

**Indianapolis Foundation Library Fund**

**2021-2022 High School Media Center Enhancement Grant Application**

**DEADLINE: May 31, 2021**

**Part I: Eligibility and Endorsement**

Marion County high school libraries and media centers with at least one licensed media specialist or school librarian assigned full-time to the library media center are eligible to be considered for Library Fund grants. Please note that "full-time to the library media center" means that the library media specialist has a schedule that is substantially flexible and allows for co-teaching the majority of the time. The proposed development of the library collections must have proper oversight in the implementation and use of funds. Otherwise, the high school library media center may not be eligible for this grant. Please contact LaTasha Sturdivant ([latashas@cicf.org)](mailto:latashas@cicf.org)) or Hector Morales (Hectormh@cicf.org) with any questions.

|  |  |
| --- | --- |
| School Name: | |
| Mailing Address: | |
| City, State, Zip: | |
| Telephone: | Fax: |
| School Website: | |
| Principal: | |
| Library Media Specialist Name and Title: | |
| Library Media Specialist Telephone: | Fax: |
| Library Media Specialist Email: | |

The Indianapolis Foundation Library Fund **2021-2022 Media Center Enhancement Grant** has been shaped to support:

* The acquisition of up-to-date print and electronic materials that support the teaching of the curriculum
* The acquisition of up-to-date materials to support collaboration in teaching and learning
* The acquisition of high interest reading materials to encourage leisure reading and/or to reach students with special literacy needs (e.g., titles in Spanish for students whose first language is Spanish)
* The acquisition of up-to-date library media center technology to support teaching and learning

Grant funds **MAY NOT** be used for consumables; periodical or database subscription renewals; events or field trips; department or classroom housed objects such as maps, manipulatives, or lab equipment; classroom book sets; furniture or salaries. Grant funds should supplement, not replace school or district allocated library funds.

Submit this application by **May 31, 2021 by emailing it to Hector Morales at** [**hectormh@cicf.org**](mailto:hectormh@cicf.org)**.**

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| **Please check the box that corresponds with your school’s current 9-12 student population and range of grant funding. Please note that the maximum amount of funding is not automatically awarded.**  *Level of funding varies depending on high school enrollment, need demonstrated by percentage of EL students and percentage of students receiving free and reduced priced lunch, strength of articulated outcomes, and capacity of staff to carry out plans.* The figures below only serve as a guide of maximum eligibility.  **Figures should be based on school’s current IDOE ADM.**  Grades 9-12 student population up to 200, eligible for ***up to*** $4,500  Grades 9-12 student population 201 to 500, eligible for ***up to*** $6,500  Grades 9-12 student population 501 to 1,000, eligible for ***up to*** $8,750  Grades 9-12 student population 1,001 to 1,500, eligible for ***up to*** $9,500  Grades 9-12 student population 1,501 to 2,000, eligible for ***up to*** $10,500  Grades 9-12 student population 2,001 to 3,000, eligible for ***up to*** $12,500  Grades 9-12 student population 3,001 and above, eligible for ***up to*** $14,500  Please check here if your building serves grades 6-12; this does not affect your grant, but gives a better picture of the community of students your media center serves.  **% of EL students**  **% of students receiving free and reduced price lunch** |

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| ***Endorsement*** |

*We affirm that the applicant library is staffed by a full time, licensed library media specialist. If the grant is funded, we agree to implement this grant as outlined in the application.*

Principal\_\_\_\_\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_

Media Specialist\_\_\_\_\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_

* ***Please sign and return via email to hectormh@cicf.org by Monday, May 31, 2021, no later than 1:00 P.M.***
* **2021-2022 approved grants will be awarded to high schools by September 10, 2021**
* **We encourage current grant recipients to utilize data and information that will be included in this year's grant report to support requests in this application for next year.**
* **REMINDER: 2020-2021 Grant Reports are due April 30, 2021.**

**Part II: Statement of Goals for Collection Development**

*In the expandable cells below, please use this application to describe how you propose using the grant funds if they are awarded by The Indianapolis Foundation Board of Trustees.*

**1- What are the critical needs of the school library’s print and ebook collection? Things to include are:**

1. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(school name) collection includes \_\_\_\_\_\_\_\_\_ number of volumes/units.
2. The average age is \_\_\_\_\_\_\_\_\_\_.
3. Name of collection analysis tool used to conduct analysis: (e.g. TitleWise) \_\_\_\_\_\_\_\_\_\_
4. Date of last analysis:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. List the areas of greatest need.
6. What areas of need from the list above are of the highest priority for addressing and why?
7. How will these needs be addressed?

**2- If the school library plans to purchase "e-resources", *beyond* the MCIL and INSPIRE databases, then please answer the following additional questions.** “E-resources” are electronic content *such as* databases or software, other than the e-books already included in the collection analysis. *If e-resources are not being purchased, this question may be left blank.*

1. What e-resources are already in use to supplement MCIL and INSPIRE databases?
2. What e-resources are proposed for acquisition?
3. Why are these resources a priority?
4. How was the need for the new/different e-resources determined?

**3-What are the critical technology needs of the school’s library media program? Things to include are:**

1. Does your school have a 1:1 technology program?
2. How many computers are housed in the school library and/or dedicated to library activities?
3. What is the average age of the computers dedicated to library activities?
4. List the areas of greatest need.
5. What areas of need from the list above are your highest priority for addressing and why?
6. What is the plan for addressing these needs?

**4- Please identify best practices, data or information from the field of library science and/or education that inform the collection development/enhancement request. See the** [**American Association of School Librarians**](http://www.ala.org/aasl/standards) or **the** [**Association of Indiana School Library Educators**](http://aisle.wikispaces.com/Standards+Crosswalks) **for guidance if needed**.

**5- Describe in detail the overall outcomes or positive changes for students that this grant will help achieve.** Consider the materials or technology requested, staff who will collaborate in the effort, and school goals.

**6- Describe in detail how the above stated outcomes will be measured.**

**7- Provide details for how enhancing the library’s collection will improve student achievement. Please address each bullet, if applicable.**

* Providing up to date resources needed for collaborative teaching.

Subject area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of collaborating faculty: \_\_\_and number of students who will benefit:\_\_\_\_\_\_

* Updating resources to meet state standards and curriculum.

Please describe content areas prioritized this year:

* Providing high interest reading materials to meet individual needs.

Please describe:

* Providing materials to meet the needs of identified patrons such as ELL students.

Please describe patrons who will benefit:

**Part IIl: Stakeholder Involvement**

**8- Describe how departments, individual faculty members and or/students will be involved in identifying new materials/resources.**

**9- How will the new collection enhancements be introduced and promoted to students and staff?**

1. Please describe how the school’s video/audio announcements, social media presences, parent and student newsletters/publications, website, and other communication formats will help inform the school community.
2. How will these efforts, as well as the materials themselves, acknowledge the Indianapolis Foundation Library Fund?

**10- How will new technology or e-resources be integrated within the school community?** *If neither technology nor e-resources are being purchased, this question may be left blank.*

1. Please describe plans to train students and staff in its use and potential. These may include introductory workshops or project-based classroom applications.
2. What steps have been taken to verify that the proposed e-resources will be useable within the school’s technology environment?

**11- Please list other staff or faculty who will assist in implementing any part of the grant.**

**Part IIl: Statement of Proposed Purchases**

**12- Please enter the collection enhancement resources to be acquired with grant funds.**

**\*\*\* Please round all figures to nearest whole dollar amount.**

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| --- | --- | --- | --- | --- |
| Item Description | | Quantity | Cost per unit | Projected Total Cost |
|  | |  |  | $ |
|  | |  |  | $ |
|  | |  |  | $ |
|  | |  |  | $ |
|  | |  |  | $ |
|  | |  |  | $ |
|  | |  |  | $ |
|  | |  |  | $ |
|  | |  |  | $ |
| 1. **Total Expense** |  | | | **$** |
| 1. **Requested Grant from The Library Fund** | | | | **$** |
| 1. **School Library Media Center’s regular annual budget for materials**   **(School, Corporation funds, and other outside grants, not The Library**  **Fund)** | | | | **$** |

**13- Optional additional information or comments to share with the Indianapolis Foundation Library Fund:**



**Rubric for 2021-2022 High School Media Center Enhancement Grant Application**

**Please note that The Indianapolis Foundation Library Fund engages a Media Center Enhancement Grant Review Committee comprised of peer volunteers who assist in reviewing these applications and subsequent grant reports. This committee of high school librarians supports the Library Fund by identifying any gaps in information, providing support to high school media specialists, and advising staff of current needs, challenges, or opportunities within high schools. The committee does not make final decisions; however, the following rubric guides the application assessment completed by the committee and foundation staff.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | **Exceeds Expectations**  3 points | **Meets Fully**  2 points | **Adequate**  1 point | **Incomplete**  0 points | **Score** |
| 1- COLLECTION DEVELOPMENT  Print and EBooks | Description of collection is thoughtful and shows evidence of future collection planning, analysis and priorities. | Describes collection and addresses a plan for needs therein. | Briefly describes collection and/or plans for addressing needs, but shows limited future planning and/or long term goals. | Very little to no description of collection and/or plans for addressing needs. |  |
| 2- COLLECTION DEVELOPMENT  E-Resources  *Score N/A if school is not purchasing these items* | Description of collection is thoughtful and shows evidence of future collection planning, analysis and priorities. | Describes collection and addresses a plan for needs therein. | Briefly describes collection and/or plans for addressing needs, but shows limited future planning and/or long term goals. | Very little to no description of collection and/or plans for addressing needs. |  |
| 3- COLLECTION DEVELOPMENT  Technology | Description of collection is thoughtful and shows evidence of future collection planning, analysis and priorities. | Describes collection and addresses a plan for needs therein. | Briefly describes collection and/or plans for addressing needs, but shows limited future planning and/or long term goals. | Very little to no description of collection and/or plans for addressing needs. |  |
| 4- BEST PRACTICES INFORM DECISIONS | Every or nearly all proposed purchases are linked to verifiable and credible best practices and there is evidence of well-thought out decisions. | There is evidence of verifiable and credible best practices linked to proposed purchases. | There is evidence of best practices linked to proposed purchases. | Little to no verifiable or creditable best practices in library science or education are mentioned that inform collection enhancement decisions. |  |
| 5- OVERALL OUTCOMES AND POSITIVE CHANGES FOR STUDENTS | There is a high potential for engaging and successful outcomes that also have the potential to involve a good number of patrons. Purchases are aligned to school goals and have long term potential to affect student achievement. | There is potential for successful outcomes that involve patrons. Purchases make sense relative to school goals. | Patron outcomes were considered in relationship to patron needs and school goals. | School goals are not addresses and/or outcomes of purchases are not considered. |  |
| 6- MEASURING OUTCOMES | Assessment and evaluation proposed is well defined, relevant to goals, and is multifaceted. | Assessment and evaluation proposed is defined and relevant to goals and outcomes. | There is evidence of assessment and evaluation tools and/or assessment relies heavily upon anecdotal evidence. | There is little to no evidence of assessment and/or evaluation is not linked to goals and outcomes. |  |
| 7- ENHANCING LIBRARY COLLECTION AND IMPROVING STUDENT ACHIEVEMENT | Relationship between proposed collection enhancement and student achievement is clearly identified and defined. | Relationship between proposed purchases and student achievement is defined. | Potential student achievements are defined. | Little to no student achievements are defined and/or there is no relationship between achievements and proposed enhancements. |  |
| 8- PATRON INVOLVEMENT IN COLLECTION ENHANCEMENT | Evidence of a plan for patron involvement is well defined and appropriate collaborative partners are named. | Appropriate collaborative partners are named and there is evidence of a plan for patron involvement. | Collaborative partners are named. | There is little to no evidence of collaborative partners and/or patron involvement plan. |  |
| 9- NEW MATERIAL INTRODUCTION AND PROMOTION | Proposal includes a variety of methods to introduce and promote collection enhancements to patrons and acknowledge funding. | Proposal identifies a method to introduce and promote collection enhancements to patrons and acknowledge funding. | Proposal identifies how collection enhancements will be introduced. | Proposal does not identify the introduction nor promotion of collection enhancements. |  |
| 10- TECHNOLOGY AND E-RESOURCE INTEGRATION  *Score N/A if school is not purchasing these items* | Integration ideas are innovative and engaging which add value to the library program as a whole. Evidence of collaboration with school technology program is clearly identified. | Integration ideas add value to the library program as a whole. Evidence of collaboration with school technology program is identified. | Integration ideas and collaboration with techology department is identified. | Little or no technology integration ideas and collaboration with techology department is identified. |  |
| 12- TABLE OF PROPOSED PURCHASES | Proposed budget is realistic and all necessary information is clearly identified. Budget is aligned with stated outcomes and library collection development needs. | Proposed budget is complete and contains all required information. Budget is aligned with stated outcomes and linked to library collection development needs. | Proposed budget is complete and contains all required information. Links between enhancements and collection needs may not be evident. | Proposed budget is missing required information and/or is not linked to library collection development needs. |  |
|  |  |  |  | **FINAL SCORE** |  |