

Questions to Expect on the SLA Mini-Grant Early & Elem Literacy Interim Report:

1. Grant Number – find it in the award letter and in the subject line of your Grant Agreement/Application email message.
2. Name of elementary school, and other contact information.
3. According to library policy, how many books *per week* was each student in your school allowed to check out, reported by grade level? This questions more about your policy than how many books each child actually checked out.
4. Please describe any challenges or feedback you've received resulting from checking out books for children to take home during the Fall 2022 semester.
5. What was the biggest success in your project?
6. How many books did you purchase with your grant funds?
7. What percentage of your funds were spent on nonfiction books?
8. Did you help organize an Idaho Family Reading Week or other family literacy event at your school? If you've not held your family literacy night, please provide a brief description of your plans to fulfill this requirement.
9. Please describe how you executed your plan to increase students' out-of-school reading time.
10. Attach an order summary, packing slip, or other document list showing the book titles you have purchased so far. This document should be a PDF. Please do not use a photo – the image is too small to read.
11. Provide any additional comments or feedback.
12. Please read the financial report instructions carefully and initial that you understand the requirements.
13. The amount your school was awarded.
14. Please attach a financial report produced by your school or school district's accounting software (not a spreadsheet) that shows the grant funds you received, and the transactions that spent down the balance. If your school's accounting system is unable to produce a financial report, please contact Jeannie at jeannie.standal@libraries.idaho.gov.
15. What amount of grant funds have been spent? If you've spent little or none of your grant funds by the time this report is due, we will make a plan together for completing the grant successfully.
16. Has more than 5% of your total grant award been spent on vendor processing or labeling fees?
17. Please describe any obstacles that you encountered ordering book titles and using grant funds.

If you are not a first-time grantee, please

18. Please verify that your school or school district has contributed the 10% match to your book budget. This could be indicating the transaction in the financial report that is attached to the report, or you could attach another report showing the funds available to you to spend on books.

Questions or comments? Contact Jeannie at jeannie.standal@libraries.idaho.gov or 208-334-2150.