



## Sport, Culture and Heritage

Public Library Services Branch  
300-1011 Rosser Avenue, Brandon, Manitoba, Canada R7A 0L5  
T 204-726-6590 F 204-726-6868  
[www.manitoba.ca](http://www.manitoba.ca)

November 6, 2018

[REDACTED]  
President  
Manitoba School Library Association  
307 Shaftesbury Blvd.  
Winnipeg MB R3P 0L9

Dear [REDACTED]:

The Province of Manitoba may make available a discretionary operating grant of up to \$1,400.00 to the Manitoba School Library Association.

The following information is required for the consideration and processing of any grant approved:

- written request for the grant and a completed grant application
- list of association board members indicating all executive positions and applicable terms
- minutes of the most recent Annual General Meeting (AGM)
- audited financial statement for the fiscal year completed and approved by the board
- approved operating budget for the current operating year
- copy of the current strategic plan

This information must be received at Public Library Services Branch no later than December 1, 2018. Should you have any questions concerning your grant application, please contact Judy Bignell at 204-726-6863 or by email at [Judy.Bignell@gov.mb.ca](mailto:Judy.Bignell@gov.mb.ca).

Sincerely,

Trevor Surgenor  
Director

Enclosure