OCM BOCES SLS Mini-Grants 2012-2013
Frequently Asked Questions
October 2012

Please carefully read these pages and keep a copy for future reference.

What is the purpose of the OCM BOCES SLS Mini-Grant program?
To assist our member libraries with up to $2,000 in funding in completing innovative, engaging and relevant educational projects to increase student achievement within three general categories:

Instructional Projects
Examples include: *Training on electronic/print library resources to students, staff and community members; support for LMS and teacher collaboration on instructional unit design.*

Literacy Based Library Programs
Examples include: *A collaborative event within your building (family night, reading club, after-school literacy-based gaming, etc.)*; Training sessions and events that will **open the library media center** to students, staff, and community members **before/after school hours.**

Professional Development
Examples include: *Staff development opportunities with BOCES CI&A, Regional or NYSCATEe Conference, (could include: registration and hotel Not included:* travel, meals *except* those included in registration.)

Who is eligible for a Mini-Grant? Certified Library Media Specialists employed in the library of an OCM region member school. Please note: The LMS will be required to act as the primary contact for an awarded grant and will inform the appropriate district business official(s) of the grant application/award.

What is the application timeline? Applications will be accepted until October 31, 2012. A committee will review applications.

How do I apply? After reviewing these FAQs and the rubric, the LMS applicant will complete 1) the Mini-Grant application and Checklist, including her or his signature; 2) write a grant description narrative explaining the scope and purpose of the grant and how the grant project/activities are tied to the NYS Common Core Learning Standards and AASL Standards for the 21st Century Learner; and 3) fax 315-433-2649 or email to SLS. If the grant is approved, the LMS will be required to collect district level signatures then complete and return an Award Notification Page. Applicants are responsible for submitting a complete and correct application with proper signatures.

How are Mini-Grants awarded? A committee will review applications and recommend recipients. Each application will be judged against criteria tied to the AASL Standards for the 21st Century Learner, NYS Common Core Learning Standards, compliance with membership in a School Library System, and other considerations as listed in the Grant Rubric. Award announcements will be made on or about November 13, 2012.

How many Mini-Grants may an applicant receive? The maximum amount of funds for any one recipient is $2,000. Applicants may be awarded up to two (2) projects, the total for which may not exceed $2,000.

What if I do not need the maximum amount of funds? LMSs may apply for any amount up to but not exceeding $2,000

How may Mini-Grant funds be used? Mini-grant funds may be used to fund the expenses of conference registration, hotel, LMS and teacher after school stipend costs, and materials related to literacy based programs or instructional projects (except where noted below).

What is not covered? Equipment such as Wii gaming systems, laptops, computers, ipads. Also not covered are: refreshments, postage, or gifts. Expenses not covered for professional development grants are: single occupancy hotel rooms (if other recipients are attending); transfers to/from the airport; pre-conference or supplemental conference sessions (such as author dinners, tours, etc.), the cost of membership fees for sponsoring organization, & the cost of meals not included in the registration fee.

What is expected of the Mini-Grant applicant/recipient?
- Required to submit a complete and correct Mini-Grant application.
- The recipient LMS is the main contact person for the grant.
- Required to return the award notification signature page.
- To be the lead planner, facilitator, and evaluator for all grant projects; however, a recipient LMS may work with a partner or team of teachers, other librarians, and/or administrators.
- Determine the applicable school or district personnel to make reimbursements; however, suggested paths are: principal, liaison, business official, payroll officer, treasurer, superintendent.
- Determine required district paperwork needed to be completed and submit required forms.
- Notify her/his BOE and provide any publicity related to the grant to SLS.
- Complete a grant evaluation form and submit to OCM BOCES SLS by May 2013.
- **For Instructional and Literacy Based Program grants**: The recipient will be responsible for: making any grant related purchases and providing OCM BOCES SLS with copies of receipts. ***Only expended monies with receipts can be reimbursed***.
  Claiming reimbursement from district for stipend.
- **For Professional Development grants**: The recipient will be responsible for: providing OCM BOCES SLS with all pertinent information needed to make arrangements for the PD opportunity. Recipients/attendees must be a current member of the sponsoring organization (when conference attendance cost is reduced for members only). Registration for conferences will be paid only at the member rate. ***Professional development arrangements will be coordinated through SLS.***

What are the responsibilities of the grant applicant/recipient?

The recipient's library needs to be in compliance with the Commissioner's Regulations for School Library Systems in regard to membership, for example, submitting catalog extracts and ILL statistics, etc. For information, see regulations (Sect. 90.18, (f) Membership, numbers 1, 2 & 3) at the NY State Library website: http://www.nysl.nysed.gov/libdev/excerpts/finished_regs/9018.htm

What is the implementation timeline? Grant activities may begin as soon as you are notified and are to be completed no later than May 1, 2013.

Questions or concerns? Contact SLS office at (315) 433-2670.

Link to AASL Standards for the 21st Century Learner:
http://www.ala.org/ala/mgrps/divs/aasl/guidelinesandstandards/learningstandards/standards.cfm