**Autism Welcome Here:**

**Library Programs, Services and More**

**GRANT APPLICATION**

**ALL PARTS AND QUESTIONS MUST BE ANSWERED (*unless they are marked optional*).**

**Please Submit Completed Application, Proposed Budget and letters or documents of support by email to: grant@librariesandautism.org**

**PROJECT NAME:**

**Library / Institution**:

**Address**:

**Amount Requested (can not exceed $5000):**

**PART 1: PROJECT MANAGER and LIBRARY INFORMATION**

**The Project Manager is the person who will coordinate and be responsible for all grant-related activity.**

**Please complete all fields.**

1. **Project Manager Name**:
2. **Title**:
3. **Department** (*optional)***:**
4. **Email and Phone:**
5. **Library Type** *(choose one)***:** Public \* School \* Academic \* Special
6. **Community Type** *(choose one)***:** Rural \* Town \* Small City \* Large Urban \* Other
7. **Population Served**:
8. **Total Library Budget** (including operating, salary, benefits, etc.)**:**
9. **Website of Institution**:

**PART 2: PROJECT DESCRIPTION**

 **Please tell us about your plans by answering the following questions.**

1. Briefly describe your project (tell us specifically what you plan to do) (300 words or less):
2. Is this proposal a new initiative, or the expansion or continuation of an existing service or program?

1. How will this program or service contribute towards making people with autism or their families welcome at your library?
2. Who are you targeting with this project (i.e. library staff, people with autism, caregivers or parents, etc.) Approximately how many people do you anticipate serving with this project (directly or indirectly) during the grant year?

1. a) Please list three goals of your project.

b) How will you determine if you’ve met these goals?

1. Will community stakeholders (people with autism, family members, agencies and organizations that serve this population) be involved in the planning and/or implementation of your project?

In what way(s)?

1. Who else will be involved (staff, volunteers, etc.)? What will their roles be?

1. How do you plan to recruit participants and/or publicize your project?

1. Provide an estimated timeline of project activities during the grant period (April through March).
2. Provide a detailed project budget. How much money will you need for this project and how will

it be spent? Staff, transportation and food costs in support of your initiative are allowed.

**PLEASE DOWNLOAD the 2017\_GRANT\_BUDGET\_SAMPLE.xlsx file from the website to use as a template for, and an example of the budget detail to submit. Edit and adapt the sample as necessary to fit the details of your project.**

1. What, if any, material, financial and/or in-kind support will your institution provide?

1. If the project is a success, how do you plan to continue it after the grant year?

1. In what ways will your project use best practices or educational techniques that have been

found effective in working with or teaching people with autism?

**PART 3: AUTISM CONNECTIONS**

**Please answer these questions with No, None or N/A if they are not applicable to your library.**

**Such answers will not exclude your project from funding consideration.**

1. Please describe what, if anything, your library is already doing to serve people with autism or their families.
2. Please describe any already-existing relationships the library has with autism stakeholders (people with autism, families, agencies, schools, therapists, etc.)
3. Has the Project Manager had any specialized training in autism or related subjects?
4. Does the Project Manager or another library staff member have a personal connection to a person with autism? (*optional*)

**PART 4: LETTERS OF COMMITMENT**

Please provide a letter from your administration detailing institutional support for this project. Directors may provide a letter from their Board of Trustees. Also provide letters of support from any other collaborating partners, agencies and organizations.

**PART 4: REPORTING**

As a condition of receiving the grant, you will be asked to provide a brief mid-year report and an end-of-grant period report. Photos or videos documenting the project and other materials that will help others to duplicate your project will also be requested.

**Submission of this application indicates your ability and willingness to comply with these reporting requirements.**