



# Oregon

John A. Kitzhaber, MD, Governor

State Library  
250 Winter St. NE  
Salem, OR 97301-3950  
(503) 378-2528

## 2016 Youth Services Grant Guidelines

The vision of the Youth Services Grant program is that children are ready to learn to read when they start kindergarten, read at grade level by 3<sup>rd</sup> grade, continue to build literacy skills through 12<sup>th</sup> grade, graduate from high school ready to enter the work force or higher education, and develop a love of reading and life-long learning. Legally established public libraries in Oregon are eligible to apply for this grant.

Attached is the “2016 Proposed Youth Services Grants” showing the grants that will be made this grant cycle, assuming all eligible libraries apply for a grant. As the chart indicates, a total of \$(not determined yet) is available.

### **Youth Services Grants shall be awarded based on the following criteria:**

- The applicant describes the activities they plan to implement to achieve the outcomes for the early literacy, summer reading, and/or school age projects they fund with this grant. If a library prefers to develop their own outcome(s), then the State Library may make exceptions. Please email [Katie.Anderson@state.or.us](mailto:Katie.Anderson@state.or.us) to request an outcome exception form to complete, submit, and get approved prior to the application deadline.
- The applicant explains how they identified the group(s) of underserved youth they plan to target via one or more of their grant funded activities. Underserved youth as defined the Oregon’s Equity Lens are “students whom systems have placed at risk because of their race, ethnicity, English language proficiency, socioeconomic status, gender, sexual orientation, differently abled, and geographic location.” For the purpose of this grant, K-12<sup>th</sup> grade students reading below grade level are included in the definition of underserved youth. Geographically underserved youth live “10 or more map miles from a population center of 30,000 people or less.” [OAR 410-120-0000 (201)]
- The applicant identifies one or more grant funded activity per project that attempts to increase the number of targeted underserved youth who achieve outcomes. Libraries will continue to provide services to all youth, including other groups of underserved youth, but at least one grant funded activity per project must strive to improve outcomes for targeted underserved youth.
- If the applicant is using grant funds for summer reading, then they must use the statewide summer reading program (Collaborative Summer Library Program). The State Library may make exceptions in special cases. Please email [Katie.Anderson@state.or.us](mailto:Katie.Anderson@state.or.us) to request a statewide summer reading exception form to complete and submit with this application.
- The applicant submits a complete application, with original signatures, postmarked by (date not determined yet). Applications must be mailed to:

Oregon State Library  
Attn. Ready to Read  
250 Winter St. NE  
Salem, OR 97301.

**Funding requirements:**

- Grant funds must be separately accounted for and may be used only to provide funding for the purposes described in the application of the grant recipient. This requirement can be met in one of two ways: 1) have a separate line in your library budget specifically for the Youth Services Grant, or 2) have a 'Grants' line in your library budget for all the grants your library receives, including the Youth Services Grant.
- 2016 funding will be distributed to successful applicants upon receipt of their 2015 final report, explaining how the library achieved or attempted to achieve the outcomes.
- Grant funds must be spent by (date not determined yet). Carrying over leftover grant funds to the next grant cycle is not allowed. Contact [Katie.Anderson@state.or.us](mailto:Katie.Anderson@state.or.us) if you are concerned you may not be able to meet this requirement.

**Requesting changes during the grant cycle:**

- If the grantee shifts funding among activities included in their application, then they do not need to get approval from the State Library nor describe it as a change to their grant activities on the final report. Applications are based on estimates, actual expenditures will likely change during implementation.
- If the grantee wants to change the activities described in their application, then they must email [Katie.Anderson@state.or.us](mailto:Katie.Anderson@state.or.us) to request approval of the change prior to implementation. Requests for changes can be made at anytime and will be approved if they meet the grant criteria listed above. Proper documentation of grant changes is recommended to protect the grantee library and the State Library during an audit.

**Dates to mark on the calendar:**

(date not determined yet)

Library's <b>LEGAL</b> name:	County in which library resides:
Alternate library name:	
Library's <b>MAILING</b> address:	

Library director's name:
Email address:
Phone number:

Key contact's name (if not director):
Key contact's position/job title:
Email address:
Phone number:

All library directors and key contacts will be subscribed to the Ready to Read Grant email list to receive grant deadline reminders and other information regarding the grant. If you would like additional members of your staff who are involved in your library's Ready to Read project to be subscribed to this email list, please provide their full names and email addresses.

Name:
Position/job title:
Email address:

Name:
Position/job title:
Email address:



## EARLY LITERACY PROJECT PROPOSAL

Grant funded early literacy projects strive to achieve the following outcomes:

- ✓ Young children birth to age 6 develop the six early literacy skills by the time they start kindergarten. (The six early literacy skills are print motivation, vocabulary, print awareness, narrative skills, phonological awareness, and letter knowledge.)
- ✓ Adults enjoy reading, singing, talking, writing, and playing with young children birth to age six regularly to help them develop early literacy skills.

1. What group(s) of underserved youth will one or more of your grant activities target, and how will you identify your target group(s)?
2. Describe the grant funded early literacy activities your library plans to implement to achieve these two outcomes. Please mark one or more activities that will increase current library efforts to achieve these two outcomes among targeted underserved youth with a star (\*).
3. Will these activities include telling adults early literacy messages during programs for young children birth to age 6?  
 Yes  
 No
4. Will these activities include conducting training for parents, childcare providers, or preschool teachers in a research-based early literacy curriculum such as *Every Child Ready to Read* or *Baby Signs* classes?  
 Yes  
 No
5. Will these activities include bringing library services, resources, or programs out of the library to young children, parents, child care providers, or other groups at other locations?  
 Yes  
 No
6. What and how will you measure whether or not each outcome is achieved by people participating in your proposed activities?
7. What will success look like in terms of number and percent of participants who achieve each outcome?
8. How many people *total* do you estimate will participate in these grant funded activities?  
 Youth ages 0-17  
 Adults ages 18 and older

**EARLY LITERACY PROJECT BUDGET**

	List things necessary for implementing your Ready to Read Grant Project	Amount of <b><u>Ready to Read</u></b> funds used to pay for this	Amount of <b><u>Library Budget</u></b> used to pay for this	Amount of <b><u>other sources</u></b> used to pay for this	<b><u>TOTAL</u></b>
<b>Library Staff</b>					
<b>Materials for Circulating Collection</b>					
<b>Equipment, Furniture, and/or Fixtures</b>					
<b>Contracted Programs</b>					
<b>Incentives</b>					
<b>Other</b>					
<b>TOTAL</b>					

## SUMMER READING PROJECT PROPSAL

Grant funded summer reading projects strive to achieve the following outcomes:

- ✓ Youth birth to age 17 maintain or improve their literacy skills over the summer.
- ✓ Youth birth to age 17 demonstrate their love of reading and learning by choosing to engage in these activities during their free time.
- ✓ Adults enjoy spending time engaging in literacy activities with youth birth to age 17 regularly to help them develop literacy skills.

1. What group(s) of underserved youth will one or more of your grant activities target, and how will you identify your target group(s)?
2. Describe the grant funded summer reading activities your library plans to implement to achieve these three outcomes. Please mark one or more activities that will increase current library efforts to achieve these three outcomes among targeted underserved youth with a star (\*).
3. Will you be using the statewide summer reading program (Collaborative Library Summer Reading Program)?  
 Yes  
 No, see attached statewide summer reading exception form.
4. Will these activities include visiting local schools to present summer reading program information to students and/or school staff?  
 Yes  
 No
5. Will these activities include bringing library services, resources, or programs out of the library to children, teens, parents, child care providers, or other groups at other locations?  
 Yes  
 No
6. What and how will you measure whether or not each outcome is achieved by people participating in your proposed activities?
7. What will success look like in terms of number and percent of participants who achieve each outcome?
8. How many people *total* do you estimate will participate in these grant funded activities?  
 Youth ages 0-17  
 Adults ages 18 and older

**STATEWIDE SUMMER READING PROGRAM PROJECT BUDGET**

	List things necessary for implementing your Ready to Read Grant Project	Amount of <b><u>Ready to Read</u></b> funds used to pay for this	Amount of <b><u>Library Budget</u></b> used to pay for this	Amount of <b><u>other sources</u></b> used to pay for this	<b><u>TOTAL</u></b>
<b>Library Staff</b>					
<b>Materials for Circulating Collection</b>					
<b>Equipment, Furniture, and/or Fixtures</b>					
<b>Contracted Programs</b>					
<b>Incentives</b>					
<b>Other</b>					
<b>TOTAL</b>					

## SCHOOL AGE PROJECT PROPSAL

Grant funded school age projects strive to achieve the following outcomes:

- ✓ K-12<sup>th</sup> grade students demonstrate their love of reading and learning by choosing to engage in these activities during their free time.
- ✓ K-12<sup>th</sup> grade students read increasingly complex and diverse materials and/or demonstrate critical thinking skills. (Some examples of critical thinking skills include, but are not limited to, understanding that research is a multistep process and following those steps, finding and using evidence to support arguments, making informed decisions, and implementing the scientific method to investigate and acquire new knowledge.)

1. What group(s) of underserved youth will one or more of your grant activities target, and how will you identify your target group(s)?
2. Describe the grant funded school age activities your library plans to implement to achieve these two outcomes. Please mark one or more activities that will increase current library efforts to achieve these two outcomes among targeted underserved youth with a star (\*).
3. Will these activities include partnering with local schools to increase and/or improve student access to the high-quality materials and resources they need to develop their literacy skills, graduate from high school, and develop a love of reading and life-long learning?  
 Yes  
 No
4. Will these activities include bringing library services, resources, or programs out of the library to children, teens, parents, child care providers, or other groups at other locations?  
 Yes  
 No
5. What and how will you measure whether or not each outcome is achieved by people participating in your proposed activities?
6. What will success look like in terms of number and percent of participants who achieve each outcome?
7. How many people *total* do you estimate will participate in these grant funded activities?  
 Youth ages 0-17  
 Adults ages 18 and older



**SCHOOL AGE PROGRAM PROJECT BUDGET**

	List things necessary for implementing your Ready to Read Grant Project	Amount of <b><u>Ready to Read</u></b> funds used to pay for this	Amount of <b><u>Library Budget</u></b> used to pay for this	Amount of <b><u>other sources</u></b> used to pay for this	<b><u>TOTAL</u></b>
<b>Library Staff</b>					
<b>Materials for Circulating Collection</b>					
<b>Equipment, Furniture, and/or Fixtures</b>					
<b>Contracted Programs</b>					
<b>Incentives</b>					
<b>Other</b>					
<b>TOTAL</b>					

**CERTIFICATION OF YOUTH SERVICES GRANT APPLICATION**

To the best of our knowledge, the information in this application is correct. We certify that, when the Youth Services Grant is received, grant funds will supplement the library's budget from local sources and support the vision of this grant: Children are ready to learn to read when they start kindergarten, read at grade level by 3<sup>rd</sup> grade, continue to build literacy skills through 12<sup>th</sup> grade, graduate from high school ready to enter the work force or higher education, and develop a love of reading and life-long learning.

Library director's name:	
Library director's signature:	Date:
Name of local government official authorized to apply for grants:	
Local official's title:	
Local official's signature:	Date:

<b>STATE LIBRARY USE ONLY</b>				
Yes	No	The applicant described activities that will help youth achieve the outcomes specified in this grant.		
Yes	No	The applicant explained how they identified the group(s) of underserved youth they will target via one or more of their grant funded activities.		
Yes	No	The applicant identified one or more grant funded activities that attempt to increase the number of targeted underserved youth who achieve the outcomes.		
Yes	No	The applicant submitted a complete application, with original signatures, postmarked by (not determined yet).		
Yes	No	Exception granted	No SRP activities	The applicant will use the statewide summer reading program.