

# Ladd and Katherine Hancher Library Foundation

## Grant Application

The Ladd and Katherine Hancher Library Foundation will consider requests from public libraries serving populations of 50,000 or less. Projects are reviewed for the level of educational contribution to the community. Funding will not be considered for normal operating expenses, normal salaries or employee benefits.

**Application Deadline: Friday, August 28, 2026**

Name of Organization: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Current Assigned Texas State Library Population: \_\_\_\_\_

Grant Amount Requested: \_\_\_\_\_ Project Title: \_\_\_\_\_

**AGREEMENT:** If awarded a grant, it is agreed that this library will submit a **Final Report** that includes a review of what was purchased and the value/success of the purchase(s) in relation to your library. A detailed accounting of expenditures is not necessary. The **Final Report** is due on or before one year from the date the grant is funded.

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Signature of Representative

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Title

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Date

**ASSURANCES OF CONTINUED LOCAL SUPPORT:** It is agreed that local funding for this library will not be diminished, curtailed, or cut in any way as a result of awarding this grant.

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Signature of Authorization

Title

Date

Address each of the following items. Responses to each item should be limited to one page or less.

1. Describe the project to be funded by the Ladd and Katherine Hancher Library Foundation. (limit your description to one page.)

Include:

- The library service area and population to be affected by the project.
  - Describe the project and the needs your project will address.
  - Provide a tentative timeline for implementation of your project.
2. Has this library received a previous grant from the Ladd and Katherine Hancher Library Foundation?  Yes [Year(s) received \_\_\_\_\_]  No

3. If a grant is awarded, how will this project be funded beyond the grant year?
  4. Provide a detailed budget for your project. Include itemized costs for materials, equipment, furniture, shipping, labor, etc....
  5. Describe how this project will improve the library educational services in your community. Denote the group(s) in your community who benefit and how they will benefit from this project.
  6. Explain how you will measure the success of your project. What are the outcomes you anticipate?
  7. Identify the person(s) who will implement the project, monitor the results and submit the report. Provide name(s), title(s) and address(es).
  8. Please include any additional information you believe is important.

**CONTACT INFO:** E-mail: [info@hancherlibraryfoundation.org](mailto:info@hancherlibraryfoundation.org)

Web Page: [www.HancherLibraryFoundation.org](http://www.HancherLibraryFoundation.org)

**WHAT TO SEND:**

One copy of the Grant Application.

One copy of your Annual Report to the Texas State Library.

***Application must be postmarked by Friday, August 28, 2026***

**Mailing Instructions:** Applications should be sent by first class mail. The Foundation will confirm receipt of the application by email.

**Send Applications to:** Ladd and Katherine Hancher Library Foundation  
Attn: Charlotte Tilotta  
P.O. Box 878  
Columbus, TX 78934