

## A FEW TIPS FOR PREPARING YOUR APPLICATION

- **Follow the instructions**  
Carefully read all program-specific and general information, guidelines and provision, and the instructions on the application.
- **Asking questions is not cheating**  
The State Library really *wants* to give you money. Please ask if/when you have questions:  
Penny Hornsby: 919-807-7420; [penny.hornsby@ncmail.net](mailto:penny.hornsby@ncmail.net)
- **Write for an intelligent (but ignorant) reader**  
The person reading your application probably knows a lot but may not necessarily know much about schools or media centers and probably doesn't know your particular community or school. Avoid jargon. Ask somebody who's not a librarian or a teacher to read it over.
- **Remember the three C's: Clear, Complete, Concise**  
In language that's easy to understand, provide all the information you need to make your case but don't overwhelm the reader with too much information.
- **Be sure the narrative flows logically**  
Briefly:
  - Set the stage by painting a picture of your community and school
  - Describe how you assessed your collection and what you learned about its weaknesses (and strengths)
  - Explain the specific ways in which your collection's weaknesses (and strengths) impact the teaching of the curriculum for the grades served by your school
  - Provide a context for the project you are proposing by including your multi-year plan for developing the collection to meet the curriculum-based needs of your students, a plan prioritized by the weaknesses (and strengths) you identified
  - Finally, propose a project that is worthy of funding by this grant and clearly demonstrate how the project will address the deficiencies identified and how it fits into the multi-year plan
- **Sell it!**  
Be persuasive. Use quantitative and qualitative evidence and concrete examples to describe a compelling need. Leave the reader with no doubt that you have a plan in place and this money will help advance that plan. And always focus on what your plan and this project in particular will do for the *students* – not for your library.
- **Your word processor is your friend. Use its features!**  
If the application is written by a committee, standardize fonts so it doesn't look that way. Number pages. Use bullets and/or numbers. Put boxes around text. Use white space.

They say the same thing, but  
which one would you rather read?

(this one?) ↗

1.2 & 1.3) Who may apply for a School Library Collection Development Grant? Libraries that meet certain criteria may apply for a School Library Collection Development Grant. The first criterion is that the library must meet the definition of a “library” that was set forth in the Library Services and Technology Act (LSTA). In the case of school library media centers, these are libraries that serve public elementary, middle, junior and senior high schools. Furthermore, the library must adhere to a number of additional guidelines and definitions developed by the State Library of North Carolina and the LSTA Advisory Committee which outline the libraries and organizations that are eligible to apply for and receive LSTA funds. These broad policy guidelines for determining eligibility may be found in the State Library of North Carolina’s “Library Services & Technology Act Plan for Implementation in North Carolina. This document may be found on the State Library of North Carolina’s web site at the following Uniform Resource Locator (URL): <<http://statelibrary.dcr.state.nc.us/lsta/plan2003-07.pdf>>.

In short, the school library media center must be headed by a full-time certified school media coordinator. The school library media center must operate with a budget for its materials. The school library media center must have a cataloged collection of information resources. It should also be located in a designated space. Finally, the school library media center must be open a minimum of twenty (20) hours per week. Finally, the school may not submit an application for a School Library Collection Development Grant if it has received a School Library Collection Development Grant in previous years. If the public school library media center is, indeed, eligible (i.e., it satisfies the criteria for eligibility outlined above), it may submit an application. However, an eligible public school library media center may submit only one grant application. Applicants may request a maximum of \$10,000 however the minimum amount that may be requested is \$1,000.

.....  
(or this one?) ↗

**1.3. Who may apply?**

Libraries that meet these criteria may apply:

- Serve **public** elementary, middle, junior and senior high schools.
- Adhere to the following guidelines for determining an eligible library from “Library Services & Technology Act Plan for Implementation in North Carolina.”  
<<http://statelibrary.dcr.state.nc.us/lsta/plan2003-07.pdf>>:

<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Headed by a full-time certified school media coordinator</li><li><input checked="" type="checkbox"/> Operate with a materials budget</li><li><input checked="" type="checkbox"/> Have a cataloged collection of information resources</li><li><input checked="" type="checkbox"/> Located in a designated space</li><li><input checked="" type="checkbox"/> Open a minimum of 20 hours per week</li></ul>
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- Have not received a grant under this program in previous years

An eligible public school library media center may submit only one grant application.

**1.3. What amount of grant funds may be requested?**

The maximum grant request is \$10,000; the minimum is \$1,000.