



Family Literacy Library Services 2007-2009 Grant Application

Please number each response in the same order as listed below. Attach your answers to the questions and do not use special covers or binders. You may include more than one question response on each page. **NOTE: Please include relevant information for both project years in each response below.**

PART ONE APPLICATION NARRATIVE

1. Abstract (5 points)

- a. Write a **brief** one-paragraph synopsis of the project's purpose and target group. Do not describe activities here.

2. Need, Target Audience, Collaboration (20 points)

- a. What is the need for this project and how was it determined? Who will benefit? What is the size of the target audience? How will you reach the target audience? (5 points)
- b. Explain how the project relates to the system's Plan of Service and Library's long-range plan? (5 points)
- c. How will the project improve on current library programming? (5 points)
- d. List project partners and cooperating organizations; outline the role of each agency in planning, implementation, and evaluation and attach letters of support. (5 points)

3. Project Description (25 points)

- a. What is the project's goal? Please list project objectives. (10 points)
- b. Briefly describe the activities planned to accomplish each objective. (10 points)
- c. Provide a time-line of project activities. (5 points)

4. Evaluation/Outcomes (20 points)

- a. **What** will you measure to provide quantitative data about your project's service or product outputs? (NOTE: *Outputs are a direct program product, typically measured in numbers, such as participants served, workshops given, materials developed, etc.*) (5 points)
- b. **How** will you measure the outputs? (5 points)
- c. **What** will you measure to show the outcomes or impact of your services or products on the identified target population? (NOTE: *Outcomes involve changes in the target audience's skills, attitudes, knowledge, behavior, status, etc. as a result of this project.*) (5 points)
- d. **How** will you measure the outcomes? (5 points)

(over)

5. Continuation Plans and Statewide Dissemination of Project Results (10 points)

- a. Briefly describe how, if successful, this project will be continued after the grant project ends. Include information on partners and sources of funding. (5 points)
- b. Please indicate below how you and your project partners will share information with libraries and other interested organizations in New York State about the project results. (5 points)

___Library or System Website

___NYLINE

___NYLA presentation, poster session, sharing session

___Library or System and other professional meetings

___Articles in newsletters, journals, etc.

___Other (please describe below)



**PART TWO
BUDGET CATEGORY AND NARRATIVE FORMS,
AND BUDGET SUMMARY FORM (FS-20)**

6. Budget Category and Narrative (20 points)

- a. Using the attached forms, list budget items and explain the importance of each item and how it contributes to the project purpose. **(For staff requests, attach job descriptions and resumes of prospective employees, if known; for services and equipment over \$1,000 attach vendor quotes.)** (10 points)
- b. List the **dollar amount and source** of other funds or in-kind services, provided by the applicant and any partner, to be used to carry out the project. (10 points)