MINNESOTA LIBRARY
ASSOCIATION

Subunit Project Proposal Form

MLA subunit project funds support ideas and activities that advance the mission of MLA. Project funds may be used to supplement and/or complement budgeted subunit funds (2014 budgets: $100/roundtable, $200/section; division budgets based on membership as of June 30, 2013).

Instructions: Complete this form electronically (both pages), save a copy for yourself, and send the completed form with all supplemental materials by email to office@mnlibraryassociation.org with the subject line **MLA Subunit Project Proposal**.

Proposals are accepted on a rolling basis and reviewed by the MLA board. Proposals may be submitted at any time. Early submission is encouraged.

Subunit (select one)

☐ 460 – ARLD	☐ 410.01 – CYPS	☐ 410.07 – RASS
☐ 480 – MLTA	☐ 410.03 – DORT	☐ 410.08 – SRLRT
☐ 470 – PLD	☐ 410.04 – GODORT	☐ 410.09 – IRT
	☐ 410.06 – RART	☐ 410.10 – TSS

Contact Information of Person Submitting Proposal

NAME	DATE
EMAIL ADDRESS	PHONE NUMBER

Project Information

PROJECT TITLE

PROJECT DESCRIPTION

PROJECT TIMELINE

RELATION TO STRATEGIC VISION (CHECK ALL THAT APPLY)
☐ Educating & Activating a Library Support Network
☐ Strengthening Our Organization
☐ Engaging Our Members
☐ Developing and Equipping Our Leaders

EXPECTED OUTCOMES

MLA Subunit Project Proposal Form

Budget

Please provide an estimated total dollar amount and a complete description of items and services required for your project.

TOTAL AMOUNT REQUESTED

$

ITEMS AND SERVICES REQUIRED

Association Management Company Support

Please indicate any additional services that may be requested of our management company, including e-mail blasts to subunit members, registration, event management, etc.

AMC SUPPORT REQUESTED

Report

Submit a brief written report addressing the outcomes of the project within one month of completion of the proposed project or the end of the fiscal year, whichever comes first, to office@mnlibraryassociation.org. Additional reporting of subunit activities in other venues (such as the MLA Roundup) is encouraged.