

**WLS STEM Learning in the Library Mini-Grants 2016  
RFP**

**WLS STEM Learning in the Library Mini Grants** enable Westchester public libraries to present, promote and deliver free programs to foster interest in STEM Learning. The goal of this Mini-Grant Initiative is to build financial and programmatic sustainability of active learning programs and enhance the position of the public library as centers of innovation and inspiration. These incentive grants help leverage small budgets for programming and help libraries engage their communities in new creative ways.

This **WLS STEM Learning in the Library Mini Grant Round** supports youth centered (under 18 years old) programming in the library that meets the following general criteria:

- Primary purpose is to enrich youth and teen programming in the library through a sequential informal learning workshops
- Demonstrate appropriate outreach to targeted demographic
- Supports the overarching goals of the library to engage the community, meets community needs, and has potential for community impact
- Encourages new collaborations with professional experts, local resources, and integrates library resources
- Financial viability
- It is highly recommended that all projects have a culminating activity for the general public

**In addition, requests will be judged on identified learning outcomes, age appropriateness, and quality of instruction.**

Grants can support a series of skill-based workshops in that promote STEM learning for youth and/or teens. Grants will not support one-time stand-alone programs 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. *Covered expenses can include instructor fees, direct expenses such as supplies and materials needed to execute the project and marketing costs. Please note that these grants are reimbursements to the library for project expenses. WLS will not pay instructors or expenses directly – you must submit a completed **Grant Invoice** form to WLS with receipts for reimbursement.*

**Requests may not exceed \$1000 and libraries must demonstrate at least a 25% cost share which can include in-kind contributions and staff time allotted to the project. Projects may be take place between April 2016 and September 2016.**

**RFP's are reviewed the first week of March 2016 with notification by March 15, 2016.**

**Please note: Libraries that have received Mini-Grants in the past are eligible to apply, however if approved requests exceed the allocation (currently limited to \$10,000), libraries that have not yet received any Mini-Grants will have first priority as long as they meet the grant criteria.**

**APPLICATION INSTRUCTIONS:**

Copy the following questions to a MS Word document and answer each question fully as required. Note the word limitation for your answers. **Save your document with YOUR LIBRARY NAME as a PDF. This is important to insure your grant request is received!**

Please answer the following questions in the EXACT format below: Your answer should correspond to the number and letter of the question.

1. **Cover page:**
  - a. Library name
  - b. Library address
  - c. Library contact name and title
  - d. Library contact email
  - e. Library contact phone
  - f. Project title
  - g. Project request amount
  - h. Person managing this project:
  - i. Dates and Times of Workshops
  - j. Teaching Artist/ Instructor Name
  - k. Teaching Artist/ Instructor Phone
  - l. Teaching Artist/ Instructor E-mail
  - m. Total Project Budget Amount:
  - n. Total Project Request Amount:
  - o. Signature of Library Director

**On a separate page:**

**Project Narrative and Details:** (Max. 1000 words) Using the following outline, provide information on your project.

**Start your narrative with the sentence, [Name of Library] seeks a WLS STEM Learning Mini-Grant in the amount of \$xxx for [list project name].**

**Project Summary:**

- i. Outline the purpose for which you seek funds, include learning objectives and outcomes, how you will incorporate library resources, why and/or how you chose this particular project
- ii. specific activities of your project, instructor information and qualifications
- iii. target audience (age) and maximum capacity
- iv. your strategies for engaging participants (outreach/ marketing)

**Community impact: (Max. 500 words)**

- i. Community involvement; partners, if any, and their roles:
- ii. Culminating activity planned

WESTCHESTER LIBRARY SYSTEM/ MINI-GRANT INITIATIVE 2016  
STEM Learning in the Library

**Budget:**

**Please copy this budget format onto a separate sheet.**

<b>EXPENSES</b>	
<b>Item</b>	<b>Amount</b>
Teaching Artists/ Instructor Fees ( include # of hours and rate of pay)	
Materials and Supplies Provide a list of expected materials and cost	
<b>TOTAL EXPENSES</b>	
<b>INCOME</b>	
Example: Friends of the Library	
<b>TOTAL INCOME</b>	
<b>GRANT REQUEST</b> (Expenses minus Income)	
<b>IN-KIND CONTRIBUTIONS</b>	
(Not to be included in any of the above computations)	
Services (please specify	
Goods and Materials (please specify)	
Space (please specify)	
<b>TOTAL IN-KIND</b>	

**Other notes:**

- **Submit one hard copy of full application to: Westchester Library System**
- **Submit your application as a PDF document to [pbrigham@wlsmail.org](mailto:pbrigham@wlsmail.org) by February 15, 2016**

*Final report requirements:* Funded projects must complete a final report form within 30 days of final project.