

**OFFICE OF THE SECRETARY OF STATE  
ILLINOIS STATE LIBRARY  
FY2009 SCHOOL DISTRICT LIBRARY GRANT PROGRAM APPLICATION  
PART IV: SCHOOL DISTRICT ATTENDANCE CENTERS**

**ATTENTION: GRANT WRITERS**

This grant component has been mailed to your Superintendent; therefore, please ask your Superintendent to forward this component to you or to the appropriate library/grant personnel who are responsible for completing the grant application components for your school district.

**ELIGIBILITY:**

To qualify for grants under this Section, a school library must be an entity which serves the basic information and library needs of the school's employees and students through a bibliographically organized collection of library materials, have at least one employee whose primary duty is to serve as a librarian, and have a collection permanently supported financially, accessible centrally, and occupying identifiable quarters in one principal location. [75 ILCS 10/8.4(1)]

The ILLINOIS ADMINISTRATIVE CODE [23 IL ADC 3030.10] "library" definition specifies information about the employee/librarian's hours "... and has at least one employee who works at least fifteen hours per week as the librarian ... "

**INSTRUCTIONS - OVERVIEW:**

Part IV, School District Attendance Centers: Eligibility, of the FY2009 School District Library Grant Program Application must be completed in paper format using the appended forms supplied by the Illinois State Library. **The completed Part IV component forms must be postmarked by November 26, 2008. Postmark legibility and proof of postal receipt are the applicant's responsibility.**

The completed Part IV should be mailed to: Illinois State Library Room 410, Gwendolyn Brooks Building, School District Library Grant Program, 300 S. Second St., Springfield, IL 62701-1796.

**INSTRUCTIONS – SPECIFIC:**

- Complete all the appended forms and answer the questions as accurately as possible.
- Correct/update building names, addresses, and phone/fax numbers.
- If an attendance center (building) is no longer in use; has been closed, sold, or demolished; no longer has a library, etc., then write that information on the sheet by the attendance center name. The ELI record (Every Library in ILLINET; <http://eliillinois.org>) for that attendance center will then be deactivated.
- If there is a new attendance center (building) or one that has not been included and that attendance center is eligible (or potentially eligible) for inclusion as a part of the grant application, then utilize this link [http://www.cyberdriveillinois.com/departments/library/what\\_we\\_do/schoolpercapgrant.html](http://www.cyberdriveillinois.com/departments/library/what_we_do/schoolpercapgrant.html) and click on the subsequent link for "Part IV: District Attendance Centers (Generic Form)."
- Obtain the exact **September 30, 2008 Housing Count** for each eligible attendance center.
- Note that the district office worksheet is included for updating since that location is the fiscal agent for the grant.

**FAILURE TO COMPLY [23 IL ADC 3035.135]**

The Illinois State Library may deny grant applications/grant funding when any of:

- the grant application components' requirements are not met, or are met inadequately;
- the grant application components are not submitted using the forms prepared and made available by the State Librarian for this purpose; and/or,
- the grant application components are not submitted on the required forms by the deadline date or not completed.