

## Connecting Learners to Libraries Grants

### APPLICATION FORM

Project name	<b>Springfield Connects for Learning</b>
Amount of funding requested	<b>\$1,977.00</b>
Library submitting this application	<b>Springfield Public Library of the Queen County Library System</b>
Type of library (public or school):	<b>Public Library</b>
Official with contracting authority	<b>Ms Maggie Marvel</b>
Title	<b>Director of Queen County Library System</b>
Organization name, if different	
Mailing address	<b>123 Broadway</b>
City	<b>Queen City</b>
Zip	<b>98880</b>
Telephone	<b>509-444-2222</b>
Fax:	<b>509-444-2223</b>
E-mail	<b>mmarvel@qcls.org</b>
Project leader	<b>Ms Lisa Lane</b>
Title of project leader	<b>Youth Services Librarian</b>
Organization name	<b>Springfield Public Library</b>
Mailing address	<b>45 Main Street</b>
City	<b>Springfield</b>
Zip	<b>98888</b>
Telephone	<b>509-555-2277</b>
Fax:	<b>509-555-2223</b>
E-mail	<b>llane@qcls.org</b>
Alternate e-mail	<b>lisareads@yahoo.org</b>

We affirm that the information included in this application is true. If this application is funded, we will sign a funding agreement and complete the activities in this application by August 17, 2007. We agree to participate in information gathering as a part of a state-administered evaluation of the project.

\_\_\_\_\_  
 Contracting Authority Signature/Date

\_\_\_\_\_  
 Project Director Signature/Date

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Federal employer/Tax ID# (IRS issued)	<b>94-6001351</b>
Fiscal agent name	<b>Mr. Bartholomew Simpson</b>
Organization name	<b>Queen County Public Library System</b>
Fiscal mailing address	<b>123 Broadway</b>
Fiscal city	<b>Queen City</b>
Fiscal Zip	<b>98880</b>
Fiscal telephone	<b>509-444-2211</b>
Fiscal Fax	<b>509-444-1113</b>
Fiscal e-mail	<b>bsimpson@qcls.org</b>

As the Fiscal Agent, I am authorized by the applicant organization's governing body to obligate it to financial liabilities and I am accountable for the integrity of the official accounting system and the financial statements that system provides. I declare that the necessary fiscal policies and procedures exist to assure compliance with the Federal regulations in general and specifically with the Office of Management and Budget (OMB) Cost Principles applicable to the applicant organization, and conformance with generally accepted audit standards.

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Fiscal Agent Signature/Date

## Pre-Workshop Survey for 2006 Grant Application

(To be submitted with Grant Application)

Thanks for taking time to complete this survey. Your answers **will not** affect your chances of being awarded a grant, nor the amount of the grant. We are collecting data to help with the overall project evaluation. Please complete this survey **before** reviewing the online workshop for this grant application and independent of your project partner(s).

**Each grant application should contain at least two completed copies of this survey**, one from the public library and one from the school. If other libraries or organizations are part of the project, additional completed copies of the survey should be included with the grant application for each partner. A staff person directly involved with the development or implementation of the project should complete the survey for each institution.

I'm from a: School \_\_\_\_\_ Public Library X Other \_\_\_\_\_

I reviewed the Connecting Learners online workshop last year. Yes X No \_\_\_\_\_

I was awarded a **2005** Connecting Learners to Libraries grant. Yes X No \_\_\_\_\_

How familiar are you with each of the following?	Unfamiliar	Barely Familiar	Somewhat Familiar	Highly Familiar
1. Culminating Project requirements in your local school		XX		
2. Washington Assessment of Student Learning standards (WASL)		XX		
3. Essential Academic Learning Requirements (EALRs)			XX	
4. Grade Level Expectations (GLEs)	XX			
5. Research models (e.g. <i>Big6, Follett, B&amp;B, Pitts/Stripling, etc.</i> )				XX
6. Databases at your partner's library			XX	
7. Collections at your partner's library that support student research		XX		
8. Programs or services at your partner's library to support student research		XX		
9. Your local school's WASL scores	XX			
10. The specific research model used in your local school	XX			

## Connecting Learners to Libraries Initiative Grants

### CRITERIA

Your library will qualify to apply if you answer yes to all of the following criteria. This completed form must be returned with your application in order for the application to be accepted for review.

<u>CRITERIA</u>		<u>Yes</u>	<u>No</u>
1.	The collaborative partnership consists of a minimum of one public library and one school.	<b>XX</b>	
2.	The project addresses the goal of improving students' information and research skills.	<b>XX</b>	
3.	A separate Pre-Workshop Survey for each public library, school and any other organization participating in the project has been completed and submitted with the application.	<b>XX</b>	
4.	The members of the collaborative partnership agree to provide data for a Connecting Learners to Libraries-developed evaluation of the project.	<b>XX</b>	
5.	The members of the collaborative partnership are willing to share their experiences with other libraries in Washington State. This will include submission of project reports to the Washington State Library.	<b>XX</b>	
6.	The application is posted on or between the dates of March 27, 2006 and April 14, 2006. Applications posted prior to the March 27, 2006 date will be returned for re-submission. Applications posted after the April 14, 2006 date will not be accepted for review.	<b>XX</b>	
7.	<p>A Children's Internet Protection Act (CIPA) certification is included with the application.</p> <p>Any public library, and any public elementary or secondary school library submitting an application for LSTA funding is required to file a certification form regarding compliance with CIPA requirements, even if the library is not CIPA compliant, or if the project is not subject to CIPA.</p> <p>Only the "Internet Safety Certification for Consortia or Other Group Applicants" form should be submitted with the grant application. No other CIPA documents should be submitted with the grant application. For further information about CIPA compliance, please visit:  <a href="http://www.secstate.wa.gov/library/libraries/libDev/technology/cipa.aspx">http://www.secstate.wa.gov/library/libraries/libDev/technology/cipa.aspx</a>                      for background information and copies of the appropriate forms.</p>	<b>XX</b>	

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Please respond to the following: (For further information, and to review a sample completed application, please visit <http://www.secstate.wa.gov/library/libraries/grants/grants.aspx>.)

1. Include your project name, and in one or two sentences briefly describe the project that you are proposing.

***Springfield Connects for Learning.  
The Springfield Public Library and the Springfield Middle School will collaborate on a project designed to develop curriculum, recruit participants, and present a series of workshops that will instruct teachers on how to use the online catalogs and databases available through both library systems effectively.***

2. List the institutional **partner(s)**: the public library branch and its system, school buildings participating in this project, and any other institutional **partners**. (Contact information for the **project leader** should be entered on the first page of this application.)

For **each** institutional partner of the project, list the **primary** staff member who is involved in the development/implementation of the project, his/her title, and contact information. Note: If alternate contact information is available, e.g., when school is not in session, list that information also.

Duplicate this table for each additional partner.

Partner institution	<b><i>Springfield Middle School</i></b>
Partner's library system (if applicable)	
Type of institution	<b><i>School</i></b>
Primary staff member involved	<b><i>Mr. Ned Flanders</i></b>
Title of staff member	<b><i>Teacher Librarian</i></b>
Street Address	<b><i>4321 NE Village Rd</i></b>
City	<b><i>Springfield</i></b>
Zip	<b><i>98888</i></b>
Telephone	<b><i>509-556-1234</i></b>
Fax:	<b><i>509-555-2223</i></b>
E-mail	<b><i>nflanders@sms.wednet.edu</i></b>
Alternate e-mail	<b><i>nflanders@hotmail.com</i></b>

3. Describe the desired outcome of the project. How does the project address the goal of improving students' information and research skills? (Limit response to no more than one page.)

***This project addresses the goal of improving students' information and research skills by enhancing the knowledge and understanding of these skills on the part of the teachers who work with students on a daily basis. Many teachers are unaware of the library's collection of online databases, much less how helpful it is for students doing research. These are resources that can be used not just in a school or public library building, but anywhere that Internet access is available. In addition, many teachers overlook the benefits of using an online library catalog before visiting a library location. Finally, librarians are always happy to demonstrate resources to students when the need for them does arise, but there are benefits to presenting the resources to an entire class in the context of explaining the assignment.***

***The desired outcomes of this training include:***

- ***30 teachers will be able to pass on what they learn about using online library resources directly to their students. By training teachers, we can ultimately reach more students than if we attempted to train students directly. In addition, teachers can share their knowledge in the context of classroom learning and assignments, a more relevant context showing the resources to students who have no current need for them.***
- ***Teachers will be able to make use of what they learn about online library resources in the creation of their classroom and homework assignments, resulting in a more positive and effective information-seeking experience for their students.***
- ***Students will have increased knowledge of quality online resources such as peer-reviewed journals and reference databases, effectively expanding their choices beyond websites that vary in accuracy and usefulness.***

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4. List the major activities or steps involved in completing the project. Include the name of the person responsible for implementation of the activity and when the activity is expected to be completed. (Limit response to no more than one page.)

<b>ACTIVITY</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>EXPECTED COMPLETION DATE</b>
<i>Design curriculum</i>	<i>Lisa, Ned</i>	<i>September 2006</i>
<i>Recruit teachers to participate as trainees</i>	<i>Ned</i>	<i>September - October 2006</i>
<i>Pre-test teachers</i>	<i>Lisa, Ned</i>	<i>October 2006</i>
<i>Present workshop(s)</i>	<i>Lisa, Ned</i>	<i>October 2006- January 2007</i>
<i>Evaluate results of workshop and re-design curriculum, if necessary</i>	<i>Lisa, Ned</i>	<i>January 2007</i>
<i>Evaluate project</i>	<i>Lisa, Ned</i>	<i>April - May 2007</i>

5. Describe the project's budget using the form on the following page. Round amounts listed to the nearest dollar. Note that technology and software appropriate to the project may not exceed 50% of the total grant request.

## Connecting Learners to Libraries Grants

### BUDGET FORM

Category	Grant Funds Requested	Other Funding* (Describe)	Description
All Staff Salary, Wages, and Benefits	<b>\$1977</b>	<b>\$373</b>	<p><b><u>Grant funding requested:</u></b>  <b><i>Curriculum development</i></b>  <i>(5 hours x 1 k-12 libn x \$30.66/hour) +</i>  <i>(5 hours x 1 pub libn x \$33.04/hour) = \$319</i></p> <p><b><i>Preparing &amp; presenting workshops</i></b>  <i>(12 hours x 1 k-12 libn x \$30.66/hour) +</i>  <i>(6 hours x 1 pub libn x \$33.04/hour) = \$566</i></p> <p><b><i>Teachers' participation</i></b>  <i>(3 hour x 16 teachers x \$22.74/hour) = \$1092</i></p> <p><b><u>Other funding:</u></b>  <b><i>Recruiting participants</i></b>  <i>(6 hours x 1 k-12 libn x \$30.66/hour)</i>  <i>(In-kind Springfield Middle School) = \$184</i></p> <p><b><i>Evaluating and revising curriculum</i></b>  <i>(4 hours x 1 k-12 libn x \$30.66/hour) +</i>  <i>(2 hours x 1 pub libn x \$33.04/hour)</i>  <i>(In-kind Queen County Public Library and Springfield Middle School) = \$189</i></p>
Contracts with Others			
Travel and Training			
Equipment Under \$5,000 Note: technology and software funding is limited to 50% of the total grant funding			
Equipment \$5,000 and Over	N/A		
Expendable Supplies or Materials		<b>\$300.00</b>	<b><i>Graphic Design and Photocopying of handouts</i></b> <b><i>(In-kind Queen County Public Library)</i></b>

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Other-Itemized		<b>\$150.00</b>	<b>Snacks (In-kind Springfield Middle School)</b>
<b>TOTAL REQUEST</b> (Grant funds requested are not to exceed \$2,000)	<b>\$1977.00</b>	<b>\$823.00</b>	

\* Please note: In-kind matching funds are not required for eligibility.

SAMPLE

6. What other information about your project do you feel is relevant to this application? (Limit response to no more than one page.)

- ***The Queen County Public Library and the Springfield Public Schools are moving towards a common catalog system, which will have the same patron interface. Collaborating to train teachers in the use of the new catalog interface will highlight the collaborative nature of this major undertaking. In addition, teachers and students will have an increased need to learn about the catalog interface since it will be different from the one they may have become familiar with using at their school.***
- ***Collaborating to train teachers in the use of online catalogs will allow the trainers to demonstrate the usefulness of online databases as a type of resource that both library systems offer, rather than offering separate trainings on the databases offered by each system. It will be an opportunity to show that all online databases have similar characteristics, and then to highlight the different products offered by the school and the public library.***
- ***When accessing the public library's online databases in a school building, participants will be required to use individual library cards and will be considered public library patrons, as opposed to accessing as an institution that does not subscribe to the databases. This will insure that we comply with subscription requirements, as well as reminding teachers to stress to their students the importance of having a public library card.***