



## Funding for Minnesota Book Awards Author Events

*Supported by grants from the  
Minnesota Department of Education – Office of State Library Services  
and the Minnesota Library Foundation*

### Description

Funding is available for Minnesota libraries and affiliated nonprofit library organizations to host events with Minnesota Book Award winners or finalists. The programs may feature winners or finalists from throughout the Book Awards' 23 year history, although events with recent winners or finalists are encouraged. In this round, funding will be made available for events occurring no later than **Monday, October 31, 2012**.

### Eligible Organizations

Minnesota Libraries (public, academic, school, and special), Regional and Multitype library systems, and non-profit Minnesota library support organizations such as Friends or foundations are eligible. (The Saint Paul Public Library and The Friends of the Saint Paul Public Library are not eligible.) For-profit libraries and school libraries with a religious affiliation are not eligible.

### Funding Reimbursements - Up to a maximum of \$500 for an event or series

A total of \$7,000 is available in this funding cycle. Libraries and library organizations are only eligible for funding for one event or series in this round.

### Process & Deadlines

Organizations seeking funding must complete and submit the attached application form. Applications will be accepted and reviewed until all funding has been allocated, **but organizations wishing to have priority consideration should submit their materials by September 28, 2012.** Organizations must meet all of the stated requirements to be considered, and priority will be given to those organizations which did not receive funding reimbursement through this program within the last 12 months. Funding requests will be reviewed shortly after receipt, and acceptance or denial will be determined by a Book Awards committee which will make all final decisions.

All funding is by reimbursement. To receive reimbursement, libraries and affiliated organizations must send copies of invoices within 2 weeks following the event. **This documentation must be received no later than Thursday, November 15, 2012.** Only one reimbursement request is accepted

for each project. Generally, reimbursement requests with approved invoices will be paid within two weeks of receipt of the request.

### **Program Requirements**

1. The program or series must feature one or more authors\* who are Minnesota Book Award winners or finalists (see [www.thefriends.org](http://www.thefriends.org) and click on the Minnesota Book Awards icon, for a list of winners and finalists).
2. Funds will be allocated to both programs promoted to the general public as well as a limited number of school programs.
3. Programs must occur no later than October 31, 2012, and reimbursement requests must be received by the Book Awards office no later than November 15, 2012.
4. Library organizations receiving funding must complete and return the required one page evaluation and report form and copies of publicity materials and press coverage at the time the reimbursement request is submitted.
5. All funds are to be used solely for the Minnesota Book Awards author project. Funds may be used only for author honoraria; author travel, lodging and food expenses; and promotional materials and advertising, including print materials and mailings. Funds may not be used for staff costs or collection purchases. Invoices must be submitted for expenses to be reimbursed.
6. At the program, and in accompanying promotional materials, the following must be stated: "This program is supported by the Minnesota Book Awards through a grant from the Minnesota Department of Education – State Library Services and the Minnesota Library Foundation. The Minnesota Book Awards is a project of The Friends of the Saint Paul Public Library, in partnership with the Saint Paul Public Library and the City of Saint Paul. For more information on the Minnesota Book Awards, visit [www.thefriends.org](http://www.thefriends.org)."
7. The presenting organization receiving funding agrees to assume all responsibility and liability for the program and associated activities.
8. If necessary, programs may be rescheduled, but must occur before October 31, 2012 and The Friends/Minnesota Book Awards must be informed of the change and the reason for the change.

*\*Note: Any winner or finalist of a Minnesota Book Award is acceptable as a presenter under this program. In the great majority of cases, these winners are authors or writers, but in some categories, such as Children's Literature, other creative artists such as illustrators have won Book Awards and are acceptable as presenters.*

### **Suggestions and Additional Notes**

1. Not all details of the program need to be set or confirmed to apply for funding. However, approximate dates, preferred authors or presenters, and projected budgets will strengthen your proposal.
2. Authors should be given an honorarium for their reading or event, in addition to reimbursement for expenses. Honoraria typically fall within the range of \$100-500, but many authors have variable fees to be negotiated.
3. Sale of the author's work at the event is encouraged.

4. Although readings are the most common type of program for author events, other forms of programs to be considered include multi-author panels, book discussions, keynote addresses, writing workshops, series of author events, etc.
5. Publicity and promotion are key to programming success. Organizations receiving grants are encouraged to seek out local media to publicize their programs. In most cases, authors have electronic versions of photos and book jackets they will be willing to share to publicize the program.
6. A detailed Author Program Handbook providing recommended steps, tips, and sample materials for organizing an author program is available at [www.thefriends.org](http://www.thefriends.org). All organizations being approved for an author program funding reimbursement will be encouraged to review this handbook for suggestions in planning and promoting their program.
7. Events must be hosted by a Minnesota library or library support organization, but do not have to take place in a library.
8. The Minnesota Book Awards has a logo and graphics available for use in publicity. Contact Ann McKinnon at The Friends of the Saint Paul Public Library – [ann@thefriends.org](mailto:ann@thefriends.org) or 651/366-6489 – for copies of these graphics. Additionally, The Friends has other Book Awards materials, including bookmarks, posters, and reading guides available.
9. The Minnesota Book Awards/The Friends of the Saint Paul Public Library holds the contact information for many Book Award-winning and finalist authors. To inquire about author contact information, contact Ann Nelson at [mnbookawards@thefriends.org](mailto:mnbookawards@thefriends.org) or 651/366-6497.

**FOR MORE INFORMATION OR QUESTIONS, CONTACT:**

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The Minnesota Book Awards is a project of The Friends of the Saint Paul Public Library, with the City of Saint Paul, and the Saint Paul Public Library

Contact The Friends/Minnesota Book Awards at:  
325 Cedar Street, Suite 555, Saint Paul, MN 55101, 651/222-3242, [www.thefriends.org](http://www.thefriends.org)