Science Kits for Public Libraries: Grant Application

**The purpose of this project of the IEEE is to offer seed money for the creation of a circulating science kit collection. Please read this summary of the grant criteria:**

 Libraries that already have a circulating science kit collection are not eligible.

 The Grant request is for no more than $2000.

 The applicant must be a Public Library.

 The Grant is restricted to public libraries located at least partly in the territory of the IEEE-Region 4. [See Region 4 map](http://www.ewh.ieee.org/reg/4/map.php).

 The grant provides funding to *establish* a circulating science kit collections program.

Your application must satisfy all the above criteria. Please use a recent edition of MS-Office on a Windows 7 or 10 computer to **fill in the text boxes** to complete your application.

 Date:

Project Title:

Library Name and Address: *(The street address where the science kits will be primarily accessible to the public.)*

 Telephone: *(The official public telephone number of the library.)*

Project Supervisor’s contact information. *This person will receive a copy of all correspondence from the IEEE-Region 4 SKPL Committee and will be responsible for overall supervision of the project. This is typically the library director or the most senior administrative official of the library.*

 Name, Title:

 e-mail:

 Direct phone:

 USPS addr:

Project Implementor’s Contact information. *This person will either do or delegate the work needed to execute the grant. Most communications from IEEE will be addressed to this person. (Copies will go to the Project Supervisor.) If this is the same person as the Project Supervisor, tic the small box and leave the big box empty.*

**To electronically “tic” any small box on this form backspace over it and then replace it with a lowercase “x”.**

□ Project Implementor is the same as the Project Supervisor.

 Name, Title:

 e-mail:

 Direct phone:

 USPS addr:

Project Financial Manager’s contact information. *This person will receive the grant payments. Be sure the USPS address for this person is valid and as direct as possible. If this is the same person as the Project Supervisor or the Project Implementor, tic the appropriate small box and leave the large box empty.*

□ Project Financial Manager is the same as the Project Supervisor.

□ Project Financial Manager is the same as the Project Implementor.

 Name, Title:

 e-mail:

 Direct phone:

 USPS addr:

This grant application has been prepared on behalf of the library by the. . .

□ Project Supervisor.

□ Project Implementor.

□ Other, please explain:

Describe the community you serve including demographics, median income, unemployment rate, etc.
*(Up to 200 words)*

Describe benefits to the community that will accrue from this project. *(Up to 100 words)*

Provide a summary of your project.
Include 1.) A brief narrative, 2.) A timeline (in months) of activities leading to specific goals achieved. The timeline should start from the day the grant monies arrive. It is expected that the project will be complete within one year.
*This summary should explain how the project fits into the SKPL grant guidelines and what you plan to achieve through the successful completion of this project. (Up to 275 words)*

Describe how you will quantitatively measure your results for the final report. *(Up to 100 words)*

*Suggestions: Circulation data, attendance at promotional events, number of holds, client survey data, etc.*

Describe how the collection will be financially sustained. *(Up to 100 words)*

Describe how you can assist other libraries in starting science kit collections. *(Up to 100 words)*

Project Budget

The next two pages request project budget information. This application document uses an embedded Excel spreadsheet to assist with this task. On each of the next two pages double-click in any cell of the displayed spreadsheet and then wait a moment. Excel will open. Then enter information as you would for any spreadsheet. To return your cursor’s focus to this application single-click anywhere outside the spreadsheet but inside this application document. This process works best on a Windows computer (as compared to macOS, Chrome OS, iOS or Android etc.).

In the “Estimated Expenses” place a *short* description of each expense and enter numerical amounts into the “From other sources” and/or “From this grant” columns to reflect the expected sources of the funds. The columns pre-filled will automatically update as you work. Expenses may include advertising costs and other overhead. If funding from the IEEE can be coordinated with funding from “other sources” such as the library’s normal budget lines or local charities the evaluation committee will note that as an asset to the proposal. If “other” funds are not available that does not disqualify the application. The evaluation committee realizes that some libraries may need total funding from the IEEE to get a project like this off the ground. **The total funding “from this grant” must be $2000 or less.**

If there is more than one “other source” the “Project Expenses” section two pages ahead should be completed. Copy one total from the “Project Expenses, as directed in a note above one of the spreadsheets, to the “Anticipated Income” spreadsheet. Then list the sources from which you expect to receive funding and enter numerical amounts into the “From other sources” column.



Total expenses paid “From this grant” must be $2000.00 or less.

Manually copy the total expenses “From this grant” to the same column just below the headings on the spreadsheet shown on the next page.

Please tic the one appropriate small box below (tic one of the three small tic boxes).

□ The IEEE will be the only source of funding for this project.
 (Leave the spreadsheet below blank.)

□ The IEEE and exactly one other source will fund this project. The other source is. . .

 (Leave the spreadsheet below blank.)

□ The IEEE and at least two other sources will fund this project.
 (Complete the spreadsheet below.)

Complete this spreadsheet only if there are two or more sources of funding. In the spreadsheet below, in the cell just below the heading “From this IEEE grant” manually copy the “Total Expenses paid from this grant from the spreadsheet on the previous page.



The three totals on this spreadsheet must match the three totals on the previous page

Signature or name of Project Supervisor:

To sign, use drawing tools (touchscreen or pen & tablet) or paste an image, or just type the name.

**Send your completed application to:**

Douglas DeBoer

Region 4 SKPL Application Chair

Douglas.DeBoer@Dordt.edu

**Appendix**

IEEE’s core purpose is to foster technological innovation and
excellence for the benefit of humanity.

**Libraries awarded funding are expected to:**

 Create or purchase science kits, each consisting of equipment, instructions for prepared experiments, and/or workbooks.

 Include science kits in their circulating collection.

 Add materials (Books, DVDs, etc.) to the circulating collection which support the topics featured in the kits.

 Develop programming for pre-university students (K-12) which promotes the study of science and the use of the science kits.

 Plan for sustaining the project after this grant funding has concluded.

 Plan for other public libraries to replicate the results and for teaching best practices to others.

 Cooperate with IEEE on publicity and promotion of the project.

 Tag the science kits stating that they have been sponsored by the IEEE. (other sources of funding may also be acknowledged.)