



LBSS ENDOWMENT FUND
PROMOTING READING IN ILLINOIS

Feed Your Need Grant Checklist

1. **Be sure that your AISLE membership is current for the year of the grant.**
2. **Visit the LBSS Endowment Fund webpage between August 1 and September 30 to access the grant application.**
3. **Print instructions for the grant and read them carefully.**
4. **Read the grant guidelines to understand what is expected in your application.**
5. **Go online and enter the grant information. DO NOT submit until you have double-checked the following points:**
 - ❖ **Have you included the average age of the section of your collection you wish to update and shown why that section is inadequate to meet your patrons' needs?**
 - ❖ **Is the book budget number correct?**
 - ❖ **Have you addressed all the questions on the application?**
 - ❖ **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 form.**
6. **Submit your grant by 11:59 pm September 30.***

***For the pilot program, you must submit your grant before 11:59 December 15 and will be notified sometime in January if you have received the grant.**