



3445 Winton Place, Ste 204, Rochester NY 14623 tel (585) 223-7570  
[www.rrlc.org](http://www.rrlc.org) *Impactful Knowledge Network*

Dear Lyla,

It is our pleasure to inform you that Mendon Public Library has been awarded an RRLC Capacity Building Grant in the amount of \$ 1,450 to support the “Marketing Plan Workshop” with Causewave Community Partners.

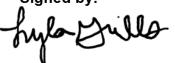
The following are terms required for the successful implementation of your project.

- Projects must be completed within a one-year timeframe.
- You will be requested to provide a mid-year progress update during the project to give the RRLC an understanding of how your project is going.
- RRLC will provide a final project report template in which you will include a summary of the project goals, outcomes, and a detailed project expense budget.
- You must contact RRLC if a change in staff is required to complete your project (i.e. the applicant/project lead is no longer at your organization) and provide RRLC with new contact details.
- RRLC asks that any publicity about this project indicate that it was made possible through an “Capacity Building Grant from the Rochester Regional Library Council” and that RRLC is tagged on Facebook and LinkedIn if you are promoting the project on social media.
- RRLC may, at a future date, ask you to share the results of your project in the form of a newsletter article, blog post, or presentation. We also ask that any project photos taken at its completion be shared with the RRLC for promotion to our Board and other members.
- Grant fund payment will be sent to Mendon Public Library, Attn: Lyla Grills at 22 N. Main St, Honeoye Falls, NY 14472 [EIN 16-1564529] after this document is agreed to by all parties.

Please sign a copy of this letter below to indicate your acceptance of this award and conditions.  
 Best wishes for a successful project!

Signed \_\_\_\_\_ Signed by:  
  
2E25F9C36C09246E... \_\_\_\_\_  
 \_\_\_\_\_  
 Laura Schiefer \_\_\_\_\_ Date 1/28/2026

Mendon Public Library accepts this award and agrees to the terms above.

Signed \_\_\_\_\_ Signed by:  
  
87400702D9FD49E... \_\_\_\_\_  
 \_\_\_\_\_  
 Lyla Grills \_\_\_\_\_ Date 1/28/2026

cc Kelly Paganelli