



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.

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