

**Mohawk Valley Library System
2017-2018 Adult Literacy Grant – Year Two**

APPLICATION FOR PREVIOUS GRANTEES

Applications should be a maximum of 2 pages. Please be succinct but include enough information to make your point. Use bullets where possible.

- *Coversheet* – Supplied

- *Project Abstract* (150 word maximum) - An overview of the project and target population to be served, and activity sites. Please include a list of project partners and the amount requested.

- *Project Description* -Discuss the goals, activities, and promotion for the second year of this project. How has your previous evaluation data informed the modification of the project? Who are your partner(s) and what will their roles be? If new partners are included, please list organization name, personal contact, phone and email at the bottom of this section.

- *Evaluation* - The final report is included so you can consider the information that should be collected. How will the grant be evaluated? You must include:
 - Outputs - direct program products like number of programs presented, number of participants, etc. Outputs are typically quantitative and are measured in numbers.

 - Outcomes are changes in the target population’s skills, attitudes, knowledge, or behavior as a result of the project. Outcomes focus on ways to measure the desired changes - e.g. pre- and post- tests, questions about progress an individual may feel. Anecdotes are also included here.

We encourage you to use Project Outcome, PLA’s free outcome based evaluation format. It is an easy and quick way to tally evaluation results and provides various analytics for meaningful information about your library’s programming. I will have more information about this shortly.

- *Budget Narrative* - Provide a narrative which explains the expenditures of this project. Include an estimate of in-kind services that the library is providing but not being reimbursed for. This can include fixed costs such as electric, maintenance of your building, staffing costs, refreshments, etc.

Please contact me with any questions. Lois Gordon, lgordon@mvls.info, 355-2010 x 233.

REV. 5/2017