

2019-2020 Idaho Lottery Bucks for Books

Best Practices in Grant Implementation

Start off on the right foot...by keeping track of the details!

6 detail-oriented steps you can take on Day 1 to stay organized and on track for success:

1. Upon finishing the webinar, establish a location where you will keep all grant-related documents. Keep all grant materials and supporting documents there and inform other staff that work in any capacity on the program of its location.
2. **Read the full award agreement and the final report.** Be sure you understand the requirements and what data should be collected.
3. Add the various grant deadlines (from agreement or the provided timeline) to your calendar (paper or electronic) and then add pre-deadline reminders for yourself, as well.
4. We recommend you bookmark the following web page as it is full of grant-specific resources, including a vetted book list for your use: <https://libraries.idaho.gov/school-libraries/bucks-for-books/>.
5. Contact your school district office to determine who you will work with throughout the award period to order books, pay book vendors, request grant balances, and provide your interim and final expenditures report for this grant. Make sure the district office has a copy (keep your copy) of the award letter and the grant agreement.
6. **Use your ICfL Contact Sheet to call or email ICfL if have any questions or concerns about policy implementation or grant expenditures (or anything else!).**

Some things you *maybe* didn't know:

- These funds are awarded to the school district so the official grantee is the district, not the school, the principal or the librarian. Be sure the district office is expecting the grant funds and that those funds go to your school library.
- The grant funds will be distributed to the district via direct deposit through the State of Idaho vendor system.
- **ALL** grant funds should be spent. *Every last penny!* If you obligate (i.e. order your books with a PO) all your funds before or by the obligation deadline, your district office should have no problem paying the invoices from your vendors by the spending deadline. **Verify the length and timing of that cycle with your finance department!**
- If the primary or secondary contact leave the school or library, you will need to pass on the award information and contact ICfL with the name, email and phone number of the person who will replace you. If you do not know yet who will replace you, please contact ICfL anyway to let us know that you are leaving and are no longer a contact for this grant.

Over the past six years, our most successful grantees have. . .

...educated their parents and teachers about this grant and the new opportunity and taught a specific routine to their youngest students about caring for their books. Often a letter was sent home to parents providing them with tips on how their child could best keep track of their library book (“In their hands while reading, or in their backpack.”) and how this exposure to print will help their child become better readers and students. (ICfL provides a parent letter template on our website).

...utilized the school’s older books as their first several practice rounds of checking out and taking home library books. That way, when the shiny, new books come in, your youngest students have improved by leaps and bounds with this new responsibility and your library will experience less book loss.

...displayed the new books, covers facing out, in a specific area of the library for the students. These displays helped get kids excited to check out a book, helped them to easily see their choices, and prevented the wasting of valuable time roaming throughout the library in search of a book selection on limited time.

Try these best practices at your library!