

MHLS Adult Literacy Mini Grant Program 2018/19

updated 3/28/18

application due June 5, 2018

Adult Literacy Library Services 2018/19 funds, received from the NYS Library Division of Library Development and administered by MHLS, will be used to fund mini-grants of \$1,000 each for up to 10 eligible member libraries for this initiative to help them to develop and expand adult literacy programs (which will enhance workforce development services in public libraries, improve adult literacy on the job and in the home) and increase participation of adults in library literacy programs which will improve their career and educational opportunities.

Mini Grant Information & Requirements

Eligibility Criteria:

- The library must have a new or existing partnership with a Literacy Partner Organization to be considered eligible for the funds.
- The Literacy Partner Organization must be local public schools, colleges or other organizations that are operating adult literacy programs, which is designed to initiate, enhance or extend services to adults to increase their literacy skills.
- The library must have a related infrastructure component (such as a public computing center in the library; a literacy office in the library; the library is in a designated Literacy Zone).
- Preference will be given to applications:
 - With new partners
 - From libraries that meet the definition from the MHLS Board of Trustees of MHLS Economically Disadvantaged Communities.

To apply:

- Fill out and submit the attached brief application to Merribeth Advocate at MHLS. Applications must be received by June 5, 2018. Libraries that are deemed eligible to receive funds will be notified by June 19, 2018. The grant project period begins July 1, 2018 and ends on June 30, 2019.

Requirements:

- **PLANNING:** Libraries will collaboratively plan the program with their Literacy Partner Organization.
- **PROGRAMMING:** Group and/or one-on-one programs will be offered.
- **PUBLICITY:** The library will publicize programs along with their Literacy Partner Organization, to current library users and to people who do not use the library.
- **REPORTING:** The library will report the following at the end of the grant period:
 - Number of programs and attendance.

- Number of publicity materials distributed; methods for reaching current library users and methods for reaching people who do not use the library.
- Number of materials circulated in areas of the library collection you determine relevant to this target group.
- Number of materials distributed to program attendees.
- Gather & report feedback from program participants through Project Outcome¹ in 1 or more of the following areas (depending on the library programming):
 - Job Skills
 - Digital Learning
 - Education/Lifelong Learning

Use of mini grant funds:

- Project funds may be used for:
 - Contracts for project services, e.g. programs, planning, publications, trainers, evaluators
 - Library materials for adults over 16
 - Project equipment
 - Project supplies
 - Project publicity
 - Evaluation and publication of a report for project replication
 - Other purposes directly related to project success
- Project funds may not be used for:
 - Personnel costs (salaries and/or benefits)
 - Replacing system or library operating funds which are already used to support ongoing programs and services
 - Building modification, construction or renovation
 - Overhead and administrative costs

All products, regardless of format or method of distribution and including Internet web sites, which are created totally or in part under an Adult Literacy Library Services grant, will include the following acknowledgement: **"This publication (product) was supported by (or "in part by") funds from the New York State Library's Adult Literacy Library Services grant program."**

Questions? Contact Merribeth Advocate, Assistant Director | [advocate@midhudson.org](mailto:madvocate@midhudson.org) | 845-471-6060 x254

¹ <https://www.projectoutcome.org/>

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Library name: _____

Project contact person name: _____ Email: _____

Name of your Literacy Partner Organization: _____

This is a (check one):

- New partnership
- Existing partnership

This Literacy Partner Organization is (check one):

- A local public school that is operating adult literacy programs, which is designed to initiate, enhance or extend services to adults to increase their literacy skills
- A college that is operating adult literacy programs, which is designed to initiate, enhance or extend services to adults to increase their literacy skills
- An organization that is operating adult literacy programs, which is designed to initiate, enhance or extend services to adults to increase their literacy skills

The library will gather & report feedback from program participants through Project Outcome² in 1 or more of the following areas (check 1 or more):

- Job Skills
- Digital Learning
- Education/Lifelong Learning



² <https://www.projectoutcome.org/>

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BUDGET FORM

Indicate how the funds will be spent (note criteria in Guidelines):

Category (<i>either Contracts; Library Materials; Project Equipment; Project Supplies; Project Publicity; Evaluation; or Other</i>)	Expense	Amount

TOTAL: \$1,000.00

By signing this MHLS Adult Literacy Mini Grant Program 2018/19 application, I hereby verify and certify the information on page 1 and 2 of the application and that the library will fulfill all of the planning, publicity, programming and reporting requirements.

In addition, if the actual grant expenditures vary greatly from what is listed here I will submit a revised Budget Form.

Library Director signature

date

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