

## **Teen Co-op's Teen Read Week 2018 Grant:**

### **Purpose:**

Assist Pioneerland-Prairieland-Plum Creek Libraries to provide programming for Teen Read Week 2018.

### **Program:**

Prairieland Governing Board has designated funds to support Prairieland Member Libraries in enhancing services to their Teens during the month of October in support of Teen Read Week, 7-13, 2018. This year's theme, in conjunction with the Young Adult Library Services Association (YALSA), is "It's Written in the Stars: READ". Libraries offering Teen Read Week programs may apply for up to \$100.00 in support of their program(s).

An eligible expense under this grant might include performer/author costs; refreshments, supplies for activities, incentives, etc. **Paid receipts will be required.** Check with Prairieland for expenses that differ from these examples.

### **Participant requirements:**

Libraries receiving grants will be required to complete an evaluation form that will be provided. The evaluation will include a description of the program, the number of participants at activities; age range of participants; stories and feedback from participants, parents & staff to show the benefit of the program. This evaluation **MUST** be completed for each library regardless of combined programming. Reimbursement request will **NOT** be processed by Prairieland until the evaluation(s) has been received.

Submit the completed Request for Reimbursement form including proof of payment.

### **Grant process:**

Complete an online application at [www.sammie.org](http://www.sammie.org) no later than Friday, October 5, 2018.

Prairieland will send notification of approval of funding with a Request for Reimbursement form.

### **Request for reimbursement must include:**

Completed **Request for Reimbursement form**

Paid **receipts**

Completed **evaluation**

**Note:** Checks can only be written to a library or organized library group, **not to an individual.**

Request for Reimbursement and Evaluation are due to Prairieland by **Friday, November 13, 2018.**