



THE INDIANAPOLIS FOUNDATION | LIBRARY FUND

A CICF AFFILIATE

2022-2023 High School Media Center Enhancement Grant Application

DEADLINE: 1pm on May 31, 2022

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. Contact LaTasha River Sturdivant (latashas@cicf.org) or Hector Morales (Hectormh@cicf.org) with 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 2022-2023 Media Center Enhancement Grants support:

- Acquisition of up-to-date print and electronic materials that support the teaching of the curriculum
- Acquisition of up-to-date materials to support collaboration in teaching and learning
- 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)
- 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 1pm on May 30, 2022 by emailing it to Hector Morales at hectormh@cicf.org.

Check the box that corresponds with your school's current 9-12 student population and range of grant funding. 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 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 eligibility but does give a better picture of the community of students your media center serves.

% of ESL/ELL students

% of students receiving free or reduced lunch

Endorsement

We affirm that the applicant library is staffed by a full time, licensed library media specialist. If awarded, 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 1pm on Monday, May 30, 2022. Applicants will be notified and grants will be paid out by the end of August 2022. REMINDER: 2021-2022 Grant Reports are due April 30, 2022. To be considered for 2022-2023, you must have turned in your 2021-2022 grant report on time.

Part II: Statement of Goals for Collection Development

1. What are the critical needs of the school library's print and e-book collection? Include:

- A. How many units/volumes in the current school library collection.
- B. The average age of materials.
- C. Name of collection analysis tool used to conduct analysis: (e.g. TitleWise).
- D. Date of last analysis: _____
- E. List the areas of greatest need.
- F. What areas of need from the list above are of the highest priority for addressing and why?
- G. How will these needs be addressed?

2. If the school library plans to purchase "e-resources", beyond the MCIL and INSPIRE databases, 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.

- A. What e-resources are already in use to supplement MCIL and INSPIRE databases?
- B. What new/additional e-resources would you require with this grant?
- C. Why are these resources a priority?
- D. How was the need for the new/different e-resources determined?

3. What are your library's critical technology needs?

- A. Does your school have a 1:1 technology program?
- B. How many computers are housed in the school library and/or dedicated to library activities?
- C. What is the average age of computers dedicated to library activities?
- D. List the areas of greatest need.
- E. Which need is your highest priority and why?
- F. How do you plan to address these needs?

4. Please identify best practices, data or information from the field of library science and/or education that inform your collection development/enhancement request. See the [American Association of School Librarians](#) or the [Association of Indiana School Library Educators](#) 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. Provide a detailed description of how you plan to measure these outcomes.

7. Describe how enhancements to the library's collection will improve student achievement. If applicable include:

- A. Resources necessary to support collaborative teaching and which subject areas and numbers of students and faculty served.
- B. Resources necessary to meet state standards and curriculum, including which content areas will be prioritized.
- C. High-interest reading materials to meet individual needs.
- D. Resources for ESL/ELL students.

Part III: 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? How will you acknowledge The Indianapolis Foundation Library Fund in these announcements and/or on the materials themselves?

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.

- A. Please describe plans to train students and staff in its use and potential. These may include introductory workshops or project-based classroom applications.
- B. 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 IV: Proposed Purchases

12. Please enter the collection enhancement resources to be acquired with grant funds. Round all figures to nearest whole dollar amount. Add additional rows as necessary.

Item Description	Quantity	Cost per Unit	Projected Total Cost
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total Expense			\$
Total Request to The Library Fund			\$
School Library/Media Center's regular annual budget for materials (School, corporation funds, and other outside grants. Do not include any grants/amount from The Library Fund.)			\$

13. Optional: Include any additional information you would like to share.



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Rubric for 2022-2023 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 <u>Print and E-Books</u>	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 <u>E-Resources</u> 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 <u>Technology</u>	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	<p>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.</p>	<p>There is potential for successful outcomes that involve patrons. Purchases make sense relative to school goals.</p>	<p>Patron outcomes were considered in relationship to patron needs and school goals.</p>	<p>School goals are not addressed and/or outcomes of purchases are not considered.</p>	
6- MEASURING OUTCOMES	<p>Assessment and evaluation proposed is well defined, relevant to goals, and is multifaceted.</p>	<p>Assessment and evaluation proposed is defined and relevant to goals and outcomes.</p>	<p>There is evidence of assessment and evaluation tools and/or assessment relies heavily upon anecdotal evidence.</p>	<p>There is little to no evidence of assessment and/or evaluation is not linked to goals and outcomes.</p>	
7- ENHANCING LIBRARY COLLECTION AND IMPROVING STUDENT ACHIEVEMENT	<p>Relationship between proposed collection enhancement and student achievement is clearly identified and defined.</p>	<p>Relationship between proposed purchases and student achievement is defined.</p>	<p>Potential student achievements are defined.</p>	<p>Little to no student achievements are defined and/or there is no relationship between achievements and proposed enhancements.</p>	
8- PATRON INVOLVEMENT IN COLLECTION ENHANCEMENT	<p>Evidence of a plan for patron involvement is well defined and appropriate collaborative partners are named.</p>	<p>Appropriate collaborative partners are named and there is evidence of a plan for patron involvement.</p>	<p>Collaborative partners are named.</p>	<p>There is little to no evidence of collaborative partners and/or patron involvement plan.</p>	
9- NEW MATERIAL INTRODUCTION AND PROMOTION	<p>Proposal includes a variety of methods to introduce and promote collection enhancements to patrons and acknowledge funding.</p>	<p>Proposal identifies a method to introduce and promote collection enhancements to patrons and acknowledge funding.</p>	<p>Proposal identifies how collection enhancements will be introduced.</p>	<p>Proposal does not identify the introduction nor promotion of collection enhancements.</p>	
10- TECHNOLOGY AND E-RESOURCE INTEGRATION Score N/A if school is not purchasing these items	<p>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.</p>	<p>Integration ideas add value to the library program as a whole. Evidence of collaboration with school technology program is identified.</p>	<p>Integration ideas and collaboration with technology department is identified.</p>	<p>Little or no technology integration ideas and collaboration with technology department is identified.</p>	

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					