



LBSS ENDOWMENT FUND
PROMOTING READING IN ILLINOIS

Read for Information Grant Checklist

- _____ 1. Visit the LBSS Endowment Fund webpage between May 1 and September 15 to access the grant application.

- _____ 2. Print the instructions for the grant and read them carefully.

- _____ 3. Read the FAQs.

- _____ 4. Go online and enter the grant information. DO NOT SUBMIT until you have double-checked the following points:
 - 1. Are you currently a member of ISLMA and working in a school library?
 - 2. Is the number of students correct?
 - 3. Are your budget numbers correct?
 - 4. Have you addressed all of the questions in the grant application?
 - 5. Have you checked your spelling and grammar?

HINT: type a draft copy that can be checked for spelling and for grammar. This then can be copied into the text box of the application.

- _____ 5. Submit your grant application before midnight of September 15