STEM Mini-Grants

Application Review

Purpose

- To foster youth interest in STEM Learning
- To encourage youth programming that positions the library as a center for inquiry and exploration
- To allow youth to explore STEM concepts in an environment that is not "test" based and is non judgmental

Grant Criteria

- Grants can support a series of skill-based workshops in that promote STEM learning for youth and/or teens. Grants <u>will not support one-time stand-alone programs</u> and therefore will not generally support lectures, author readings/ talks, or film presentations, unless they are part of a participatory skill-based learning series in the library.

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Application Process

- Read through the criteria and be sure that your project meets these criteria.

- Consider working with outside resources to develop program content:
  - Greenburgh Nature Center
  - Westchester Children's Museum
  - Teatown Reservation
  - CELF – see resources on youth services wiki

Developing Your Program

- Meet with your professional instructor to outline program
- Decide on program activities, dates, and time - PROJECTS start dates cannot before April 15, 2016 and must conclude by September 2016.
- Identify measurable goals: what will the participants learn from this experience
- How will you measure success?
- Collaborate on the narrative
- Program should build sequential skills and knowledge. Schedule appropriately – not too far apart

Budget

- Work with your instructor to determine a budget for their time. Include some pre- and post planning that includes a brief evaluation of the program at conclusion. This is not required, but highly recommended to build sustainability of the program.

- Request cannot be more than $1000 and you must include in the budget 25% cost share, which can be an allocation of staff time.

Budget

- Covered expenses can include instructor fees, direct expenses such as supplies and materials needed to execute the project and marketing costs.

- <u>Please note that these grants are reimbursements to the library for project expenses.</u> WLS <u>will not pay instructors</u> or expenses directly – you must submit a completed Grant Invoice form to WLS with receipts for reimbursement.

Completing the Application

- Cover page:
  - On one page provide all the information required on the cover page.
  - Library Name: The Field Library (Peekskill)
  - Library Address: 4 Nelson Ave, Peekskill
  - Library Contact Name: the person who is responsible for this project and the person we can call if we have a question regarding the program.

Cover Page

– Project title:

– Dates and Times of Workshops:

– Teaching Artist/ Instructor Name

– Teaching Artist/ Instructor Phone

– Teaching Artist/ Instructor E-mail

– Total Project Budget Amount:

– Total Project Request Amount:

– Signature of Library Director: MUST INCLUDE

Your Narrative

- This is the most important piece of the application. Be clear and concise.
- Follow outline and work count
- **BOLD** each heading

Project Summary (Max. 1000 words)

- First sentence :
  - **Name of library seeks a WLS STEM Learning Mini-Grant in the amount of $xxx for [list project name.**
  - **PROJECT SUMMARY**
  - In many cases it is this paragraph that will be used to summarize the project. Be sure to include all the points listed. Keep within the maximum word count.

Project Summary

- You must include the following information:
  - specific activities of your project and the instructor qualifications,
  - target audience (age) and maximum capacity,
  - learning objectives and outcomes,
  - how you will incorporate library resources,
  - why and/or how you chose this particular project,
  - your strategies for engaging participants (outreach/ marketing).

Community impact: (Max. 500 words)

- Community involvement; partners, if any, and their roles
- Culminating activity planned – describe any planned activity to share the project activities or outcome with the community

Important Dates and General Information

- All requests must be sent via email in a pdf document by February 15, 2016. Send to Pbrigham@wlsmail.org
  - Please label your request in this format:
    - Yourlibraryname_2016stem
    - Send the COVER Page with your director's signature via the mail service to Pat Brigham
      - Notification of all grants – March 15, 2016

Questions?