UF UNIVERSITY of FLORIDA

George A. Smathers Libraries
Grant Management Committee

535 Library West
PO Box 117001
Gainesville, FL 32611-7001

Flo Turcotte
Department of Special and Area Studies
George A. Smathers Libraries

October 27, 2006

Dear Flo:

On behalf of the Library's Grant Management Committee (GMC), we want to thank you for participating in this year's Mini Grant program. We are pleased to inform you that the Grant Management Committee was unanimous in its praise of your application "John D. MacDonald Collection Processing Plan" and recommended it for full funding. The Directors concurred and every member of the GMC plans to support you as fully as we can while you pursue the activities outlined in your mini grant proposal. There will be two reports due on the project, a mid term report due in the middle of April 2007 and the final report due in the middle of November, also 2007. Details regarding what kinds of data to include in these reports will be forthcoming.

While we were unanimous in our support of your application, we had several comments on your proposal:

We would like to see you work closely with Lane Jimison, the new Development officer, on the matter of the visit to Jean Shine. Lane is a professional fund raiser and will be a key ally in your request for further support. Also, the Development office should pay for any fund raising trips, therefore we have removed the $864 for the trip to North Palm Beach from your budget request.

Though not egregious, there were several places within your application packet were you strayed from published mini grant guidelines. We did not ask for a cover letter, the narrative went over the explicit 3 page limit and you used your own time as cost share, which was specifically not allowed. In the future a very careful examination of grant application guidelines is in order. Finally, several reviewers felt that using a paid consultant to write a support letter would be frowned upon by external funding agencies.

Please schedule a meeting with Grace Strawn in the Budget office. She will work with you to allocate mini grant funds to the OPS budget for Special and Area studies and set up Calvin and Nola Branche in the vendor files for Peoplesoft. She can also provide advice on tracking the usage of these funds during the course of the grant.

Congratulations on your grant and please do not hesitate to call on any of us for help and assistance.

Sincerely,

The Grant Management Committee

Cathy Martyniak, Chair
Erich Kesse
Jan Swanbeck
Peter McKay
Grace Strawn
Kelley Cunningham, Grant Officer
Jim Cusick
Jane Anne Carey