



MICHIGAN LIBRARY ASSOCIATION

## MLA Equity Fund Guidelines for 2023-2024

The MLA Equity Fund will be used as an individual grant geared toward the professional development of individuals currently underrepresented in the library profession. This fund will reduce financial barriers and uplift the professional development for Black, Indigenous, Latinx, Asian, North African, and Middle Eastern individuals by providing resources to be used for memberships, attendance at workshops, educational events or conferences of applicants' choosing, or for other purposes that they believe increase their ability to impact and transform the library profession.

MLA affirms its commitment to diversity and inclusion by seeking the broadest participation of racially and ethnically diverse librarians and library support staff who provide leadership in the transformation of libraries and library services.

### Eligibility Requirements:

- Applicants must be Black, Indigenous, Latinx, Asian, North African, or Middle Eastern.
- Applicant must be an individual member of MLA, working in a public library.
- Organizational public library members may apply to this fund on behalf of any staff member of color if that person is an individual member of MLA.
- Applicant must detail the value of the grant to their work including how the activity will advance their capacity and/or increase their ability to impact and transform the library profession.

### Amount of Awards:

- a. Requests up to \$1,000 will be considered. Partial funding of a request is possible. Not all applicants will be funded.
- b. Each recipient will be required to submit an IRS W-9 form so that an IRS 1099 income statement can be issued by MLA for the recipient's tax records. All taxes and reporting of taxes will be the responsibility of the recipient.

### Application Deadline:

All application materials are due to MLA by Friday, June 2, 2023 by 5:00 p.m.

### Project Timeline:

The 2022 MLA Equity Fund grants will be awarded for activities occurring between July 1, 2023 through June 30, 2024.

### Application Package:

The application form can be accessed from the following link:

<https://www.milibraries.org/equity-fund-application>

- a. Applicants must submit all attached materials as one combined PDF file package in the following order:
  - i. Application form
  - ii. Narrative document (no more than 2 pages) - no smaller than 12-point font including the following:
    - Explain the professional development or activity for which you are requesting funding.
    - Timeline for all activities to take place.
    - Address how this activity will advance your capacity and/or increase your ability to impact and transform the library profession.
  - iii. Budget (no more than 1 page) – please be specific and provide the amount for each item listed and a brief narrative. The total should equal the amount requested. *Example for a grant request of \$445:*

<i>Membership in ALA (12 month membership)</i>	<i>\$100</i>
<i>Travel to MLA annual conference (October 2020)</i>	<i>\$ 85</i>
<i>Registration Fees for MLA Annual (October 2020)</i>	<i><u>\$260</u></i>
<i>TOTAL:</i>	<i>\$445</i>
  - iv. At least one but no more than three letters of support specifically addressing the grant request.
  - v. A current CV or resume.
  - vi. A current headshot of applicant for marketing/publicity purposes.
- b. Applicants should retain a copy of the application and materials.

### Examples of Activities:

Grants through the MLA Equity Fund provides funding for professional development opportunities and other activities. Applicants should apply for funding that advances career goals or innovative projects to include, but is not limited to:

- i. Educational opportunities and associated travel (e.g., conference attendance, workshop participation, or classes outside of a degree-granting program);
- ii. Memberships in any professional organization that helps build your professional capacity.
- iii. Projects or activities that will be led by grant recipient that advance the transformation of libraries and library services through diversity, equity and inclusion.

### Restrictions of Funding:

- a. Funds cannot be used for tuition or tuition expenses at any college, university, or degree-granting institution if enrolled in a degree-granting program.
- b. Funds cannot be regranted or redistributed (e.g. as a pass-through or fiscal sponsorship) to any other person, organization, or entity.
- c. Funds cannot be used for debt reduction/elimination, student loans, penalties or litigation.

**Evaluation Process & Selection Criteria:**

Applications will be reviewed by the MLA staff for eligibility and completeness before being assigned to an advisory panel for review, ranking and financial recommendations. This panel is appointed by MLA and is made up of a small group of qualified library professionals selected on the basis of their familiarity with, and expertise in library services. The MLA Board of Directors has final approval of all MLA Equity Fund grant recipients. Not all applicants will be funded.

Applicants will be evaluated according to the following:

- i. A complete application with a clear, focused explanation of the request.
- ii. Evidence that activities advance career goals or interests.
- iii. Achievement and experience as evidenced through current resume.
- iv. Community support as evidenced through Letter(s) of Support.

**Notification and Awards:**

Recipients will be notified of their selection by email by June 23, 2023. Once the official award announcement has been made, an agreement, IRS W-9 form, and final report form will be mailed to recipient to complete and return.

**Agreement:**

Recipients must enter into a written agreement with MLA, which, when executed, has the legal effect of obligating the award, and which states the rights and obligations of the parties. No funds will be awarded in the absence of a signed agreement.

**Publicity Materials:**

Fellows must agree to provide a headshot for publicity purposes, including use on the MLA website. Photographs may be altered, if necessary, for formatting purposes. MLA reserves the right to use selected images from recipient activities as documentation.

**Active Fundraising:**

The MLA board has committed to actively seek out contributions to replenish the MLA Equity Fund on an annual basis.

**Contact Information:**

Questions concerning the MLA Equity Fund that are not answered in the above guidelines should be directed to: Deborah E. Mikula, [dmikula@milibraries.org](mailto:dmikula@milibraries.org)