



**LBSS ENDOWMENT FUND**  
PROMOTING READING IN ILLINOIS

### Read for Information Grant Checklist

- \_\_\_\_\_ 1. Visit the ISLMA/LBSS Endowment Fund webpage between August 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