



## SOUTH CENTRAL KANSAS LIBRARY SYSTEM

### New Program / Project Grant

# GUIDELINES

*Application Deadline: November 15, 2024*

*Evaluation Deadline: December 15, 2024*

SCKLS invites public, school, academic and special libraries to submit applications for the New Program/Project Grant. This grant is reserved for ***new or special library programs*** that allow a library to diversify offerings or explore unique opportunities. Funded activities should occur between January 1 and December 31, 2024. The deadline for submission is prior to the event and no later than November 15, 2024. Grant Evaluation materials must be submitted no later than December 15, 2024. Failure to submit Grant Evaluation materials will subject the library to the [Ineligibility Phase](#). Grants will be awarded in amounts up to \$500.

Online resources:

- New Program/Project Grant Application: <https://bit.ly/NewPPGrantapplication>
- New Program/Project Grant Evaluation: <https://bit.ly/NewPPGrantevaluation>

Applicants should plan and provide new library programs or projects that will address needs within their own communities. The following are examples:

- Book discussions for any age group
- Infant and toddler programming
- Youth and young adult programming
- Adult and senior programming
- Programming series on topics such as hobbies, finances, health or music
- Outreach program to underserved groups
- Parenting skills classes
- Partnership programs with community agencies and schools
- Diversity projects
- For other ideas, [click on this link](#).

Grant funds may be used for, but are not limited to:

- Books to be kept by the library or given to participants
- Supplies
- Printing/postage
- Food
- Incentives/gifts/prizes
- Entertainment

To determine eligibility or availability of grant funds, contact:

SCKLS New Program/Project Grant  
Attn: Katherine Hughes  
321 North Main Street  
South Hutchinson, KS 67505

Phone: (800) 234-0529 ext. 149  
E-mail: [katherineh@sckls.info](mailto:katherineh@sckls.info)

See following page for grant stipulations.



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- Grant funds are not be used to provide annual funding for library ongoing events or programs. Grant funds are not to be used for library programs that have been offered in the past. This grant is reserved for **new or special library programs**. Applicants are asked to specify on their applications what part of the planned project is new or special to the library.
- Grant applicants must be library members of SCKLS and be included in the online SCKLS Directory. To update or add a **library** entry, go to: <https://bit.ly/SCKLSupdatelibrarydirectory> To update or add a **librarian** entry, go to: <https://bit.ly/SCKLSupdatelibrariandirectory>
- Eligible library programs or projects must not duplicate initiatives funded by other SCKLS grants including the General Technology, Automation or Summer Reading Program Grants.
- Member libraries may only receive one New Program/Project Grant per year. School districts and libraries with more than one branch are considered a single entity and can only submit one application per year. SCKLS reserves the right to consider the frequency of grants awarded to the same library in a single-entity library system.
- K-12 school libraries are eligible for this grant if the school district employs a licensed, fulltime librarian (example: MLS, MLIS, MS in Education with library media specialist endorsement).
- Member libraries must comply with the SCKLS Free Basic Library Service Policy: <https://www.sckls.info/home/showdocument?id=38>
- Libraries that are grant recipients will submit: 1) a completed evaluation form, 2) copies of receipts, and 3) evidence that marketing and promotional requirements have been met. A library that does not return the required evaluation materials will be ineligible for a grant in the next calendar year. The Ineligibility Phase policy is available on the SCKLS website: <https://www.sckls.info/home/showdocument?id=58>

### **Marketing and Promotional Requirements**

Each program, project or event funded by this grant must be marketed as sponsored in part by SCKLS. In your evaluation, you must provide evidence to show this requirement has been met.

- Include the approved SCKLS logo (provided upon award of the grant) on promotional material (either digital or paper) or display the logo at event sites.
- Include one of the sponsorship statements (see below) on promotional material (either digital or paper) or display the statement at event sites.

**SPONSORSHIP STATEMENT OPTION 1:** This program is funded in part by the South Central Kansas Library System. SCKLS serves 144 participating public libraries, school districts, academic libraries and special libraries in 12 counties. The mission of the South Central Kansas Library System is to assist member libraries to provide excellent service to their communities.

**SPONSORSHIP STATEMENT OPTION 2:** Sponsored in part by South Central Kansas Library System—assisting member libraries to provide excellent service to their communities.

Grants will be distributed on a first-come, first-serve basis until the total budgeted amount is expended. SCKLS reserves the right to consider the frequency of grants awarded to the same library in a single-entity library system. Applicants will be notified within 30 days of submission concerning their grant status. A grant award check will be distributed to a recipient within 45 days of the approval.

To determine eligibility or availability of grant funds, contact Katherine Hughes, SCKLS training specialist, at 800-234-0529 ext. 149 or email [katherineh@sckls.info](mailto:katherineh@sckls.info).