



Application for 2024 Texas Book Festival Collections Enhancement Grant

General Instructions for 2024 Grants

Texas Book Festival accepts applications from Texas public libraries. Only complete applications will be considered. Libraries that do not submit their final reports for past library grants in a timely manner will not be considered during the current application cycle. All grant applications will be reviewed by a committee selected by the Texas Library Association and Texas Book Festival.

When to Apply

The Texas Book Festival has one funding period per year for Library Grants. For the 2024 cycle, applications will be accepted no later than **April 26, 2024**.

Where to Apply

Please email your completed application, in PDF format, to: TLA, Wendy Woodland at wendyw@txla.org (Please ensure you have completed all steps of the application before submitting).

Faxed applications will not be accepted. If you have questions or concerns, please contact the Texas Book Festival at (512) 477-4055 or bookfest@texasbookfestival.org.

We fund Collections Enhancements Grants

Texas Book Festival's vision is to inspire Texans of all ages to love reading. Through TBF's Collections Enhancement grants, Texas public libraries can upgrade or increase book collections, Ebooks, audiobooks, and special collections in support of community needs.

Note About Ebooks and Audiobooks

Ebook and audiobook subscription services and the individual purchasing of Ebooks and audiobooks may be funded if the library already has a subscription service and/or e-readers established. If the library is seeking funding for Ebooks and/or audiobooks, the library must include details about its current e-readers and subscription services in section 1A of the grant application. As the purpose of the TBF Collection Enhancement grants is to enhance public content through sustainable collections, TBF funds should not be used to initiate e-content subscriptions when no history of ongoing funding is present.

Important Dates

April 26: Application deadline

August 30: Winners will be notified and checks will be mailed by this date

These items Will NOT be funded:

- Videos (VHS or DVD)
- Equipment for staff use
- Music CDs
- Giveaway books
- Marketing programs
- Subscriptions
- Textbooks
- Kits
- Programming materials
- Hardware (reformat)
- Accelerated readers
- Furniture, carpeting and office supplies
- Gaming Technology
- Televisions or DVD Players
- Hardware for staff use
- Specific "Computers for Tots"

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 March 1, 2025 by email to michelle@texasbookfestival.org.

Grant Writing Tips

1. Fill out the application electronically and ensure it is complete. Please do not fill out the application by hand.
2. Be specific and direct.
3. Check your spelling and grammar.
4. Demonstrate your community's need and how you will fulfill this need with the grant funds. Who lives in your community? Are all community members' needs being met by your current collection? (consider language and diversity among other needs and interests)
5. Do not assume that the evaluator is a librarian—refrain from using library terminology.
6. Provide a concise budget and attach quotes from vendors to show what your actual costs will be. If requesting physical books for your collection, we highly recommend and will award additional points to applications if using a vendor that will provide you with shelf-ready books. This way, the books are processed quickly and available to patrons. Consider using the *School Library Journal* for average prices if you cannot obtain actual vendor quotes and note why you cannot obtain actual vendor quotes.
7. Provide a timeline of your project, including when you will order items, receive them, implement them, and promote them to your desired community.

- 8. Provide community statistics to show your needs and how the project will address those needs.
- 9. When demonstrating your publicity plan, make sure you are sharing within and beyond your library space. Please share how you will reach your audience to promote the project and the Texas Book Festival award.

District boundary as listed by TLA: _____ See [TLA Districts](#)

Name of library: _____

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

If you have received the grant before, in which years (please list)?:

Are you a branch library? No _____ Yes _____

If branch, provide headquarters library: _____

Please note that we will only award one grant per branch system

Please select the grant that you are applying for. Your stated budget should add up to this amount.

_____ I am applying for an e-content (Ebooks and/or audiobooks) grant for \$2,500

_____ I am applying for a collections enhancement grant (physical books) for \$2,500

If awarded this grant, the check should read: _____

Contact Person: _____ Title: _____

Phone: _____ Email: _____

Mailing address (where check should be mailed): _____

City: _____ Zip: _____ County: _____

Library Director: _____ Email: _____

Information about library:

Number of full-time employees	
Number of part-time employees	
Current yearly budget	
Average number of books checked out per month	

If an award is received, this library agrees to submit a progress report including an accounting of funds by March 1, 2024 to: michelle@texasbookfestival.org

Signature of Head Librarian

Date

Branch library applications must have signature of library director

1. Project Description

- A. Please explain how you will use the Texas Book Festival grant funds to increase or upgrade collections. [Suggested word count: 300-500]
- B. Describe the need or gaps you have identified in your collection and state how the Texas Book Festival award will be used to meet the need or fill those gaps identified. Please include data to support the need. For example, if you are requesting books to enhance your Spanish language collections, please share statistics and details that help us understand your current collection, the need that is not being met fully, and how the books you've chosen will help make a difference for your patrons. [Suggested word count: 300-500]
- C. Describe who in your community will benefit from this award. [Suggested word count: 150-300]

2. Proposed BUDGET

- A. Give an estimated budget and number of books and book-related materials to be purchased with these funds. Funds must add up to the selected grant amount (\$2,500). Funds may be requested for the purchase of physical books OR e-content, including audiobooks or Ebooks. Your request should not include a mix of physical books and e-content. An example of how to fill in the table is provided below. Please delete the example and input your data. Add to the table as necessary.

Genre	Titles	Quantity	Cost Each	Total Cost
Adult Fiction	Good Book 1	3	10.00	30.00
	Good Book 2	3	10.00	30.00

	Good Book 3	3	10.00	30.00
Children's Non-Fiction	Good Book 1	1	20.00	20.00
	Good Book 2	1	20.00	20.00
	Good Book 3	1	20.00	20.00
Audiobook (Fiction)	Good Book 1	1	15.00	15.00
	TOTAL COST			\$2500

- B. Where do you plan to purchase the books from and why? We highly recommend and will award additional points to applications if using a vendor that will provide you with shelf-ready books. This way, the books are processed quickly and available to patrons. [Suggested word count: 50-200]
- C. Please attach specific quotes from vendors to support your above estimates as addendums to this application. Please list all attached quotes below.

3. Timeline

- A. Provide a brief timeline of how you will use the funds, shelve the books, market the Texas Book Festival, and complete the final report. Please note that we request that the majority of books purchased with TBF funds are shelved by December. [Suggested format: table or list]
- B. Complete and submit the final report. Deadline: March 1, 2025

4. Publicity / Promotion

- A. Below is a list of ways we ask that libraries promote Texas Book Festival and the Collections Enhancement Grant. Please check the items that you are willing and able to do.

- _____ Instagram - posts, reels, and/or stories
 _____ X (formerly Twitter) - post
 _____ Facebook - post
 _____ Blog post or announcement on your website

- _____ Bookplates in purchased books or stickers on spines
- _____ Emails to listserv or newsletter
- _____ Signage and/or displays in library

- A. Do you have other ideas on how to spread awareness of the Texas Book Festival in your community? If so, please describe. [Suggested word count: 100-300]
- B. How will you educate your staff and volunteers on the new collection? [Suggested word count: 250]

Thank you for applying for Texas Book Festival’s 2024 Texas Library Grant! We are honored to support libraries across the state.

Presented By:

