

Quarterly Grant Request Procedures
August 26, 2024

The primary objective of the Friends of the Library of Hawai'i (FLH) is to maintain free public libraries in the State of Hawai'i, to promote extension of library services throughout the State of Hawai'i, and to increase the facilities of the public library system of Hawai'i by securing materials beyond the command of the ordinary library budget.

The Quarterly Grants are grant funding for specific programs or projects at a branch or section. This includes the programs and projects at the Hawai'i State Library or LBPD.

Please see the grant process below:

1. Complete the Quarterly Grant Request Form online located at www.FLHhawaii.org > Programs > Grants > Grants for Librarians
2. Approvals: The requestor will receive a confirmation email. A confirmation email will be automatically sent to the Director level or State Librarian depending on the total cost*. If the requestor is not the branch manager then the requestor should forward the confirmation to the branch manager for approval. Approvals should be sent to admin@FLHhawaii.org.
 - Requests under \$500 require the approval of the Branch Manager.
 - Requests over \$500 but under \$1,000 require approval of the Branch Manager and PLB/HSL/LBPD Director.
 - Requests over \$1,000 require the approval of the branch manager > PLB/HSL/LBPD Director > and the State Librarian.
3. Once the necessary approvals are received (admin@FLHhawaii.org), the request will be reviewed by the FLH Executive Director for a funding decision. If the grant request is approved, an email confirmation will go to the requestor and they will be asked to confirm the payment instructions. A check(s) will then be issued and sent out based on the payment instructions.
4. The requesting library branch must submit to the FLH office any receipts or any documents, such as W9 (for performers/contractors), to support the grant request.

* The online form will automatically send an email to your PLB/HSL/LBPD Director for approval if your grant request is more than \$500. The online form will automatically send an email to the State Librarian for approval if your grant request is more than \$1,000.