

Application for 2012 Texas Book Festival Collections Enhancement Grant



General Instructions for 2012 Grants

The Texas Book Festival accepts applications from Texas public libraries. Incomplete applications will not be considered. Libraries which failed to submit timely final reports for past grants will be penalized on the current application. All grant applications are reviewed by a committee selected by the Texas Library Association and the Texas Book Festival.

When to Apply:

The Texas Book Festival has one funding period per year for Library Grants. For the 2011-2012 cycle, applications will be accepted with postmarks no earlier than November 15, 2011 and no later than January 20, 2012.

Where to Apply:

Please mail three (3) copies of each application to:

Texas Book Festival Grants
Texas Library Association
3355 Bee Caves Road, Suite 401
Austin, Texas 78746-6763

Faxed or emailed applications will not be accepted. If you have questions or concerns, please contact Heidi Smith, at (512) 477-4055 or heidismith@texasbookfestival.org

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Texas Book Festival Collections Enhancement Grant Application

Funding will not be considered for:

Videos (VHS or DVD)	Furniture
Equipment for Staff Use	Gaming Technology
Music CDs	Carpeting
Giveaway Books	Playaways
CD ROMs	Office Supplies
Marketing Programs	Televisions or DVD Players
Subscriptions	Hardware for Staff Use
Specific "Computers for Tots"	

What we do fund:

Please review your specific grant application for more detail.

1) Collections Enhancement Grants

Upgrade or increase book collections, E-Books, Books on CD, and special collections in support of community needs.

2) Literacy Initiative Grants

Provide sustainable programs (not one-day events) to increase literacy in the community. These programs can be targeted at a specific community (Spanish speakers, young parents, etc) and can include funding for the materials required to support the literacy initiative.

3) Technology Grants

Assist in the purchase of distance education equipment, upgrade internet connections at your branch, purchase new or upgraded hardware and software for your patrons' use, hire IT consultants to assist in upgrading your hardware, software, internet connection and security, provide training for patrons on specific software, purchase or upgrade library check out systems (kiosks, self check out, etc).

Final Report Submission

If an award is granted, it is agreed that the grantee will complete the Texas Book Festival Final Report and submit it no later than December 31, 2012 by mail to:

Texas Book Festival
610 Brazos, Suite 200
Austin, Texas 78701

Grant Writing Tips

I. Fill out the application completely.

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2. Complete the application on a computer or typewriter – do not do it by hand.
3. Be specific and direct.
4. Be realistic in your request.
5. Make sure you demonstrate need, and how you will fulfill this need with the grant funds.
6. Check your spelling and grammar.
7. Don't assume that the evaluator is a librarian – refrain from using library terminology.
8. Provide a concise budget, and attach quotes from vendors to show what your actual costs will be. Consider using the *School Library Journal* for average prices if you cannot obtain actual vendor quotes.
9. Provide a timeline of your project, including when you will order items, receive them, implement them, and promote them to your desired community.
10. Consider providing community statistics to show your need and how the project will address that need.
11. When demonstrating your publicity plan, make sure you are getting outside of your library to reach your audience, promoting the project as well as the Texas Book Festival's award.

Sample Grant Applications are available on the Texas Book Festival's web site at:

http://www.texasbookfestival.org/Library_Grants.php

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For guidelines, please refer to the General Guidelines section of the application (pages 1-2).

Has this library **received** a Texas Book Festival Grant in the past? No ___ Yes ___

Check all that apply: 2006 ___ 2007 ___ 2008 ___ 2009 ___ 2011 ___

Name of library: _____

If branch, provide headquarters library: _____

If awarded this grant, check should read: _____

Contact Person: _____ **Title:** _____

Phone: _____ **Fax:** _____ **E-mail:** _____

Hours available for questions and notification: _____

Mailing address: _____

City: _____ **Zip:** _____ **County:** _____

Library System: _____

Library Director: _____ **Contact Info:** _____

Information about library:

Number of full-time employees: _____

Number of part-time employees: _____

Current total branch budget: _____

Current branch library materials budget: _____

Amount requested: \$ _____ (*not to exceed \$2,500*)

If an award is received, it is agreed that this library will submit a progress report including an accounting of funds by December 31, 2012 to: Texas Book Festival, 610 Brazos Street, Suite 200 Austin, TX 78701.

Signature of Head Librarian

Date

Branch library applications must have signature of library director.

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Type your responses to the following questions in the spaces provided. Every section of this application must be completed for the application to be reviewed. *No attachments will be considered for this portion of the application.*

1. PROJECT DESCRIPTION

A. Please give a **brief** statement of **how you will use** the Texas Book Festival grant funds to increase or upgrade collections.

B. Describe the **need or the gaps you have identified in your collection** and state how the Book Festival award will be used to meet the need or fill those gaps identified.

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1-B. continued:

C. Describe **who in your community will benefit** from this award.

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2. PUBLICITY / PROMOTION

A. Describe **what you will do to actively promote** the materials purchased with your award and how you will get the books into the hands of the targeted community mentioned above.

B. Describe how you will promote the Texas Book Festival and the award in your community (press releases, signs, web sites, etc.)

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3. Proposed BUDGET

A. Give an estimated budget and numbers of books and book-related materials to be purchased with these funds. You do not need to list every title. Funds may be requested for the purchase of non-traditional book-related items, such as audio-books or e books for existing e-readers. TBF grants do not fund playaways or videos.

Item (non fiction, fiction, audio)	Description	Quantity	Cost Each	Cost Extended
TOTAL COST			\$	

B. Please attach specific quotes from vendors to support your above estimates (ex. Simon & Schuster, Baker & Taylor, local bookstore, etc.) as addendums to this application. Please list all attached quotes below.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

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4. Time Line

Please provide a brief time line that would ensure expending the above funds within a calendar year of receipt.

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No faxed or e-mail applications will be accepted.

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