

## **Monroe One BOCES SLS Mini-Grants 2019-20** **Frequently Asked Questions (FAQ)**

### ***What is the purpose of the Monroe One BOCES Mini-Grant program?***

To assist member certified school librarians in completing innovative, engaging and relevant educational projects and initiatives to increase student academic achievement.

#### **Innovative Instructional or Extracurricular Projects**

Examples: Training on electronic/print library resources to students, staff and community members; support for school librarian and teacher collaboration on instructional unit design, etc.; family reading nights; coding or maker clubs; or after school literacy-based gaming clubs. Funding for collaborative planning after school, or to hire a substitute during the school day (reimbursement per the district contract rate, is allowable. Contract documentation must be submitted with the grant application). Innovative Projects may have multiple parts, but must connect to a single instructional purpose. NOTE: grant funds may not be used to pay for food at events.

#### **Collection Development Projects**

Examples: Funding to develop special collections of resources to support existing or emerging needs. Resources purchased with mini-grant funds must be cataloged, identified as purchased with SLS Mini-Grant Funds, and made available for interlibrary loan within the Monroe One BOCES School Library System.

#### **Professional Development Programs**

Examples: Staff development opportunities with BOCES, regional, state, or national conferences. Conference reimbursement may include registration, hotel, and/or substitute teacher costs. Meals are not eligible for reimbursement unless included in the registration fee. Alcohol, sales tax, and/or organizational memberships are not eligible for reimbursement. Conference attendance must occur on or by **March 23, 2020**.

### ***What expenses will not be covered by a mini-grant?***

Mini-grants will **not** cover: equipment (such as eReaders, laptops, iPads), food for extracurricular programs, services that fall under a BOCES CoSer (video conferencing, author visits), postage, gifts, travel, sales tax, organizational membership fees, etc. or items covered in other BOCES CoSers/Services.

### ***Who is eligible for a mini-grant?***

Certified School Library Media Specialists employed in a member library of the Monroe One BOCES School Library System.

### ***How many mini-grants may an applicant receive?***

Applicants may receive one mini-grant for up to \$1,200, as written.

### ***What if I do not need the entire \$1,200?***

Please apply for only the amount you need to complete your project, up to, but not exceeding \$1,200.

### ***When is the application deadline?***

Close of business (4:00 p.m.) Wednesday, **October 4, 2019**.

### ***How do I apply?***

After reviewing these FAQs the School Librarian will complete:

1. Mini-Grant Application
2. Project Proposal/Narrative

The grant application should be either personally delivered, mailed via courier or USPS, scanned and e-mailed to [library\\_services@boces.monroe.edu](mailto:library_services@boces.monroe.edu) (please note new email address), or faxed to the SLS Office at (585) 383-6636. If faxing, please include the total number of pages on the cover sheet. Receipt of applications will be acknowledged.

Note: All applicants will receive notice of approval/disapproval of their application. If approved, you will receive a packet of additional information that must be shared with your District Superintendent (for signature) and District Business Official.

### ***What should I include in the Mini-Grant project Proposal/Narrative?***

A grant description explaining the scope and purpose of the grant and how the grant project/activities are tied to district initiatives, academic achievement, *AASL National School Library Standards* or NYS Learning Standards. A detailed timeline and list of proposed expenses is required. Applicants are responsible for submitting an accurate and complete application with proper signatures. *Only complete applications will be accepted.*

### ***How are the mini-grants awarded?***

A committee will review applications and determine grant recipients. Each application will be evaluated based on alignment to regional and district initiatives, academic achievement and *AASL National School Library Standards* or NYS Standards, and evidence of innovation. Applications must include a plan for sharing grant-related information and results with the Monroe One Region. The committee will be comprised of Monroe One BOCES SLS School Librarians and SLS Council Members. (The SLS Director will assess applications only in the event of a tie based on criteria used by the grant sub-committee).

### ***What is expected of School Librarians receiving mini-grant funds?***

Successful applicants must carry out their proposal as described, submit all required forms by the dates listed below, provide a final written report for publication on the Monroe One BOCES website upon completion of the project/event/professional development, and be willing to share the results of their mini-grant with other members of the Monroe One BOCES School Library System. *Recipients will not be eligible for a new mini-grant unless all requirements listed above are complete for previous mini-grants.*

### ***What are the important dates to remember?***

- **October 4, 2019**      **Application deadline**
- **October 15, 2019**      **Mini-grants awarded**
- **October 22, 2019**      **Superintendent's Signature on form received after receiving grant**
- **January 25, 2020**      **Mid-project check in\***
- **March 23, 2020**      **Projects must be completed**
- **March 27, 2020**      **All itemized receipts & report must be submitted to SLS Office**
- **June 14, 2020**      **Final grant report submitted**

*\*Newer Requirement*