**Grant Funding Assignment**

**Points: 20**

**Due Date: Sunday, April 30 at 11:59PM**

**ASSIGNMENT DESCRIPTION:**

You have conducted a needs assessment for your community, identified a program to support the needs of a targeted audience in your community, and have given a presentation to obtain support for your proposed program. Now it’s time to secure funding. Below you will find a grant description sponsored by JSB LLC. Submit an application for the grant using the headings included in the grant application and criteria.

**GRANT APPLICATION & CRITERIA**

The Service the Underserved Grant sponsored and administered by JSB LLC. Applications must be received by: May 6, 2023

**About this Grant** The “Service to the Underserved” grant is sponsored by JSB LLC in honor of all individuals and groups who are not traditionally served through public service. Grants will be awarded to a library whose program or service targets underserved populations and that demonstrate a high impact approach in their community. Grant awards vary based on proposal needs.

The grant is administered by the JSB LLC whose mission is to close opportunity gaps through community collaboration and support.

The successful grant applicant will describe a program or service that will address a specific community need by demonstrating intentional partnerships, targeted messaging, and community impact. The winning project should be well thought-out, appropriate to the target population, doable, and replicable by other libraries.

**Summary of Proposal**

* Provide a brief summary of the proposed program or service in 250 words or less. This should be a short overview of the proposal.

**Target Population**

* Briefly describe the community served by your library. Provide a concise economic and demographic profile (i.e. rural, urban or suburban, ethnic mix of community, etc.).
* Describe your target audience and the need for outreach to this special population. (If you are targeting more than one audience, please describe in detail each audience and the need for outreach.)
* How will they benefit from this project?
* Will a person who represents your target population be involved in the planning of the project? If so, how?
* How will you make this program/service accessible to your target population?
* Will the outreach program/service be restricted to members of the target population or open to other members of your community?

**Project Information**

* What are the goals of your project?
* Approximately how many people do you expect to participate?
* Will it be a continuation/expansion of a current program/service or a new project? How will this project differ from what you currently offer?
* Will you be collaborating with a community agency or school? If so, name the agency or school and describe the responsibilities of each partner. Please include in-kind or cash contributions to the project.
* How will you measure the project’s success?
* What plans do you have for publicizing/marketing the project to your intended audience?
* How do you plan to document your project?
* How will the funds directly support your project? Include an estimated budget of specific expenses. (Expenses such as food or babysitting are allowed but should be noted.)
* Include a project timeline with action steps.

**Timeline**

* Applications for the grant will be accepted from April 1 - May 6.
* The grant committee will decide the winner after May 15.
* JSB LLC will notify the winner and issue the grant funds July 1.
* The grant project must be administered between July 1, 2023 and May 31, 2024.
* The winner will submit a midpoint evaluation to JSB LLC by January 5, 2024. The midpoint evaluation will ask the winner to note what steps have been taken thus far in the grant project, describe any difficulties or changes that need to be made, and to make any other relevant comments.
* A final evaluation must be submitted to JSB LLC one month after the award period ends: June 30, 2024. This report will include information about the completed project, as well as publicity, the final budget, testimonials, etc.

**Rubric**

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|  | **Target** | **Acceptable** | **Unacceptable** |

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| **Summary of Proposal** | Provides a well-defined description of the grant proposal. The summary is succinct, yet provides the reader with a clear idea of what the program/service that is requesting funding is and what impact it will have on the community.  |   | Summary of the proposal is vague and does not convey a clear idea of what the program/service that is requesting funding. No community impact is described in the summary.  |
| **Target Population** | All information is included in this section of the grant (See above subsection for more information)All details included in this section of the grant proposal are supported by data and other qualitative information such as observations and anecdotal stories. Target population and how to recruit members from the target population is well defined, and supported by data and additional research, providing concrete action items for how to market and recruit the population for this specific program/service are included. | All information is included in this section of the grant (See above subsection for more information)Some details included in this section of the grant proposal are supported by data and other qualitative information such as observations and anecdotal stories. 1-2 points are not supported by dataTarget population and how to recruit members from the target population is loosely defined, but does not have concrete action items.  | Student is missing elements of required information that is outlined in this section of the grant (See above subsection for more information)Many details about the community and target population are not supported by data or other qualitative information such as observations and anecdotal stories. More than 2 points are not supported by data. The target population is not defined by traits identified in data and research. Plan for recruiting members for this target population is ill defined with no concrete action items that will be taken.  |
| **Project Information** | All information is included in this section of the grant (See above subsection for more information)Project information is clearly detailed. Goals, objectives, and measurements are all clearly aligned. Timeline is clear and provides detail for actions that will be accomplished over the course of the grant administration.  | All information is included in this section of the grant (See above subsection for more information)Project goals, objectives and measurements are all loosely aligned. Timeline provides loose details to give the reader an idea of the kind of work that will be occurring over the course of the grant administration, but is not concrete.  | Student is missing elements of required information that is outlined in this section of the grant (See above subsection for more information)Project goals, objectives, and measurements are not aligned. Timeline is not detailed enough to present an idea of the kind of work that will be happening and when over the course of the grant administration.  |

**Paper Format:**

* **APA format required to include:**
	+ **Title page with your name, course number, assignment name, and date.**
	+ **Document page numbers are situated in the upper right hand corner of each page.**
	+ **Headings are included in the document which correspond to the assignment instructions.**
	+ **All intext citations are included as required by APA for paraphrases and direct quotations.**
	+ **References have their own page at the end of the document as required by APA**
	+ **Consult the APA 7th guidelines at Purdue OWL for fee guidance: https://owl.purdue.edu/owl/research\_and\_citation/apa\_style/**

**ALA Core Competencies**

1I. The techniques used to analyze complex problems and create appropriate solutions.

1J. Effective communication techniques (verbal and written)

5F. The principles of assessment and response to diversity in user needs, user communities, and user preferences.

8A. The principles of planning and budgeting in libraries and other information agencies.

8D. The concepts behind, and methods for, developing partnerships, collaborations, networks, and other structures with all stakeholders and within communities served.