



**Light the Way: Outreach to the Underserved Grant Procedural Manual**  
**Library Service to Special Population Children & Their Caregivers Committee**  
**June 2013**  
**(edited October 2019)**

Committee Charge

To advocate for special populations children and their caregivers. To offer leadership in discovering, developing, and disseminating information about library materials, programs, and facilities for special population children and their caregivers; to develop and maintain guidelines for selection of useful and relevant materials; and to discuss, develop, and suggest ways in which library education programs can prepare librarians to serve these children and their caregivers.

Background

The ALSC/Candlewick Press "Light the Way: Outreach to the Underserved" Grant was formed in 2008 (year the grant was first awarded) in honor of Newbery Medalist and Geisel Honoree author Kate DiCamillo, and the themes represented in her books. The award consists of a \$3,000 grant to assist a library in conducting exemplary and replicable outreach to underserved populations through a new program or an expansion of work already being done.

The [ALSC Library Service to Special Population Children and Their Caregivers Committee](#) will select the winner of this award based on an application process. Special population children may include those who have learning or physical differences, those who are speaking English as a second language, those who are in a non-traditional school environment, those who are in non-traditional family settings (such as teen parents, foster children, children in the juvenile justice system, and children in gay and lesbian families), and those who need accommodation service to meet their needs.

Calendar

It is the responsibility of the Chair to establish and distribute to committee members a calendar of the year's work as soon as the chair has been appointed. It is the responsibility of committee members to meet all deadlines to assure that the selection process is orderly and timely.

[Committee/Task Force Quarterly Reporting Form \(Due by Feb 15, May 15, September 15, and December 15\)](#)

All ALSC committee and task force chairs, both virtual and face-to-face, should submit a report summarizing committee meetings and activities since the last reporting period. These reports are due by **February 15, May 15, September 15, and December 15**.

Committee/task force meeting minutes or notes also need to be uploaded to your committee/task force space in **ALA Connect** in order to maintain a history of proceedings and ensure a smooth transition for the next chair and committee. Additionally, this allows all ALSC members interested in your committee/task force work to access reports.

Since this committee is a professional award committee, please do not include confidential information.

Additionally, if you are experiencing any sensitive issues, challenges, members who are not participating

at an effective level, or wish to highlight particular work or recommend a committee member for exemplary service please send a separate email the ALSC President with a copy to the Executive Director (and a copy to your PGC).

### Annual timeline

#### **July - December**

- Chair and member terms begin at the close of ALA's Annual Conference.
- ALSC Awards Coordinator sends award manual to Chair and committee members.
- Send edits to application to Awards Coordinator
- Chair and Awards Coordinator ensures new application is available and posted on ALSC's website following Annual Conference.
- Chair sends welcome email to members, and asks them to begin publicizing the opportunity and soliciting applications.
- Chair works with ALSC Awards Coordinator to ensure current roster is posted on the ALSC Website.
- Committee solicits applicants.

#### **September**

- Chair arranges ALA Midwinter meeting time and space with the ALSC Awards Coordinator.

#### **November**

- Chair arranges meeting time at All Committee I & II for the following Annual Conference, if desired, with ALSC Awards Coordinator.

#### **December - January**

- Applications are due to the committee **Dec. 1**.
- ALSC Awards Coordinator checks the online applications received by the ALSC office and the committee.
- Chair verifies ALSC membership of applicants with ALSC Awards Coordinator.
- Committee members and Chair read applications in preparation for online discussion and voting.
- **Chair contacts winner** and committee drafts press release and Chair turns it in to the ALSC Awards Coordinator.
- **Chair sends letters to applicants who were not selected to receive grant.**
- Chair solicits local publicity information from winner and forwards to ALSC Awards Coordinator.
- Chair submits Midwinter Meeting agenda & agenda cover sheet to ALA Connect (found in the Division Leadership Manual, available on the ALSC Website at <http://www.ala.org>)
- Chair attends Leadership & ALSC Meeting (usually held Saturday morning).

#### **February - March**

- ALSC Awards Coordinator contacts winner of the grant.
- ALSC Awards Coordinator works with ALA's Public Information Office to ensure press release is finalized and disseminated
- ALSC Awards Coordinator gives Candlewick the grant recipient's information

#### **May**

- Chair submits agenda and agenda cover sheet for Annual and posts these documents on ALA Connect (found in the Division Leadership Manual, available on the ALSC Website at <http://www.ala.org>).
- ALSC Awards Coordinator invites winner to attend ALSC membership meeting at Annual Conference.

#### **June**

- Chair and committee attend Leadership & ALSC Meeting, usually held Saturday morning. Chair, committee members, and winner(s) may attend the ALSC Membership Meeting, usually held Monday morning or midday, to hear winner recognized.
- Chair submits post-conference report from Annual to ALA Connect (form found in the Division Leadership Manual, available on the ALSC Website at <http://www.ala.org/alsc>)

**July**

- Chair sends letters of appreciation to outgoing committee members' supervisors
- Chair sends files to ALSC Awards Coordinator.

## Sample Online Application

### GRANT APPLICATION & CRITERIA

#### Light the Way: Library Outreach to the Underserved Grant

Sponsored by Candlewick Press,  
administered by the Association for Library Service to Children (ALSC)  
Library Service to Special Population Children and Their Caregivers Committee  
**Must Be Received by: December 1, 2014**

#### **About this Grant**

The “Light the Way: Library Outreach to the Underserved” grant is sponsored by Candlewick Press in honor of author Kate DiCamillo and the themes represented in her books. A \$3000 grant will be awarded to a library with exceptional outreach to underserved populations.

The grant is administered by the Library Service to Special Population Children and Their Caregivers Committee (LSSPCC) of the Association for Library Service to Children, a division of the American Library Association. The Committee’s function is:

To advocate for special populations children and their caregivers. To offer leadership in discovering, developing, and disseminating information about library materials, programs, and facilities for special population children and their caregivers; to develop and maintain guidelines for selection of useful and relevant materials; and to discuss, develop, and suggest ways in which library education programs can prepare librarians to serve these children and their caregivers.

The successful grant applicant will describe a program or service that will address one or more of the above special populations. The winning project should be well thought-out, appropriate to the target population, doable, and replicable by other libraries.

#### **Summary of Proposal**

- Provide a brief summary of the proposed program or service in 250 words or less. This should be a short overview of the proposal.

#### **Target Population**

- Briefly describe the community served by your library. Provide a concise economic and demographic profile (i.e. rural, urban or suburban, ethnic mix of community, etc.).
- Describe your target audience and the need for outreach to this special population. (If you are targeting more than one audience, please describe in detail each audience and the need for outreach.)
- How will they benefit from this project?
- Will a person who represents your target population be involved in the planning of the project? If so, how?
- How will you make this program/service accessible to your target population?
- Will the outreach program/service be restricted to members of the target population or open to other members of your community?

### **Project Information**

- What are the goals of your project?
- Approximately how many people do you expect to participate?
- Will it be a continuation/expansion of a current program/service or a new project? How will this project differ from what you currently offer?
- Will you be collaborating with a community agency or school? If so, name the agency or school and describe the responsibilities of each partner. Please include in-kind or cash contributions to the project.
- How will you measure the project's success?
- What plans do you have for publicizing/marketing the project to your intended audience?
- How do you plan to document your project?
- How will the funds directly support your project? Include an estimated budget of specific expenses. (Expenses such as food or babysitting are allowed but should be noted.)
- Include a project timeline with action steps.

### **Eligibility and Submission Requirements**

- Please answer the questions in the order that they are presented.
- Online submissions are available here:[URL is unique each year]
- Online submissions will be answered with a reply email saying that the application was received. This must be received on or before December 1.
- Applicant must be a member of ALSC and include membership number.
- Members of the ALSC LSSPCC Committee and their libraries are not eligible to apply.
- ALSC reserves the right to use content from the winning application[s] in publicity, including but not limited to press releases, articles in *Children and Libraries: The Journal of the Association for Library Service to Children*, and on our website.

### **Timeline**

- Applications for the grant will be accepted from August – December 1.
- The LSSPCC Committee will decide the winner after December 1.
- ALSC and the chair will notify the winner and issue the grant funds of \$2500 to the winner by March 15<sup>th</sup> of the award year; the remaining \$500 will be sent upon receipt of the final report from the winner.
- The grant project must be administered between June 1, XXXX (the year the winner is announced) and May 31, XXXX (the following year). The 2015 award-winning project, for example, must be administered between June 1, 2015 and May 31, 2016.
- The winner will submit a midpoint evaluation to the LSSPCC Committee by December 30, 2015. The midpoint evaluation will ask the winner to note what steps have been taken thus far in the grant project, describe any difficulties or changes that need to be made, and to make any other relevant comments.
- A final evaluation must be submitted to the LSSPCC Committee one month after the award period ends (for example: by June 30, 2016 for the 2015 award). This report will include information about the completed project, as well as publicity, the final budget, testimonials, etc.

Sample Signature Form

**GRANT SIGNATURE FORM**

Light the Way: Library Outreach to the Underserved Grant  
Sponsored by Candlewick Press,  
administered by the Association for Library Service to Children (ALSC)  
Library Service to Special Population Children and Their Caregivers Committee

**Must Be Received by: December 1, XXXX**

**Notification: February/March XXXX**

\_\_\_\_\_  
SIGNATURE OF LIBRARY COORDINATOR COMPLETING THE FORM

\_\_\_\_\_  
Date:

\_\_\_\_\_  
SIGNATURE OF DIRECTOR/SUPERVISOR

\_\_\_\_\_  
Date:

\_\_\_\_\_  
NAME AND TITLE OF DIRECTOR/SUPERVISOR (PLEASE PRINT)

**Send a scanned copy of this form to CHAIR, Library Service to Special Population Children and their Caregivers Chair, at EMAIL.**

**[Please refer to the ALSC website for the most up-to-date submission information]**