

FY2009 School District Library Grant Program Application

1. ONLINE COMPONENT: HINTS & INSTRUCTIONS

ALERTS

The grant writer **MUST COMPLETE** the entire online component in one sitting since it cannot be saved and then retrieved for completion.

An asterisk appearing before a question number indicates that question requires an answer.

PREPARING TO COMPLETE THE GRANT APPLICATION ONLINE COMPONENT

Complete a blank paper copy of the online application component as a working draft. When you have completed the working draft in its entirety, then access the online application.

Schedule a minimum of 30 – 45 minutes of uninterrupted time to complete the actual online component.

Other necessary data preparation includes:

1. Know your school district's ELI (Every Library in ILLINET) control number. ELI can be accessed at <http://eliillinois.org/>. The ELI control number is a 5 digit number. If you need assistance determining your ELI control number, then contact your regional library system or the Illinois State Library.
2. Work with the district's "fiscal/accounting" staff for: the FEIN (Federal Employee Identification Number) and the budget expenditure lines for the FY2008 grant.
3. Schedule the date with the school board for the annual review of Linking for Learning: The Illinois School Library Media Program Guidelines, 2nd ed., 2005 (published and available for purchase from the Illinois School Library Media Association; <http://www.islma.org>). Illinois Compiled Statutes require your school board to review annually the library's progress towards meeting the Illinois standards for school library media centers. The review may be scheduled anytime during the current school year. On the application, select the appropriate month and year.
4. Identify the district's current budget for library materials. Materials are considered to be cataloged print and non-print materials, magazines, licensed databases, and other electronic resources. When answering this question on the application, select the appropriate budget range.
5. Prepare the answers for the narrative questions prior to going online. Each question must be answered succinctly. Those questions specifically ask: (1) how the district used the FY2008 grant monies to make progress toward meeting school library standards; (2) the district's library/libraries accomplishments/successes; (3) the district's library/libraries program challenges for the current year.

ACCESSING THE GRANT APPLICATION ONLINE COMPONENT

Only one online grant is accepted per school district. All eligible school libraries must be included in the district's application.

The online application is live only during the time grant applications are accepted. The online application must be electronically submitted by November 26, 2008 at 4:30 p.m. CST (Central Standard Time).

COMPLETING THE GRANT APPLICATION ONLINE COMPONENT

Do not use any abbreviations; for example, spell out Community Unit School District.

Scroll: Scroll between the parts by clicking on the buttons ("Prev" = previous or "Next") at the bottom of each part. Backward and forward scrolling can be used as often as necessary until the grant application is electronically submitted. The "Submit button" is at the bottom of Part VIII.

When the grant application is complete (all the questions have been answered), then:

1. Print a copy of the grant application: Click on the "Prev" button to scroll back to the beginning of the grant application. Use the print options in your browser to print each section of the grant application. Print using landscape format rather than portrait format in order to capture more text and reduce margin issues; and,
2. Submit the grant application: Click on the "Submit this grant application to the Illinois State Library" button in order to electronically submit the grant application.

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2. ADDITIONAL INFORMATION, REQUIREMENTS, AND DEADLINES

OVERVIEW OF THE FY2009 SCHOOL DISTRICT LIBRARY GRANT PROGRAM APPLICATION

The FY2009 School District Library Grant Program Application consists of three components:

- 1) the online ("Survey Monkey") application component to be completed and submitted electronically;
- 2) a paper component, PART IV: DISTRICT ATTENDANCE CENTERS: ELIGIBILITY, to be completed and returned via mail; and,
- 3) a paper component, PART VII: SIGNATURE PAGE, to be completed and returned via mail.

COMPLETING PART IV: DISTRICT ATTENDANCE CENTERS: ELIGIBILITY (PAPER COMPONENT)

The instructions and forms for completing Part IV have been included in an information packet sent to the superintendent. Please contact your superintendent for this grant component. 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.

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

COMPLETING PART VII: SIGNATURE PAGE (PAPER COMPONENT)

The Signature Page, Part VII, component form is accessible at http://www.cyberdriveillinois.com/departments/library/what_we_do/schoolpercapgrant.html. Part VII must be postmarked by November 26, 2008. Postmark legibility and proof of postal receipt are the applicant's responsibility.

Mail the completed Part VII to:
Illinois State Library, Room 410
Gwendolyn Brooks Building
School District Library Grant Program
300 S. Second St.
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TIMELINE AND COMPONENT DEADLINES

September 2008

Grant application process begins.

November 26, 2008, 4:30 p.m. CST (Central Standard Time)

Online application component: online submission deadline.

November 26, 2008

Part IV: District Attendance Centers: Eligibility "paper" component postmark deadline.

November 26, 2008

Part VII: Signature Page "paper" component postmark deadline.

Winter 2009

Grant applications reviewed and approved or denied.

Spring 2009

Grant notification letters mailed to Superintendent and Grant Writer.

Spring 2009

Grant program award checks issued.

June 30, 2009

Grant program funds must be encumbered or spent.

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August 15, 2009

All grant program funds must be expended.

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.

FOR MORE INFORMATION CONTACT THE ILLINOIS STATE LIBRARY

Phone: (800) 665-5576 x1

Fax: (217) 782-1877

Email: Ron Winner: rwinner@ilsos.net

Susan Goodman: sgoodman@ilsos.net

3. PART I: IDENTIFICATION

- * 1. Enter the school district's legal name.

- * 2. Enter the school district's ELI (Every Library in ILLINET: <http://eliillinois.org>) Control Number. The ELI Control Number is the first 5 digits only. The numbers after the underline signify a branch number. Do NOT include a branch number.

- * 3. Enter the school district's mailing address.

Street

PO Box/Building Name

City

Zip

+Four

- * 4. Enter the school district's Federal Employee Identification Number (FEIN).

- * 5. Did this school district consolidate or merge since last school year? If yes, contact the Illinois State Library - Ron Winner at rwinner@ilsos.net or call 800-665-5576 x1.

No

Yes, enter new district name.

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* 6. Select the regional library system of which this school district is a member or in which a membership application has been submitted. [75 ILCS 10/8.4(2-3)]

ALS - Alliance Library System

NSLS - North Suburban Library System

DLS - DuPage Library System

PALS - Prairie Area Library System

LCLS - Lewis & Clark Library System

RPLS - Rolling Prairie Library System

LTLS - Lincoln Trail Libraries System

SHLS - Shawnee Library System

MLS - Metropolitan Library System

* 7. Enter the contact information for the person completing this grant application component.

Prefix (Mr., Ms., Dr.):	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Title:	<input type="text"/>
Email:	<input type="text"/>
Telephone:	<input type="text"/>
Fax:	<input type="text"/>
Based at which Attendance Center:	<input type="text"/>

* 8. Enter the Superintendent's Name and E-mail address.
(The e-mail address is necessary for communication purposes.)

Prefix (Mr., Ms., Dr.):	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
E-mail Address:	<input type="text"/>

* 9. Enter the School Board President's Name.

Prefix (Mr., Ms., Dr.):	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>

* 10. Enter the Librarian's Name (District Librarian or the Librarian responsible for signing the signature page).

Prefix (Mr., Ms., Dr.):	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>

4. PART II: STANDARDS COMPLIANCE, CHALLENGES, AND ACCOMPLISHMENTS

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* 11. During the CURRENT school year, which month did (or will) the school board review (or schedule to review) the district's school library media program utilizing LINKING FOR LEARNING: THE ILLINOIS SCHOOL LIBRARY MEDIA PROGRAM GUIDELINES, 2nd ed., 2005? [75 ILCS 10/8.4(4)]

July 2008

November 2008

March 2009

August 2008

December 2008

April 2009

September 2008

January 2009

May 2009

October 2008

February 2009

June 2009

* 12. During the CURRENT school year, which LINKING FOR LEARNING: THE ILLINOIS SCHOOL LIBRARY MEDIA PROGRAM GUIDELINES, 2nd ed., 2005, Essential Program Components were (or will be) reviewed? (Check all that apply) [75 ILCS 10/8.4(4)]

LEARNING AND TEACHING COMPONENTS:

11-1: The library media program is integral to the educational program of the school.

11-2: The INFORMATION LITERACY STANDARDS FOR STUDENT LEARNING (http://www.ala.org/ala/aasl/aaslproftools/informationpower/InformationLiteracyStandards_final.pdf) are integral to the content and objectives of the school's curriculum.

11-3: The library media program models and promotes collaborative planning and teaching within a school climate conducive to and supportive of collaborative learning.

11-4: The library media program promotes the fundamental skills of reading, viewing, listening, and communicating by promoting the enjoyment and fulfillment derived from using various media for ideas, information, and recreation.

11-5: The library media program integrates technology for learning and teaching.

11-6: The library media program supports the learning of all members of the learning community including those who have diverse learning abilities, styles, and needs.

11-7: An effective library media program provides an inviting, accessible, and stimulating space that is open and staffed for individual and group use.

INFORMATION ACCESS COMPONENTS:

11-8: The library media program provides intellectual and physical access to ideas, information, and resources for learning that support the ILLINOIS LEARNING STANDARDS (<http://www.isbe.state.il.us/ils/>), as reflected in the district and building level curriculum and goals, including the INFORMATION LITERACY STANDARDS FOR STUDENT LEARNING (http://www.ala.org/ala/aasl/aaslproftools/informationpower/InformationLiteracyStandards_final.pdf) and mirroring the SCHOOLWIDE GOALS FOR STUDENT LEARNING (<https://www.nsse.org/store/download/QS01%20Rubrics2pg1.pdf?CFID=7360116&CFTOKEN=42728104>) from the National Study for School Evaluation.

11-9: The library media program provides and promotes flexible, equitable, and efficient access to ideas, information, and resources.

11-10: The library media program supports the principles of intellectual freedom; legal guidelines and professional ethics are reflected in its policies, procedures, and practices.

11-11: The library media program includes and organizes appropriate resources that support and extend the curriculum and provides the most appropriate and advanced technologies for accessing and producing information related to the learning needs of all members of the learning community.

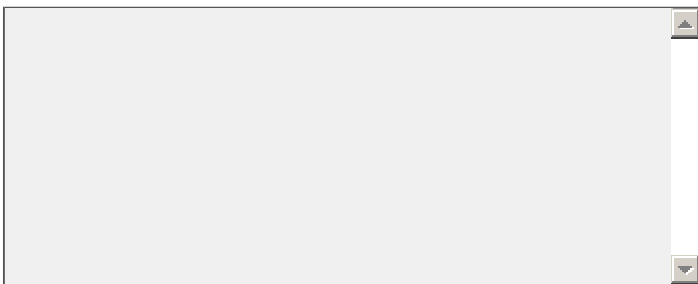
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PROGRAM ADMINISTRATION COMPONENTS:

- € 11-12: The library media program objectives are derived from the ILLINOIS LEARNING STANDARDS (<http://www.isbe.state.il.us/ils/>), as reflected in the district and building level curriculum and goals, including the INFORMATION LITERACY STANDARDS FOR STUDENT LEARNING (http://www.ala.org/ala/aasl/aaslproftools/informationpower/InformationLiteracyStandards_final.pdf) and mirroring the SCHOOLWIDE GOALS FOR STUDENT LEARNING (<https://www.nsse.org/store/download/QS01%20Rubrics2pg1.pdf?CFID=7360116&CFTOKEN=42728104>) from the National Study for school evaluation.
- € 11-13: Effective school library media programs are the result of strong curricular and instructional leadership.
- € 11-14: The mission, goals, functions, and impact of the library media program are clearly communicated to the entire learning community.
- € 11-15: The organizational structure of the library media program ensures that access to ideas, information, and resources is equitable, efficient, and integrated into the educational program of the school.
- € 11-16: Planning and continuing assessment are crucial elements in the development, implementation, and improvement of an effective library media program.
- € 11-17: Sufficient local funding is provided annually to ensure a successful library media program.
- € 11-18: Every library media program requires at least one full-time certified library media specialist per attendance center who directs the program within the building.
- € 11-19: Every effective library media program requires one or more paid clerical support staff and one or more paid technical support staff.
- € 11-20: District level leadership is required in multi-building districts to provide vision, direction, instructional leadership, and links to the community and beyond.

* 13. In 100 words or less, describe how the FY2008 School District Library Grant Program monies were used by the school district's library media program(s) to facilitate progress toward meeting the Illinois school library standards, LINKING FOR LEARNING: THE ILLINOIS SCHOOL LIBRARY MEDIA PROGRAM GUIDELINES, 2nd ed., 2005. [75 ILCS 10/8.4(4)]

NOTE: If your district did not receive a FY2008 grant, then answer this question with N/A (not applicable).



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- * 14. In 100 words or less, describe the ACCOMPLISHMENTS/SUCCESSSES achieved by the district's school library media program during the current or the previous school year.

- * 15. In 100 words or less, identify the CHALLENGES the district's school library media program is facing during the CURRENT school year.

5. PART III: FINANCIAL COMMITMENT TO DISTRICT-WIDE SCHOOL LIBRARY MEDIA PROGRA...

- * 16. Identify, for the CURRENT school year, the school district's level of financial support for the district's school library programs, services, and resources (library personnel and library materials). Then compare the financial support for the current school year with the previous school year, and select the appropriate choice. [75 ILCS 10/8.4(5)]

Increased

Remained Constant

Decreased (Explain the reason(s) for the decrease and identify the percent of the decrease.)

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* 17. School libraries must have a collection permanently supported financially. The chief source for this financial support is from local school district funds as allocated by the school board and/or school administration. Local school district funds include: all receipts from local sources including property taxes and payments in lieu of taxes, interest on investments, etc.

What is the school district's FY2009 budget allocated from local school district funds, for library information resources (print and non-print materials, magazines, licensed databases, and other electronic resources)? DO NOT include textbooks. [75 ILCS 10/8.4(1)]

- | | | |
|--|--|---|
| <input type="checkbox"/> \$0 | <input type="checkbox"/> \$5,001 - \$10,000 | <input type="checkbox"/> \$50,001 - \$65,000 |
| <input type="checkbox"/> \$1 - \$500 | <input type="checkbox"/> \$10,001 - \$20,000 | <input type="checkbox"/> \$65,001 - \$80,000 |
| <input type="checkbox"/> \$501 - \$1,000 | <input type="checkbox"/> \$20,001 - \$35,000 | <input type="checkbox"/> \$80,001 - \$100,000 |
| <input type="checkbox"/> \$1,001 - \$5,000 | <input type="checkbox"/> \$35,001 - \$50,000 | <input type="checkbox"/> \$100,001+ |

18. Indicate additional source(s) of funds that will be used to purchase the library information resources as identified in question 17. (Check all that apply)

- Illinois funds, other than this grant (Amounts received from the State for General State Aid, and other state programs including Bilingual Education, Gifted Education, etc.)
- Fundraisers (PTO, PTA, Bake Sales, Bookfairs, etc.)
- Donated funds (Gifts, Memorials, Bequests, etc.)
- Federal Funds (Identify)

6. PART IV: DISTRICT ATTENDANCE CENTERS: ELIGIBILITY

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 ... "

Part IV, District Attendance Centers: Eligibility, of the FY2009 School District Library Grant Program Application must be completed in paper format using the forms supplied by the Illinois State Library in the initial mailing to the school district. Part IV cannot be completed and electronically submitted using this

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web-based grant application.

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:

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School District Library Grant Program
300 S. Second St.
Springfield, IL 62701-1796

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.

Click the "Next >>" button below to continue with the online grant application component.

7. PART V: GRANT FISCAL ACCOUNTABILITY

* 19. FY2009 SCHOOL DISTRICT LIBRARY GRANT PROGRAM: PROPOSED USE

Identify, by selecting from the choices below, the proposed use of the FY2009 School District Library Grant Program funds subject to grant approval). (Check all that apply)

LIBRARY MATERIALS: PRINT AND NON-PRINT

[Include books, magazines, newspapers, video (DVD, VHS), audio (music/spoken word CD's and cassettes), microforms, scores, maps, Accelerated Reader Tests]

LIBRARY MATERIALS: ELECTRONIC RESOURCES

[Include electronic/digital materials as well as database resources. Types of electronic materials include e-Books, e-Serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carriers, and can be accessed via a computer, via access to the Internet, or by using an eBook reader. Include equipment expenditures that are inseparably bundled into the price of the information service product. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired; and expenditures for database licenses. Examples: OCLC (Ask?Away Virtual Reference, Cataloging, Interlibrary Loan), My Media Mall, United Streaming, World Book]

LIBRARY AUTOMATION SYSTEMS

[Include fees for membership and services in an Illinois regional library system LLSAP, a stand alone automation system, or a non-LLSAP consortium. Automated library system's products/functionalities include but are not limited to: Circulation, Public Access Catalog, Holds/Reserves]

LIBRARY CONTRACTUAL SERVICES

LIBRARY STAFF DEVELOPMENT

[Include Continuing Education, Conferences/Meetings, Travel]

LIBRARY SERVICES: PROGRAMS AND PUBLIC RELATIONS FOR STUDENTS, FACULTY, AND/OR ADMINISTRATION

LIBRARY SUPPLIES

[Include book jackets, bookends, magazine storage boxes, book repair tape]

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€ LIBRARY EQUIPMENT

[Include equipment purchased for library use and housed in the library]

€ LIBRARY TELEPHONE/TELECOMMUNICATIONS

€ LIBRARY PERSONNEL

€ LIBRARY PROFESSIONAL SERVICES CONTRACTS

[Include fees paid to consultants or contractual staff for provision of library related services]

€ OTHER (Identify and Explain)

* 20. Were all of the FY2008 School District Library Grant Program funds encumbered or obligated by June 30, 2008 and spent by August 31, 2008?

Yes

Not Applicable (This school district did NOT apply for or receive a School District Library Grant for FY2008.)

No (Explain)

* 21. Use the accounting worksheet below to summarize by budget category how the FY2008 School District Library Grant Program funds were expended. Report only the total (not itemized) expenditure per budget category. The "final/bottom line" total should be equal to (or exceed) the total amount of the FY2008 School District Library Grant Program funds awarded to your school district. If a category is not applicable, then leave it blank or enter a zero (0). Do NOT report cents. Round cents up or down; round up for 50 cents or more, round down for 49 cents and less.

LIBRARY MATERIALS: PRINT AND NON-PRINT

[Include books, magazines, newspapers, video (DVD, VHS), audio (music/spoken word CD's and cassettes), microforms, scores, maps, Accelerated Reader Tests]

LIBRARY MATERIALS: ELECTRONIC RESOURCES

[Include electronic/digital materials as well as database resources. Types of electronic materials include e-Books, e-Serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carriers, and can be accessed via a computer, via access to the Internet, or by using an eBook reader. Include equipment expenditures that are inseparably bundled into the price of the information service product. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired; and expenditures for database licenses. Examples: OCLC (Ask?Away Virtual Reference, Cataloging, Interlibrary Loan), My Media Mall, United Streaming, World Book]

LIBRARY AUTOMATION SYSTEMS

[Include fees for membership and services in an Illinois regional library system LLSAP, a stand alone automation system, or a non-LLSAP consortium. Automated library system's products/functionalities include but are not limited to: Circulation, Public Access Catalog, Holds/Reserves]

LIBRARY CONTRACTUAL SERVICES

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[Include Continuing Education, Conferences/Meetings, Travel]

LIBRARY SERVICES: PROGRAMS AND PUBLIC RELATIONS FOR STUDENTS, FACULTY, AND/OR ADMINISTRATION

LIBRARY SUPPLIES

[Include book jackets, bookends, magazine storage boxes, book repair tape]

LIBRARY EQUIPMENT

[Include equipment purchased for library use and housed in the library]

LIBRARY TELEPHONE/TELECOMMUNICATIONS

LIBRARY PERSONNEL

LIBRARY PROFESSIONAL SERVICES CONTRACTS

[Include fees paid to consultants or contractual staff for provision of library related services]

OTHER:

TOTAL: This total MUST be equal to (or exceed) the total amount of the FY2008 School District Library Grant Program award.

8. PART VI: AUTOMATION/TECHNOLOGY QUESTIONS

Be pragmatic when answering the automation/technology questions. Select answers that most accurately reflect the district-wide automation/technology program and services.

INTERNET SERVICES

* 22. What Internet connection provider(s) does this school district use? (Check all that apply)

Illinois Century Network (ICN); [<http://www.illinois.net/about/default.htm>]

Other (please identify)

23. If this school district is NOT a participant in the Illinois Century Network (ICN) [<http://www.illinois.net/about/default.htm>], please indicate why.

Did not know about it

Too expensive

Other (please specify)

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* 24. Select the maximum speed of this school district's Internet connection. (Select only one)

T3 (43.232 megabits per second)

T1 (1.544 megabits per second)

128K (ISDN: Integrated Services Digital Network)

64K (ISDN: Integrated Services Digital Network)

56K

Less than 56K

Don't know (Before selecting please contact an individual or service provider who may know)

Other (please specify)

* 25. What are the type(s) of Internet connection(s) used by this school district? (Check all that apply)

DSL

Cable

Leased Line

Municipal Networks (wireless or other)

Satellite

Fiber

Don't know (Before selecting please contact an individual or service provider who may know)

Other (please specify)

FILTERING

* 26. Does this school district utilize Internet filters?

Yes

No

WORKSTATION TYPES

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* 27. Identify, by building level(s), the type(s) of workstation(s) utilized in this school district. (Check all that apply)

	PC	MAC	NOT APPLICABLE
High School(s)	€	€	€
Junior High School(s)	€	€	€
Middle School(s)	€	€	€
Elementary School(s)	€	€	€

SCHOOLS AND LIBRARIES PROGRAM OF THE UNIVERSAL SERVICE FUND (Commonly referred to as "E-rate;" <http://www.universalservice.org/sl/>)

* 28. Did this school district apply directly for E-rate (telecommunications discounts) for FY2008?

Yes

No (If no, also answer question 29)

29. Why did this school district NOT participate in the E-rate program? (Select one)

Did not know about it

Negligible benefit

Complicated process

Applied, but was denied

Other (please explain)

9. PART VII: PRINT AND SUBMIT THE ONLINE PORTION OF THE GRANT APPLICATION AN...

PRINT

To print a copy of this grant application, use the "PREV" button to scroll back to the beginning of the grant application. Use the print options in your browser to print each section of the grant application. Landscape rather than portrait printing should enable you to capture most of the text and help solve margin issues.

SUBMIT

To submit the online portion of the FY2009 School District Library Grant Program Application, click on the "Submit" button below.

PART VII: SIGNATURE PAGE

The Signature Page, of the FY2009 School District Library Grant Program Application, must be completed in paper format using the signature page accessible at http://www.cyberdriveillinois.com/departments/library/what_we_do/schoolpercapgrant.html. The Signature Page cannot be completed and electronically submitted using this web-based grant application.

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