



**LBSS ENDOWMENT FUND**  
PROMOTING READING IN ILLINOIS

## Feed Your Need Grant Guidelines

**This grant is only available to school librarians who are AISLE members. Therefore, AISLE membership status will be verified before grants are awarded. Grants will be awarded to specific buildings within a district. If you are librarian in charge of more than one building, you may fill out an application for each building if needed.**

**When filling out the application, be sure to address the following three areas:**

- 1. Tell us your story—what is the need that you will feed? Make sure to include**
  - a. What is the age of the part of the collection you wish to update?**
  - b. Why is it important to update this particular section of the collection?**
  - c. What is your current book budget? School population?**
  - d. Is there anything else you think we need to know?**
- 2. How will you involve your stakeholders (administration, faculty/staff, students, community) in this activity? Which stakeholders will help you recognize the gap in your collection? Which stakeholders will help you to evaluate the materials you purchase to fill that gap?**
- 3. How do you expect to evaluate the use of the new materials?**

**If you are chosen for this grant, LBSS will send your school a check for \$1,500 to be used to Feed Your Need. Materials may be purchased from a vendor or vendors of your choice. When you submit your final report, you must include the itemized invoice(s) from your vendor(s).**

- ❖ The grant may be used solely to purchase print or electronic books.**
- ❖ Since the mission of the LBSS Endowment Fund is “to provide the very best books to youth in Illinois,” the grant may NOT be used to purchase manipulatives or online subscriptions.**

**A final report including a copy of your invoice(s) MUST be submitted by May 30 of the grant year. Failure to meet the requirements of the grant will make you ineligible for any LBSS grants for three (3) grant cycles.**

**Feed Your Need grant applications will be open August 1 and close September 30. Grants will be awarded by at annual conference in the fall'; final reports will be due May 30.**