

# 2025 Texas Library Grants Application

Thank you for your interest in Texas Book Festival's Texas Library Grants program. Since TBF's founding, it has been a part of our mission to promote literature and support Texas libraries. To date, TBF has provided more than \$3.6 million in funding to public libraries statewide. Our goal is for these grants to assist libraries with enhancing their print, e-book, and audiobook collections with materials that meet the unique needs of their communities.

You may leave and return to this form. The form will save your progress to your Google drive account for 30 days. If you have trouble completing or submitting this form, need an alternative submission method, or have questions or concerns, please email TBF Communications & PR Coordinator **Jose Rodriguez** at [Jose@texasbookfestival.org](mailto:Jose@texasbookfestival.org).

## General Instructions

Texas Book Festival accepts applications from **Texas public libraries**. Academic and school libraries are not eligible. Past grant recipients who do not submit their final reports by their designated deadline decrease their likelihood of receiving a Texas Library Grant in the future. All grant applications will be reviewed by a committee selected by the Texas Library Association and Texas Book Festival.

## When to Apply

Texas Book Festival's Texas Library Grants program has one funding period per year. For the 2025 cycle, applications will be accepted from **February 3–April 18, 2025**.

## Important Dates

Friday, April 18, 2025: Application deadline

Friday, May 30, 2025: Grantees will be notified and checks will be mailed

Monday, March 2, 2026: Final report submission deadline

**We fund physical and e-book/audiobook collections enhancement. These items will not be funded:**

- Videos (DVD)
- Equipment for staff use
- CDs
- Giveaway books
- Marketing programs
- Subscriptions
- Textbooks
- Kits
- Programming materials
- Hardware
- Accelerated readers
- Furniture, carpeting, and office supplies
- Gaming Technology
- Televisions or DVD Players
- Hardware for staff use
- Specific "Computers for Tots"

- Vox Books, Wonderbooks, or similar audio/print hybrids
- Hoopla or similar streaming services that do not exclusively feature books
- Initiation of an e-book, audiobook, or e-content subscription (TBF will only fund e-book or audiobook collections if a subscription already exists. Applicants must include details about its current e-reader/audiobook subscription services in section 1A.)

### **Final Report Submission**

If an award is granted, it is agreed that the grantee will complete the Texas Book Festival final report and submit it no later than **Monday, March 2, 2026**. Final report details will be sent to grantees via email.

### **Grant Writing Tips**

1. Demonstrate your community's need and how you will fulfill this need with the grant funds. Consider the demographics of your community. Are all community members' needs being met by your current collection?
2. Do not assume that the evaluator is a librarian—refrain from using library terminology.
3. Provide a concise budget and attach quotes from vendors to show what your actual costs will be. If requesting physical books for your collection, **we highly recommend and will award additional points to applications if using a vendor that will provide you with shelf-ready books. This way, the books are processed quickly and available to patrons.** Consider using the School Library Journal for average prices if you cannot obtain actual vendor quotes and note why you cannot obtain actual vendor quotes.
4. Provide a timeline for your project, including when you will order items, receive them, implement them, and promote them to your library community.
5. Provide community statistics to show your needs and how the project will address those needs.
6. When demonstrating your publicity plan, make sure you are sharing within and beyond your library space. Please share how you will reach your audience to promote the project and the Texas Book Festival award.