

LONG ISLAND SCHOOL MEDIA ASSOCIATION (LISMA)

MINI-GRANT APPLICATION

2011-2012

*Bringing creative ideas  
to life*

LISMA is seeking proposals for innovative projects that will promote information literacy and foster student achievement.

Applicants must be school library media specialists who are current members of LISMA.

Grants amounts can range up to \$800 and must support library related projects to benefit students in a variety of disciplines.

Please use the attached forms to submit your application.

Return the application on or before Friday, February 3, 2012 to

Linda Caniano  
Elmont Memorial HS  
555 Ridge Rd.  
Elmont, NY 11003

## LISMA 2011-2012 Mini Grant Application

### Cover Sheet

Title of Project:

Name of District:

School:

Address:

School Telephone/Fax:

E-mail:

Principal:

Librarian(s):

Amount of Funding requested:

I understand that the awarding of all mini-grants and related amounts shall be at the sole discretion of Long Island School Media Association (LISMA). I also understand that in the event that I am awarded a grant for the project herein described, LISMA shall have the right to acknowledge winners on its website with a description of the project and its underlying concepts and/or ideas. These projects are expected to be implemented during the 2011 - 2012 school year and the grant recipient will be required to submit to LISMA a one page project summary sheet the following school year. The grant recipient is expected to inform LISMA of its district's business procedures as to how money is to be awarded.

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit the following as part of the application process:

- An abstract, not longer than one-page that includes a description of the projects, goals and objectives, & the number of students involved.
- A plan of operation - design of project, plan of management, timeline/timeframe by month, use of resources, etc...
- Key personnel and time committed to project.
- An itemized budget and cost effectiveness in relation to objectives of project.
- Adequacy of resources - facilities, equipment, supplies, etc...
- Methods of Evaluation for the project.
- Any additional information relevant to submission of the application.

NOTE the following restrictions when writing the grant application.

Grant monies cannot be used:

- To provide salaries for writing new curriculum
- To award prizes to students
- To provide buses for an event
- To make contributions to outside organizations
- To provide refreshments/catering for an event

Possible grants suggestions:

- on-line database
- audio materials such as sound recordings, playaways or music CDs
- specific equipment for library instruction
- collection development in a specific content area or for a specific topic or class
- speakers/authors to support the curriculum
- special library program to promote reading and enhance the curriculum

Send applications to:

Linda Caniano  
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Elmont, NY 11003