

Louisiana Library Association Disaster Relief Fund Policy

PURPOSE: The purpose of the Louisiana Library Association Disaster Relief Fund is to make available funds to help Louisiana libraries recover from damages due to recent disasters.

FUND REQUEST PROCESS

1. All libraries are invited to apply for funds. Requests will be submitted to the Disaster Relief Fund Committee for consideration.
2. The Disaster Relief Fund Committee will review the applications within 45 days, and funding will be awarded as approved. Libraries will be notified within 10 days of the Disaster Relief Fund Committee review if funding is not approved.

DISTRIBUTION OF FUNDS

1. If an application is funded, funds will be distributed by check payable to requesting library.
2. Within six months, a report on how money was spent with copies of receipts will be due in the LLA office.

POLICIES AND PROCEDURES

1. A committee consisting of the Executive Committee (President, 1st Vice President, 2nd Vice President, Past President, Secretary and Parliamentarian) shall be created to review and approve requests for funds.
2. Executive Director will include a monthly accounting of all fund donations and expenditures with other monthly reports.
3. Executive Director will maintain a spreadsheet of donor contact information.
4. In a timely fashion, thank-you notes will be sent to donors.
5. Applications will be evaluated by committee members according to the following criteria:
 - a. Extent of damage sustained
 - b. Impact of damage on service
 - c. Plan for using the funds
 - d. Availability of other funds to assist in recovery
 - e. LLA membership

LOUISIANA LIBRARY ASSOCIATION: Disaster Relief Program Application for Financial Support

Name of Damaged Library: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

Email address: _____

Permanent Address: _____

Temporary Address (if applicable): _____

LLA (Louisiana Library Association) Member? Individual _____ Institution _____ No _____

Type of Library: Academic _____ Public _____ School _____ Special _____ Other _____

Governing Authority (name of university, public library system, school district, corporation, nonprofit agency, etc.):

Address: _____

Describe the extent of damage sustained, including what percentage of the collection/building this represents, the impact on library service, and state when the damage occurred.

(If additional space is needed, please continue on a separate page and attach it to this form.)

Provide a brief summary of how the funds will be used. Describe the project, the number of people served, and the expected outcomes. Include a line item budget that estimates how funds will be allocated for the project.

(If additional space is needed, please continue on a separate page and attach it to this form.)

Is your facility covered by insurance? Yes _____ No _____ If yes, please describe coverage

provided: _____

Is your facility receiving disaster relief from other source(s)? Yes _____ No _____

If yes, please describe: _____

If I receive funding, LLA may use my library's name in publicity efforts: Yes _____ No _____

If I receive funding, I agree to submit a report on how the money was spent and provide copies of receipts within six months after I receive the funding.

Authorized Signature: _____ Title _____ Date: _____

Please send this form and attachments (if additional space is needed) by
to: **LLA Disaster Relief Fund Application**
8550 United Plaza Blvd., Ste. 1001 . Baton Rouge, LA 70809 . Fax: 225-408-4422