

Thomas Memorial Library Annual Summer Reading Program

“Build a Better World” Community Spotlight Selection Policy

Overview

The Thomas Memorial Library (TML) highlights a local or regional non-profit organization during its Summer Reading Program. This effort is intended to encourage donations of funds or goods and/or volunteerism that would further the mission of a selected 501(c)(3) non-profit organization. The goal is to highlight an organization that aligns with the library's mission of fostering community well-being, growth, and vitality by connecting people with information, resources, and one another. Each year a different organization is selected based on information provided in an annual application process.

Purpose

The purpose of the Thomas Memorial Library (TML) Build a Better World Community Spotlight efforts is to encourage community awareness and support of nonprofit organizations that serve the needs of the people, animals, and environment of the state of Maine. Registrants in the library's annual Summer Reading Program will be encouraged to donate or volunteer for the selected organization as part of their participation in the program.

Application Process

Organizations who wish to be highlighted in the library's annual Build a Better World Summer Reading Program are invited to apply for consideration in the Community Spotlight program. The deadline for the TML Build a Better World Community Spotlight application is 5:00 PM on the last business day of February in any given year.

The Thomas Memorial Library Committee, a 7-member committee made up of citizens appointed by the Cape Elizabeth Town Council, shall serve as the Selection Committee for the annual Community Spotlight organization recipient.

TML Build a Better World Community Spotlight Recipients are announced in April of each year.

Application and Award Cycle

Annually, the TML Selection Committee will make applications available for organizations to apply to be that year's Community Spotlight organization. The announcement and a link to the application will be posted on the Thomas Memorial Library's website during the application acceptance period.

- **Application Period:** Applications will be accepted in **January and February** of each year.
- **Funds Awarded:** The selected recipient will be announced in **April** and be featured as the Spotlight organization during the subsequent Summer Reading Program season.

Qualification Criteria

In order to qualify for the proceeds from the TML Build a Better World Community Spotlight organizations must meet the following criteria:

- Be a registered not-for-profit or non-profit service club or organization primarily serving communities in the state of Maine.
- Submit a fully completed application by the published deadline.
- Organizations may submit no more than one application per year.

Selection Criteria

Applicants will be evaluated on the following criteria:

- Organization's alignment with the Thomas Memorial Library's mission
- Organization's alignment with TML's Summer Reading Program theme of Build a Better World: Read for Resilience, Read for Kindness, Read for Good
- Organization's impact on Maine communities
- Organization's ability to provide an accounting of how community donations of money, time, or goods will further the organization's goals

Application Submission and Contact

Please return the completed application and accompanying documents (W-9 and organization summary) to the TML Selection Committee:

- **By Mail:** TML Selection Committee, Thomas Memorial Library, 6 Scott Dyer Road, Cape Elizabeth, ME 04017
- **Via Email:** rdavis@thomas.lib.me.us

APPLICATION DEADLINE: 5:00 PM on the last business day of February

Voted for recommendation of approval by the TML Committee on: December 11, 2025

Adopted by the Town Council Effective Date: January 5, 2026

Policy Review: This policy shall be reviewed at least every 2 years

Required Application Information

The application must include the following information:

- 1. Name of Organization:**
- 2. Date Organization was established:**
- 3. Organization Tax ID Number:**
- 4. Documentation of Organization's 501 (c) (3) status.**
- 5. How many people benefit from the Organization each year?**
- 6. Organization Annual Operating Budget:**
- 7. Organization Contact Information:** (Name, Address, Phone Number, Email Address)*
- 8. Organization Summary:** Attach a brief summary (limit 500 words) describing the organization, explaining the impact it has on the communities it serves, defining specifically what the fundraising money will be used for, and the benefit the funds raised will have on the Organization. (Please limit your answer to 500 words)*
- 9. Volunteer Opportunities:** Provide any opportunities for community volunteers to benefit your organization.
- 10. Donations of Goods:** Please list any non-monetary items that people could donate to benefit your organization, such as non-perishable food items, personal care, items, etc.
- 11. Previous Participation in TML's Build a Better World Community Spotlight Program:** If the Organization was selected for the Community Spotlight program in a prior year, please provide a detailed summary of how the program supported your organization's mission. Please be as specific as possible.
- 12. Person Serving as the Contact for Library Communications:** (Name, Title, Mailing Address, Phone Number, Email Address)

-----As the person responsible for completing this application, please verify your name, title, and date.

Name & Title:

Date: