



School Library Fall Semester 2021 Grants – Full Program Description and Application Instructions

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Contact: Anna Foote, Youth and School Services Consultant, afoote@nekls.org.

Grant web page: <https://www.nekls.org/schools-grant-program-fall-2021/>

Program Description

The Northeast Kansas Library System Staff and Executive Board enthusiastically announce a grant program exclusively for NEKLS school library members. **NEKLS will offer up to \$50,000 in needs-based, competitive grants to school libraries that serve any combination of students aged K-12. All applicants must be [members](#) of Northeast Kansas Library System.**

In recognition of the continued importance digital resources play in education, this year's grant program is designed to help school libraries obtain or maintain electronic resources for use by students and/or staff during the Fall 2021 semester.

The State Library of Kansas currently offers a rich array of electronic resources for all Kansas residents. (For a list of state library resources, see Online Databases <https://kslib.info/221/Online-Databases> and Digital Book eLending <https://kslib.info/128/Digital-Book-eLending>.) Resources purchased using funds from this grant program must not duplicate state library resources.

Individual schools may apply for a lump-sum amount in grant funds, based on school population. A 10% school financial match is required, either through administration or donated funds. Several schools per district may be awarded grant funds. Consideration will be given to NEKLS member schools that have not received grant funds within the past five years, though all members are encouraged to apply.

Lump-sum grants will be awarded based on school population:

School enrollment (Spring 2020 semester)	Grant amount	Minimum matching amount
Up to 500 students	\$750	\$75
501 to 1500 students	\$1,500	\$150
1501 or more students	\$2,000	\$200

Applications are due at 8:00am on August 2, 2021. For more information about NEKLS services to schools, contact Anna Foote, Youth and School Services Consultant, afoote@nekls.org.

Grant Program Timeline

NEKLS School Library Fall Semester 2021 Grants - timeline		
date	activity	notes
Tu, 6/22/2021	grant program announced & applications open	
M, 8/2/2021 (8:00am)	applications due	
Tu, 8/3/2021, 10:30am	review and approval of grant applications	https://kslib.zoom.us/j/94264181470
week of M, 8/9/2021	grantees notified and given acceptance forms	
Th, 8/19/2021; 3:30pm	grantee information session (Zoom)	
Th, 8/19/2021 (11:59pm)	grant acceptance forms due	A submitted form indicates acceptance of grant funds and conditions by school administrator.
week of M, 8/30/2021	NEKLS issues and mails checks	
F, 12/31/2021	deadline to spend grant and matching funds	Unspent funds must be returned to NEKLS.
Tu, 1/11/2022 (11:59pm)	financial and narrative reports due	Financial reports to be completed as soon as each library has receipt(s) to submit; Anna will provide form to accompany receipts. Narrative reports to evaluate project impact through the Fall 2021 semester; Anna will provide form to complete.
W, 1/12/2022 or later	Late financial and narrative reports may require a partial reimbursement of grant funds to NEKLS, and result in the school's disqualification from future NEKLS grant programs.	

You may also view the timeline [using this link](#).

Preparing to Apply

1. Review this Application Instructions document thoroughly to ensure that you will be able to comply with all grant program deadlines and requirements.
2. Review the Questions on Application Form, which is included in as an appendix to this document, to ensure that you have all of the information you need to complete the application form.
3. Apply using this Application Link: <https://forms.gle/18fmMN5WTjWRdfQy9>

Applicants' Steps in the Grant Program

See *Timeline above for dates and deadlines.*

1. Submit your application to NEKLS. Use the link in number 3, above.
2. NEKLS staff will notify you whether or not your application has been accepted.

For approved applicants:

3. Complete the online acceptance form. A submitted form indicated acceptance of grant funds and conditions by the school administrator.
4. Attend Grantee Information Session with NEKLS staff, online, or watch the recording.
5. Spend all funds by Friday, December 31st, 2021. **Funds unspent by this date must be returned to NEKLS.**
6. Complete Financial and Narrative Reports as required NEKLS by Tuesday, January 11th, 2022. **Late Financial and/or Narrative Reports may require a partial reimbursement of grant funds to NEKLS.**

Evaluation Criteria for Grant Applications

Note that this grant program is competitive and needs-based. The selection committee will consider the following factors when evaluating grant applications:

- A. The entire application is thorough, concise, and clear.
- B. Support from school administration is indicated. (Question 10.)
- C. There is a demonstrated need for support to the library based on student/family population. (Questions 18-20.)
- D. There is a demonstrated need for support to the library based on the level of funding from the district and/or school budget(s). (Questions 22-26.)
- E. The application reflects the school's ability to provide a minimum 10% match and indicates source(s) of matching funds. (Questions 28, 29.)

- F. There is a clear purchasing plan. (Question 30.)
- G. The narrative section is persuasive, clear and concise. (Question 31.)
- H. The **school** has not received grant funding from NEKLS within the past five academic years. (Question 35.)
- I. The **district** has not received grant funding from NEKLS within the past five academic years. (Question 36.)

[Appendix: Preview of Application Questions](#)

Assistance Available

Grant program assistance is available throughout the application process and life of this grant program. Contact Anna Foote, Youth and School Services Consultant for NEKLS: afoote@nekls.org.

last updated 7/27/2021