LBSS ENDOWMENT FUND
PROMOTING READING IN ILLINOIS

Read for Information Grant Guidelines

This grant is awarded to your school library (district) and not to you the librarian. Should you move to another school, the grant will not move with you. If no one is left on staff to carry out the project, the school will be ineligible for the grant money.

If your school received a Read for Information grant this school year, then your school will be ineligible for another grant the coming school year. If you have more than one school you serve, you may apply for a grant for any of the other schools you serve.

If you receive this grant, try to spend all $1,500.00 on materials.

I. **Begin planning your collaborative project during the second semester of the school year before the RFI grant fall deadline of September 15.**

II. **Have your project, your target audience, and your collaborators/partners determined before you fill out your application.**

> Go to the FAQ's and be sure you fully understand the nature of the grant. It is a good idea to do a draft copy; print out the application form and work through it.

III. **Look at the rubric that the grant readers will use to score your application and make sure you completely answer all questions on the application form.**

1. Give an overview (the *what* and the *why*) of your project. What content areas does your project cover? Be sure to explain *how* you address the most applicable standards to your project—don't merely list the standards that your project addresses. (You may refer to the I-SAIL document.)

2. Explain *how* you plan to collaborate with other teachers, administrators, students, parents or other members of your educational community. The grant should clearly describe the type of material that will be purchased for the project; however, a detailed list of titles is not necessary. You should include strategies on incorporating the informational texts you plan to purchase with the grant into the curriculum. (Evidence of this could be lesson planning, curriculum integration, and the use of selection tools or listing criteria for selection of materials.)

3. Explain *how* will you evaluate the effectiveness of the materials to your collection and to your collaborative project? (Evidence could be formal or informal assessments such as anecdotes, circulation statistics, observations, and exit interviews.)

IV. Go online and enter the grant information. DO NOT SUBMIT until you have double-checked the following points:

1. Are you currently a <u>member of AISLE</u> and working in a <u>school</u> library?
2. Is the number of students correct?
3. Are your budget numbers correct?
4. Have you answered all the questions fully?
5. Have you checked your spelling and grammar?

V. Complete and submit the application form at www.lbssfund.org

Visit this site between May 1 and September 15.

The finished application must be submitted by midnight on September 15.