

Annual CLLS Application and Reporting Timeline

(Revised March 2013)

April 15

- Application forms for the next fiscal year available on CLLS website

May 31

- Deadline to submit Application for Continuing Programs and Proposed Budget for the upcoming fiscal year beginning July 1

July 1

- Program Year Begins
- First award letter mailed -- baseline amounts only (assumes state budget is passed by July 1)

August 15

- Final report due for previous year – Enter service data and financial information into CLLS online reporting system
- Download certification form, have it signed by library director and mail to CSL Budget Office.
- **NOTE: Libraries not submitting the report and certification form by September 15 at the latest, will be eligible to receive baseline funding amount only, and no match or per capita dollars.**

October 15

- Final funding formula allocations determination made, library amounts calculated.
- Second payment for the year is made (assuming local final reports are all filed)

December 1

- Revised Budget due