



LBSS ENDOWMENT FUND

PROMOTING READING IN ILLINOIS

Readers' Choice Grant Checklist

1. Register to participate in the appropriate Readers' Choice program— Lincoln, Caudill, Bluestem, or Monarch—between March 16 and April 30 of the upcoming school year's reader choice program. Make sure your school sends registration material if you do not handle this personally. If you are not registered with the Readers' Choice program by the April 30 deadline, your application will not be considered.
2. Visit the LBSS Endowment Fund webpage between March 16 and April 30, 2018, to access the grant application.
3. Print instructions for the grant and read them carefully.
4. Read the FAQs.
5. Go online and enter the grant information. DO NOT submit until you have double-checked the following points:
 - A. Is the number of eligible students correct? B. Is the budget number correct?
 - C. Have you selected the correct Readers' Choice program- - Lincoln, Caudill, Bluestem, or Monarch?
 - D. Have you addressed all the questions on the application.
 - E. Have you checked your spelling and grammar? *HINT: type a draft copy that can be checked for grammar and spelling. This then can be copied into the text boxes of the application.
6. Submit your grant before midnight April 30.