

Teen Co-op's Teen Tech Week 2019 Grant:

Purpose:

Assist Pioneerland-Prairielands-Plum Creek Libraries to provide programming for Teen Tech Week 2019.

Program:

Prairielands Governing Board has designated funds to support Prairielands Member Libraries in enhancing services to their Teens during the month of March in support of Teen Tech Week, March 3-9, 2019. The Young Adult Library Services Association (YALSA) discontinued creating themes in 2019. Libraries offering Teen Tech 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 Prairielands 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 and 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 Prairielands 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 no later than **Friday, March 1, 2019**.

Prairielands 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 Prairielands by **Friday, April 12, 2019.**