Application Instructions

Please read instructions for each section carefully. It is important that you are as complete and concise as possible, so we will fully understand your project.

All fields marked with an asterisk (*) are required. There are clearly labeled questions for libraries receiving over $5000, and for Library Districts re-distributing grant funds to libraries in their districts. **If you are receiving less than $5000 and not redistributing this grant to other libraries, please ignore these questions.**

Before starting this application, please check the proposed Ready to Read grant amounts and other application resources on the State Library Ready to Read page.

Applications must be completed within this portal & submitted by August 31st at 5pm.

If at any point you have questions about this application and process, please contact Greta at 503-378-2528.

Staff Information

Grant Coordinator Name and Job Title*
We’ve previously used the term “Key Contact” to describe this person. The Grant Coordinator is the person at your library who completes this application and reporting process.

*Character Limit: 250

Grant Coordinator E-mail*

*Character Limit: 254

Grant Coordinator Phone*

*Character Limit: 250

Additional Staff Member Name and Job Title*
Library staffing models vary widely. If there is another staff member who will be helping to implement the project, please let us know here.
If the Grant Coordinator is completing this application, reporting, and will also be the primary person implementing the Ready to Read grant, please say "Same" in this box.

*Character Limit: 250

**Additional Staff Member Email**

If you would like a staff member besides your library director and the grant coordinator who is completing this application to receive e-mail communications about Ready to Read, please include their e-mail address below.

*Character Limit: 254

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**Project Information & Outcomes**

**Project Name**

Please title your project: *(Your Library Name) 2020 Ready to Read Project.*

*Character Limit: 250

**Outcomes**

The Ready to Read grant program strives to achieve the following outcomes:

- **Early Literacy Outcome #1**: Young children develop the six early literacy skills by the time they start kindergarten.
- **Early Literacy Outcome #2**: Adults enjoy reading, singing, talking, writing, and playing with their young children regularly to help them develop early literacy skills.
- **Summer Reading Outcome #1**: Youth maintain or improve their literacy skills over the summer.
- **Summer Reading Outcome #2**: Youth demonstrate their love of reading and learning by choosing to engage in these activities during their free time over the summer.
- **Summer Reading Outcome #3**: Adults enjoy spending time engaging in literacy activities with youth over the summer to help them develop literacy skills.

Please indicate which outcomes your project will work towards.

**Choices**

Early Literacy Outcome #1
Early Literacy Outcome #2
Summer Reading Outcome #1
Summer Reading Outcome #2
Summer Reading Outcome #3
Activities*
List and describe all project activities. **For each activity, include a description** (be as specific as possible) and **anticipated outputs** (tangibles that resulted from the activity, such as creation of a training module or report, number of programs held, number of items loaned, etc.).

If your project addresses both Early Literacy and Summer Reading outcomes, please first describe your Early Literacy activities. Then describe your Summer Reading activities.

*You can see example Early Literacy and Summer Reading Activity descriptions at the State Library Ready to Read page.* [https://www.oregon.gov/Library/libraries/Pages/Ready-to-Read.aspx](https://www.oregon.gov/Library/libraries/Pages/Ready-to-Read.aspx)

**Character Limit: 10000**

Outcome Evaluation*
How will you know your met your outcomes and had community impact? For each outcome you are working toward, please list the ways you will measure your progress.

Typical ways outcomes are measured include surveys, observations, focus groups and/or interviews.

If your project addresses both Early Literacy and Summer Reading outcomes, please first describe your Early Literacy outcome measurement. Then describe your Summer Reading outcome measurement.

*You can see examples of Early Literacy and Summer Reading outcomes and resources at the State Library Ready to Read page.*

**Character Limit: 10000**

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For Library Districts Redistributing Grant Funds to Libraries within their District

If you are a library cooperative or district who redistributes Ready to Read grant amounts to other libraries within your service area, please answer the question and provide supporting documentation below.

This includes the following cooperatives or districts:

- Chemeketa Cooperative Regional Library Services
- Coos County Library Service District
• Lincoln County Library District
• Wasco County Library Service District
• Washington County Cooperative Library Services

How will your cooperative or district work towards meeting the selected Ready to Read outcomes?
Please explain clearly how you will work during the grant cycle from August 31st, 2019, to December 1st, 2020, to support your libraries as they strive to meet the Ready to Read outcomes.

Include:

• How district level staff will make decisions about how the grant funds will be allocated
• How staff at libraries receiving funds will communicate with the district about how the funds are being spent and how the project is going
• How district level and library level staff will work together to ensure the project meets selected outcomes
• Why the funds are being distributed in this particular way
• How this distribution supports your community needs best

*Character Limit: 10000*

Library cooperatives and districts, please upload a supporting document below.

Examples:

• Project timeline
• Meeting Outlines
• Contracts
• Statement of Community Need
• Letter of support from partnering organizations directly involved in the project
• List of contacts made or other projects visited
• Sample evaluation tools
• Other information that supports your grant narrative, e.g. information about research based models description and expertise of any consultants to be used
Supporting Document
If you have multiple documents to share, it may be easiest to save them as a single PDF first. Please save your document as  *(Your Library Name) 2020 Ready to Read Supporting Document* before uploading.

*File Size Limit: 5 MB*

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Partners
Ready to Read funds are intended to be used in partnership with your community. A partner is a library or non-library entity that will contribute significant and specific deliverables to the project. This is different from a participant, which is an entity that will simply benefit from the project.

Typical partners libraries work with include but are not limited to: Schools and school districts, Early Learning Hubs, STEM Hubs, City or County parks, Community Recreation Centers, Community Festivals, Farmer's Markets, Museums, local businesses, local non-profits, and many other local governmental or non-governmental organizations. If your library is working with any of these to help implement your project, they count as a partner.

*You can find resources for working with community partners at the State Library Ready to Read page.*

How many partnering organizations will you work with to achieve your outcomes?*

*Character Limit: 250*

Please list your partnering organizations by name here and describe how you will work together.*

*Character Limit: 10000*

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Libraries Receiving Grant Amounts Over $5000

If your library is granted a Ready to Read amount over $5000, one letter of support from an individual or group directly involved in the project is required. Your letter of support could be from a project participant, a partner organization, or from other key community stakeholders who support your project.*

*Libraries receiving smaller grant fund amounts may choose to upload a letter of support if they wish.*
*If you are a library district redistributing funds and you have already uploaded supporting documentation, you are not required to upload an additional letter of support.

**Letter of Support**

Please save your document as *(Your Library Name)* 2020 Ready to Read Letter of Support

*File Size Limit: 5 MB*

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**Outreach to Underserved Communities**

Ready to Read grants are intended to support libraries in engaging underserved families, including community members who may not be current library users.

*You can find resources for Outreach to Underserved Communities on the State Library Ready to Read page.*

**How will you engage underserved youth and families in your project?***

*Character Limit: 10000*

**If you have any attachments supporting your outreach plan, please upload them here.**

This is not required. If you have an outreach plan, a map of communities you're engaging, or any other documents you currently use to help engage underserved communities, upload supporting documentation here.

Please save this as *2020 (Your Library Name) Outreach Supporting Document.*

*File Size Limit: 5 MB*

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**Budget**

For this application process, we will be asking for a projected budget only. In October 2019, after the State Library Board has approved the Ready to Read grant distribution, we will ask libraries to confirm how they will receive their funds.

To submit your budget:

1. Go to the State Library Ready to Read page and download the Budget Worksheet.
2. Complete the budget worksheet. It is a fillable PDF and all instructions are embedded in the worksheet. *It will automatically total all sums for you.*
3. Save the Budget Worksheet as *(Your Library Name)* 2020 Ready to Read Budget.
4. Upload the completed worksheet below.

**Ready to Read Project Budget**
*File Size Limit: 5 MB*

The numbers below should all come **directly** from the last page of the budget worksheet you just uploaded.

*This is for reporting purposes, so we can better share how libraries leverage community support in their districts.*

**What is the amount of your proposed Ready to Read grant?**
*Character Limit: 20*

**What is the amount of In-Kind funding you anticipate spending on your project?**
*Character Limit: 20*

**What is the amount of Other Sources funding you anticipate spending on your project?**
*Character Limit: 20*

**What is the total amount of anticipated spending for this project, including all funding streams?**
*Character Limit: 20*

**Promotion**

**How will you promote this project to the public?**
Examples: advertising, press releases, social media, leveraging partner organizations’ audiences
*Character Limit: 2500*

**How will you share this project with the Oregon library community?**
Examples: presenting at a local conference, writing an article or blog post, publicizing results on listservs
*Character Limit: 2500*
Submission

By clicking submit:

- I affirm that the information contained in this application is true and correct and that my organization has authorized me to submit this application for Ready to Read grant funds.
- I affirm that any partners listed above have committed to supporting the proposed project as described in the application.
- I affirm that if this application were to result in my organization being awarded grant funds to carry out the project described in this application, we would comply with all state requirements for the administration of Ready to Read grants. Grant funds will supplement the library’s budget from local sources to establish, develop, or improve public library early literacy services for young children and/or the statewide summer reading program.