people attended.
3. Haley House: Offered cooking classes for families, one series with 4 sessions was offered due to changes made due to COVID.
4. Joel Mackall: offered Tracing our Roots, did one series with four sessions. There were 15-25 attendees.
5. Joel Mackall: offered How to Use Your Smart Phone, had one series with four sessions scheduled but had to cancel three of the sessions due to COVID. The first session had 7 people in attendance.
6. Joel Mackall ran a virtual Genealogy Bootcamp with one session of 20 people in attendance.
7. Makanda Project was scheduled to hold two concerts. The first one held 171 people. The second one was postponed due to COVID. She noted the Makanda Project held an additional concert in honor of Mimi Jones with a restricted attendance allowed of 40 people in August.
8. Piano classes ran from September to May. They finished some of the classes virtually and held a virtual recital featuring 20 students.
9. Mindfulness-based Stress Reduction with Bonita Jones. There was one series with five sessions scheduled, but one was cancelled. There were 9-13 attendees, plus held an orientation and intro session as well.
10. Writing Poems to and for other People with Aaron Devine hosted 10-15 people. A publication was printed as a book. Ms. Silva-Collins noted the book does not represent all students as one opted not to be included in it. The book will be printed and presented for the collection at the Branch.

The Committee discussed the breakdown and process of selecting grantees who are owned and/or operated by people of color and organizations within the community first.

Ms. Arana-Ortiz reviewed the FY21 Financial Report which reflected an ending balance of \$152,099.35 that will carry forward for programming next year.

Ms. Arana-Ortiz opened the floor to discuss thoughts, ideas, and concerns on what to do next year. Ms. Arana-Ortiz had concerns balancing the needs of school-aged students in the age of zoom and access issues in a time of restricted use of the branch due to restricted COVID guidelines. They discussed the possibility of offering summer programming outdoors as well as an option of a hybrid virtual model (instructor is onsite teaching class virtually to students at home). Ms. Foley explained her concerns of having to pull back on a program that may be scheduled in the outdoor spaces (due to COVID). She explained the BPL was not able to currently use the outdoor spaces. Ms. Foley wondered if there were a way to ensure grantees have the capability to pivot to online virtual instruction if needed.

The Committee continued their discussion on outdoor programming with concerns for social distancing, capacity limitations, and inclement weather. They discussed a realistic timeline to determine the earliest they could offer programs to the public would be May 2021 due to the RFP process. The Committee brainstormed on outreach efforts, and tapping into local resources and organizations to develop stronger relationships and address some of the issues of the community regarding education wealth and gaps, and programming. Ms. Silva-Collins suggested accepting video-taped grant applications, in addition to written ones may help new applicants.

Ms. Silva agreed to continue in her position as Program Manager. Ms. Foley and Ms. Preusser agreed to meet to begin drafting her new contract as soon as possible to enable Ms. Silva Collins to begin working on the RFPs.

Ms. Arana-Ortiz asked for New Business. The Committee discussed their next meeting to discuss the RFPs on February 22, 2021 at 2 p.m. (*This meeting was subsequently moved to March 1, 2021 at 2:00 p.m.*).

Ms. Arana-Ortiz asked for Public Comment for which there was none. The meeting was adjourned at 3:18 p.m.

Respectfully submitted,



Pamela R. Carver

ACTIVITIES REQUESTED for 2022 Fellowes Fund Activities

A. Children (Preschool and Elementary Grades)

The Children's Room has computers, picture books, cultural history and literature, fun math books, science project guides, encyclopedias, magazines and graphic novels. During the school year, homework assistance is available on Monday and Thursday evenings with a school teacher. The Children's Room also has a central reading area that is great for storytelling.

The Children's Librarian, Phelicia Harris, has suggested the following activities:

- After-school arts, dance or yoga
- Cooking classes
- Storytelling, music and movement
- Chess instruction
- Homework help and mentoring
- Crafts classes

Quiet activities are welcomed in the Children's Room. Performing arts and large-group events need to be carried out in the Community Room.

B. Teens (Middle School and High School students)

Teens and tweens utilize the Roxbury Branch's computers and wireless Internet access during out-of-school time. Programs about youth culture are popular.

The Teen Librarian, Stephen Toropov, has suggested the following activities:

- Music programming – how to make a CD, how to make music on computer
- Open mics/spoken word events or programs
- Digital music programming (how make a beat, how to use Garage Band)
- Ukulele classes
- Chess Instruction
- Using 3D printer (for teens and for younger children)
- Comic book creation
- Cooking classes
- Technology programs (especially web design, photo editing, or anime).
- Writing workshop (visits from local artists & 'zine written by participants)
- Other appropriate teen-focused programs (i.e., cooking, fashion, or crafts)

Your proposal must demonstrate strategies for youth engagement and cultural competency with teens. Most youth activities that involve groups, are best carried out in the rear conference room (Room B) or the Auditorium.

C. Adults and Families

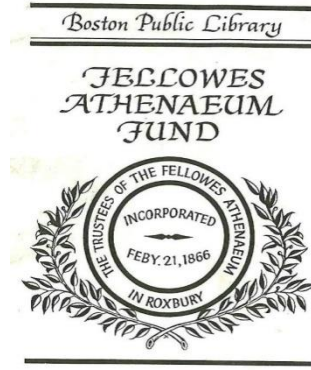
Computers, community development, the arts, chess, cultural events, research, creative writing and continuing education are the primary interests of adult library users.

The Branch Librarian, Allen Knight, and Akunna Eneh, Programs and Community Outreach Librarian, have suggested the following activities:

- Adult Literacy (Math, English, reading, and writing)
- Computer and Smart Phone instruction (in English, Spanish, Haitian Kreyol, and/or Arabic)
- Cultural arts programming (i.e., visual, performing arts, dance, and film)
- Writing classes (i.e., memoirs, fiction, poetry, and essays)
- Music instruction and music programming
- Podcast Instruction Classes
- Multilingual Poetry Event
- Cooking classes (for families, seniors, young adults who are learning to live independently)
- Sewing and craft classes (for families, seniors, and young adults)
- Speakers' series presenting authors and thought-leaders in Greater Roxbury and information on Roxbury History

Members of Friends of the Dudley Branch Library suggested the following activities:

- Financial Education (i.e., learning about budgets, baking, saving, investments, and financial paperwork)
- Health and wellness programs (i.e., yoga, meditation, stress reduction, etc.)
- Adult Literacy
- Technology Instruction (i.e., basic computer use, connecting the Internet, social media, ordering online, etc.)
- Black History programs and events
- Programs and Events which showcase creativity, culture, and music



Special Request for Proposals Community Programs

Funded by Fellowes Athenaeum Trust Fund

Boston Public Library



Fellowes Fund of the Boston Public Library

FY2022 Request for Proposals

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Notice of Intent to Apply Form

Timeline

Fellowes Athenaeum Issue Date: TBD

Print copies will be available at the Circulation Desk at the Roxbury branch

Note: Typically, proposals are issued in late May, early June

Technical Assistance Sessions: TBD

Note: Typically held Mid-June (on a Monday evening and on a Saturday morning)

Notice of Intent Due: TBD

Note: Typically, late June

Final Proposal Deadline:

TBD

(Late or incomplete proposals will not be considered for funding.)

Note: Typically, the Proposals are due around July 15

Grant Notification Date: TBD

Note: Typically, two days between September 20-25

Contracts begin: TBD

Note: Typically Mid-October

Contact:

Candelaria Silva-Collins, Fund Administrator

fellowestrust@yahoo.com

617/620-5557

Dear Applicants:

The Fellowes Athenaeum Fund Advisory Committee is pleased to announce this special Request for Proposals (RFP). We are asking grantees to submit a grant that incorporates virtual and in-branch learning because at the time of this RFP, the libraries are not yet open for in-person services. We are hopeful that the libraries will be open for in-person services, because the numbers of COVID-19 cases are decreasing and the vaccinations are being given.

This RFP supports the mission of the Fellowes Athenaeum Trust Fund (FATF) to provide a variety of literary and instructive programming for the Roxbury community at the Roxbury Branch (formerly Dudley Branch).

We seek ideas for activities that will engage people of all ages, backgrounds and abilities. Please review the BPL Compass: Principals for Excellence here: <http://www.bpl.org/compass/principles/>

If you intend to submit a proposal, you **must** attend the **Technical Assistance Session, being held virtually/in-person, on (TBD)**. This is an open forum where you can ask questions about the application process, learn about location parameters, go over budgets, and get a clear idea of our service goals. You will also have the opportunity to view a PowerPoint highlighting 2020 programs at this meeting.

Please read this RFP thoughtfully and completely, in order to fully understand the funding requirements. You are also encouraged to contact the Fund Administrator, Candelaria Silva-Collins, by email or phone with any questions as you develop your program and while you are writing your proposal.

We wish you the very best with your application.

Sincerely,

Evelyn Arana-Ortiz

Vice Chair of the Board of the Trustees of Boston Public Library
Chair, Fellowes Athenaeum Fund Advisory Committee

Priscilla Foley

Neighborhood Services Manager, Boston Public Library
Member, Fellowes Athenaeum Fund Advisory Committee

Diana Preusser

Assistant Manager, Branch Libraries

Representative Chynah Tyler

State Representative, 7th Suffolk District

Sarah-Ann Shaw and Che Madyun

Program Committee, Friends of the Dudley Branch Library, Inc.
Members, Fellowes Athenaeum Fund Advisory Committee

Allen Knight

Branch Librarian, Manager of the Dudley Branch Library

Candelaria Silva-Collins

Administrator, Fellowes Athenaeum Fund (fellowestrust@yahoo.com)

I. BACKGROUND

Grants from the Fellowes Athenaeum Fund are made possible by the generosity of Caleb and Sarah Fellowes, a merchant seaman and his wife, who lived in the Roxbury Highlands during the mid-1800's. A trust was established from their estates, "to be used for an Athenaeum for literary and instructive purposes" for the benefit of inhabitants of Roxbury "and other worthy persons who may visit that city¹". In 1873, the Fellowes Athenaeum opened on Millmont Street as a branch of the Boston Public Library, with nearly 5000 volumes. A century later, during the Urban Renewal era, the Fellowes Athenaeum and the Mount Pleasant Branch Library (now the Vine Street Community Center) were merged into the new Dudley [Street] Branch Library (now called Roxbury Branch) and the Fellowes Fund was brought under the administration of the Trustees of the Public Library of the City of Boston. Since 2004, the Fund has been overseen by the Fellowes Advisory Committee, which is comprised of members of the Trustees and management of the Boston Public Library, Program Committee member(s) from the Friends of the Dudley Branch Library, the Roxbury Branch Librarian, and local elected officials.

II. PURPOSE OF FUNDS: SMALL GRANTS

The Fellowes Athenaeum Fund is dedicated to supporting literary and instructive community programs. These programs are held at the Roxbury Branch of the Boston Public Library however, because of COVID-19 restrictions, programs funded in 2021 may be held virtually. All programs must be **free to all** and may not be used to solicit cash donations.

Grants range from \$500 to a maximum of \$6000.

The Fund is subject to the administrative guidelines of the Public Library of the City of Boston, municipal finance policies and procedures, and state contracting rules. Grants are made through cost-reimbursement contracts. Grantees must provide invoice(s) with receipts for payment.

III. ELIGIBLE APPLICANTS

This is a competitive process. The following eligibility criteria apply to **all** applicants:

1. The Program must be held at the Roxbury Branch (when allowed) or virtually
2. This grant request is by invitation only. Two references about **your services/professional experience** are required, preferably from people who have attended your previous programs and professional colleagues
3. Individuals are eligible to apply as Vendors (a tax identification number will be required, if funded). Non-profit organizations must submit a copy of their 501(c)3 determination letter from the Internal Revenue Service, if funded
4. Previous grantees who have not submitted Final Report for their grants may not apply

¹ The Town of Roxbury was incorporated as a city in 1848, and became annexed to the City of Boston in 1868.

IV. ACTIVITIES REQUESTED

Activities are requested that serve children (preschool and elementary grades), teens (middle school and high school grades), adults (including seniors) and/or families.

Your proposal must demonstrate strategies for engagement and cultural competency with the specific age group you are serving.

V. BACKGROUND CHECKS

In order to carry out a program funded by the Fellowes Athenaeum Trust Fund, grantees and staff who work with the public are required to undergo a CORI check by the Human Resources Office of the Boston Public Library, within three months of the program start.

VI. PROGRAM PLANNING

Scheduling:

Programs may be planned for Monday-Saturday during library hours if held in-person. Virtual programs may be held at other times although not on Sundays. We recommend that applicants look at the Boston Public Schools calendar for holidays and school vacations days and plan accordingly. (This calendar is available online.)

Space:

The newly renovated Roxbury Branch has vibrant spaces for programs, many of which did not exist before the renovation. A tour of the branch will be provided in the Technical Assistance session(s) and in the Orientation Session for grant recipients.

Rooms available at the Roxbury Branch are:

- Community Room (210 maximum occupancy, 168 seats, requires an assembly permit.)
- Learning Lab (18 seats)
- Nutrition Lab (12 seats)
- Small Conference Room (8 seats)

Space cost and any attendant security fees must be included in your proposal. Community Rm
(Note: Will outdoor space be available for programs?)

Outreach:

Grant applicants must share a Marketing Plan that includes multiple ways to market their program to the public. Young Adults' and Children's activities must include outreach to local schools, community centers, and faith-based organizations. Programs may be advertised in local papers, especially the Bay State Banner. Outreach via Social media is required. The support of the Boston Public Library and the Fellowes Athenaeum Trust Fund of the Boston Public Library must be acknowledged in your outreach materials. **A sample flyer and a list of outreach methods (that is: where, to whom, and how outreach will be carried out) are required elements of your proposal.**

Safety Concerns:

Adult supervision is required for youth activities. Your staff and volunteers must undergo a **CORI check** if funded by the Fellowes Athenaeum Trust Fund, which will be done by the Human Resources Office of the Boston Public Library, within three months of the program start.

Roles and Responsibilities:

The Fund Administrator, **Candelaria Silva-Collins**, will assist with marketing, space location and billing. You will be responsible for program planning, outreach, advertising, program activities, attendance, periodic updates, and invoices. An orientation meeting for all grantees will be held before programs begin. The Fund Administrator will also visit programs periodically to see how they are going, meet attendees, and take photos to post on social media.

VII. APPLICATION PROCESS

The application period TBD (typically late May – mid July)

Technical Assistance Sessions will be held TBD (**one in the evening and one on Saturday, mid-June**) **at the branch and/or virtually. All applicants are required to attend one of these sessions.** Email the Fund Administrator, Candelaria Silva-Collins, at fellowestrust@yahoo.com to discuss any questions or concerns you have.

For planning purposes, a **Notice of Intent** to submit a proposal, must be received by or before **4:00pm on TBD (late June)**. The required form and instructions are included at the end of this RFP.

Proposals are due at the Grove Hall Branch Library (41 Geneva Ave.) **by 4:00 pm on TBD (mid-July on a Friday)**. Proposals may be dropped off at the Roxbury branch or submitted virtually.

VII. REVIEW AND NOTIFICATION PROCESS

An impartial review committee will analyze your proposal on the basis of how closely it matches the requirements of this RFP, the needs and interests of Roxbury Branch Library users, and the degree to which it achieves “literary and instructive purposes”. During the review process, all proposals will be considered confidential, and they will not be discussed with anyone outside the review committee. Additional information may be requested after your proposal is received and reviewed. Applicants will be notified of the status of their proposal on TBD (usually mid-September).

VIII. CONDITIONS OF FUNDING

- A. The Fellowes Advisory Committee reserves the right to suggest modifications to proposals that are necessary to fulfil the program’s goals and/or to carry out the purposes of the Fellowes Fund.
- B. Anyone who leads a program funded by Fellowes Fund must pass a CORI check by the City of Boston, through the Human Resources Office of the Boston Public Library. The CORI check is free.
- C. **Programs must be free and open to the public.**

- D. Grantees will be **required to keep records of attendance and to provide copies** of same to the Fellowes Fund Administrator upon request and with the Final Reports, which is required grantees.
- E. Flyers and advertisements must include a statement that your program or event is being supported by the Fellowes Fund of the Boston Public Library. Program flyers must adhere to a template that will be provided upon funding and must be approved by the Boston Public Library Communications Department before they are released. A template and logos will be provided to grantees at an Orientation Session.
- F. Program services must reflect the goals of the Fellowes Advisory Committee, the Roxbury community, and the Roxbury Branch of the Boston Public Library, for a high-quality customer experience.
- G. Payment requires dated, itemized invoices and appropriate receipts to identify and reimburse costs.

IX. PROPOSAL OUTLINE: (3 pages, minimum; 10 pages, maximum, 12 point font)
 Attachments do not count toward the page limit. Put the Cover Page on top.

- A. VISION AND EXPERIENCE: Describe your experience in and knowledge of the program or event you are proposing. What are the objectives of the program or event you propose? How will your program or event be executed? Have you planned and executed this program before? Please give detailed descriptions of specific activities. Include a resume or bio sketch for each person involved.
- B. TARGET GROUP (Children, Teens, Adults or Families): Please specify the age group that the program is planned to reach. Describe your most successful experiences working with the group(s). Why is this program a good fit for the proposed group? Do you plan to serve non-English speakers in your program? If so, detail the languages and your ability to work with this group. What are the minimum and maximum numbers of people your program or event can serve?
- C. SCHEDULING AND RESOURCES: Considering your target group, how did you decide on the dates and times for the program? What materials or equipment will you use? Make sure to include information on where you will hold your program and costs in your budget.
- D. PLANNING AND OUTREACH: Please provide details on how you will market your program to the public and recruit participants. Attach your Outreach Plan and Sample Flyer.
- E. IMPACT: What are the benefits of your program? How will you know if it is successful? How will you measure program effectiveness? What alternatives will you explore if your target group does not participate in the way you thought they would? Please provide a sample evaluation/feedback form that you will give to participants.
- F. BUDGET: For personnel - describe the work to be done. Calculate hours to be worked and hourly wage or fees quoted. For supplies, calculate the estimated cost of materials and

explain why they are needed to carry out the project. Do you plan to provide refreshments to attendees? If so, this must be included in your budget. (Refreshments are recommended for programs serving children and teens. (Sample format included in RFP)

NOTES TO PROPOSAL WRITER

All budget items are subject to negotiation. Any equipment purchased with these funds will become the property of the Boston Public Library. The Fellowes Fund is to be used solely for community library programs and services. Its income may not be used to produce materials that will later be sold for profit or individual gain. Community library programs may not be used for fundraising purposes.

Programs must be free and open to the public.

X. PROPOSAL CHECKLIST

A complete proposal will be submitted in this format:

- ☐ Cover page with required signature(s). Proposals from nonprofits must be signed by the executive director and the staff person responsible for carrying out the program. Proposals by an individual (vendor) require only one signature.
 - ☐ Program budget with calculations and explanations of costs.
 - ☐ Proposal - Follow the outline on page 7 and make sure to answer all the questions with enough detail that a reviewer can clearly understand how the program will be delivered.
 - ☐ Resume or bio for each person working on the program. Include the best email and phone number to reach them.
 - ☐ Letter or form from venue at which you plan to hold your program.
 - ☐ Sample Flyer for your program
 - ☐ Outreach/Marketing Plan
 - ☐ Non-profits only: Form 990 for most recently completed fiscal year
-
- Make the cover sheet the top page.
 - Do not include a cover letter.
 - Your proposal must be typed and signed.
 - All attachments are required.
 - Submit **1 Original and 5 Copies**, for a total of **6 proposal copies**. Number the copies; write "Original" on the original. (Note: are we going to require this or have proposals submitted electronically?)
 - Put each proposal in a separate file folder or 10x12 envelopes. Put the name of the proposal and the name of the submitter on the outside of each envelope or folder.

Please note:

- Emails and Faxes will not be accepted.
- Late proposals may be returned as unread.
- Incomplete proposals will not be considered for funding.

SAMPLE BUDGET FORMAT

PROGRAM BUDGET			
NON-PROFIT STAFF	Hours	Cost Per Hour	Total
Title:			
Responsibilities:			
INDIVIDUAL VENDOR	Hourly Rate	Hours on Program	Total
<i>[Name]</i> provides workshop or <i>specialized activity</i> as described in the attached Scope of Work	Quoted price	Quoted hours	
EXPENSES	Unit Cost	# of Units	Total
Literary Materials (include cost to obtain books or materials not available at a Boston Public Library)			
Instructor/Presenter Costs			
Program Costs (Texts, Workbooks, Office Supplies, Displays, Copying, Test Fees)			
Outreach and/or Advertising Costs			
Other expenses (may include security)– please describe			

Total Requested _____

Explanation of Expenses (Budget Narrative)
<p>Example for books not available through BPL collections: __# of copies of each title will be purchased for use by __ anticipated # of participants. (Note: Purchased materials will become property of the Dudley Branch library after the grant is completed.)</p>

NOTES TO BUDGET WRITER

Every item must show a separate calculation.

Staff costs are to be calculated according to the number of hours per program, plus a reasonable number of hours to plan activities, perform outreach, and handle invoices and email updates to the Fund Administrator.

Vendors must provide a written quote and description of work. For example: [type of] instruction, to include [a list of specific activities] for \$x per hour for x hours per week for x weeks. This also applies to consultants who work under contract with a non-profit organization to deliver program services.

Use the Explanation section to describe how the Expense items will be used in the program.

**FISCAL YEAR 2022 PROPOSAL TO
THE FELLOWES FUND OF THE BOSTON PUBLIC LIBRARY
Cover Sheet**

Name, Title, and Organization of Applicant

Street Address, City, State, Zip

Telephone #

Website

Email Address for Contact Person

Request: \$_____

Brief Summary of Program or Event:

I certify that the information in this proposal is true and accurate.

Signature: _____
Executive Director

Signature: _____
Vendor or Contact Person

Printed Name:

Printed Name:

Date:

Date:

FELLOWES ATHENAEUM FUND OF THE BOSTON PUBLIC LIBRARY

NOTICE OF INTENT TO APPLY

Due by 4:00pm on TBD

Please send this Notice of Intent by email to fellowestrust@yahoo.com. You can also drop off at the Roxbury Library by 4:00 on TBD. (Note: This will be reworded if grants are accepted electronically.)

Applicant:

Amount Requested:

Brief Description of Program:

Name:

Title:

Organization (if applicable):

Email address:

Phone #: