LSTA School Library Collection Development Grants

What should you pay most attention to in the grant information?
1) Read the instructions! There are actually 3 components:
   General Information and Provision,
   Program-Specific Information and Guidelines,
   Application form
   (Note: for SLCD grants the application is combined with Program-Specific Information and Guidelines.)

2) Be sure you understand the program and its requirements and commitments.
   The guidelines set the stage for the application.
   - Purpose, be attentive to what the program's purpose is.
   -Who is eligible to apply?
   -Maximum and minimum $$ that can be requested.
   -What the matching requirement is (and cannot be federal $)
   -How the funds can be spent - print books only (very limited exceptions)
   - Criteria for funding: very important information – the basis for evaluating your application and making funding decisions.

3) General information and provisions provide broad information about timelines, how to apply, and legal requirements. Includes important information such as fact that grant funds are paid on a **reimbursement basis**.

What help is available when preparing the application?
- Helpful resources:
   Email State Library – penny.hornsby@ncmail.net
   Telephone the State Library – 919-807-7400
   Contact your school district media and technology office
   Talk to your peers in neighboring schools

- You'll help yourself if you start gathering information for your application as early as possible. Use the prior year's information and application to get started until the most current guidelines and application are available.

- Involve your Media Technology Advisory Committee and keep your principal informed.

- Engage the help of your school treasurer or bookkeeper early; his/her help may be crucial to obtaining budget information.

Preparation steps if your project is funded:
- Run your collection statistics at the beginning of the year in which you'll be implementing the grant. You'll use this data for comparative purposes at the end of the grant project.
- Be sure your principal, school treasurer or bookkeeper, central office, and all other critical people know how the grant process will function.

- All funds: grant and matching should run through same hands – all through the school or central office.
- Keep a file on the project with EVERYTHING in it: application preparation materials, final application, award letter, signed grant agreement (contract), copies of invoices and reimbursement requests, promotional materials, final report.
- Make plans to tell about your project in a variety of ways, acknowledging all funding sources.
- Have a strategy and plan for implementing your project, but be prepared that things may not go exactly as planned. Leave time for problems.