



Everything You Need To Know To Complete Your *Improving Literacy Through School Libraries (LSL) Application*

Capstone is here to support your LSL application process. With curriculum-based books that align to national and state standards, our materials are an essential part of your proposal. Enclosed are resources to assist you in compiling a winning grant. Remember, your direct sales representative always has the most up-to-date resources and information. Find your local sales rep at www.CapstonePub.com/asp/salesrelocator.aspx. Learn more about Capstone at www.CapstonePub.com.

What is LSL?

The Improving Literacy through School Libraries (LSL) program is a grant with the purpose of increasing student literacy rates in poor areas by improving the libraries in these impoverished schools. Districts may use funds for:

- Purchasing up-to-date school library media resources, including books.
- Acquiring and using curriculum-integrated technology to develop and enhance the critical-thinking skills of students.
- Facilitating Internet links and other resource-sharing networks.
- Providing professional development.
- Providing students access to school libraries during nonschool hours, weekends, and summer vacations.

LSL in 2011

The deadline for submission of LSL applications is March 28, 2011 by 4:30 p.m., EST.

Currently, the budget request for 2011 does not include funds for LSL. However, the Department of Education (DOE) is asking for applications to allow enough time to complete the grant process if Congress appropriates funds for this program. The DOE will award grants, if applicable, by August 2011. Contingent on the availability of funds and the quality of applications, the DOE may make additional awards in 2012 from unfunded applicants from this competition.

This year, five additional points will be awarded to applicants that propose to serve at least one school designated as a persistently lowest-achieving school. Each state's definition and list of persistently lowest-achieving schools can be found at www.ed.gov/programs/sif/summary/index.html.

Make Sure Your District is Eligible

Local education agencies in which at least 20 percent of students served are from families with incomes below the poverty line may apply. To see if your district is eligible, visit www2.ed.gov/programs/lsl/eligibility.html.

Individual schools are not eligible to apply for a grant, but a group of schools may apply. However, each school must be eligible.

Register Early at www.grants.gov

Applicants for LSL must register and submit applications through www.grants.gov. Familiarize yourself with this Web site and submit your application early. Registration may take five or more days to complete. Processing times may vary, so allow at least three days for any unanticipated problems with your submission.

To register, follow the detailed step-by-step instructions on the *Get Registered* page at www.grants.gov/applicants/get_registered.jsp. For more information on applying for LSL, visit the Department of Education LSL Web site at www2.ed.gov/programs/lsl.

Download Your Application Package and Instructions

Download your application package and application instructions online at www.grants.gov. Select “Apply for Grants” in the lower left. Then select “Download a grant application package” next to Step 1. You will need to reference CDDA number 84.364.

In 2010, the LSL program awarded 50 grants in 22 states at an average of \$375,000 per award, totaling more than \$18 million.

Attend a Technical Assistance Workshop for Prospective Applicants

The DOE will conduct a series of two webinars, one for novice and one for experienced applicants, to assist in the application process and discuss how to submit an application through www.grants.gov.

The webinar for novice applicants will be held **Feb. 14, 2011**. The webinar for experienced applicants will be held **Feb. 22, 2011**. To participate in either webinars, send an email to lslwebinar@ed.gov with the name of the webinar you want to attend in the subject line. If you cannot attend, the webinars will be archived and made available at www.ed.gov/programs/lsl/resources.html.

Study the Selection Criteria to Formulate Your Proposal

Before you fill out the required forms, you need to know the details and costs of your proposed project. Peer reviewers who are experts in school libraries, reading, and school improvement, evaluate and score applications based on the selection criteria. The maximum score is 100 points. Please read carefully, as these have changed from the 2010 selection criteria.

Need for School Library Resources (10 points)

How well the applicant shows the need for school library media improvement, based on the age and condition of school library media resources, including book collections, technology, and availability of school library media specialists.

Capstone offers CollectionWiz, a FREE tool that will analyze your library in minutes, showing aged books and gaps in your collection to help demonstrate what your library needs most. Contact your direct representative for more information.

Use of funds (20 points)

How well the funds will be used to acquire up-to-date library media resources (including books), acquire and use technology to develop student skill in critical thinking, provide professional development, and provide students with access to school libraries during non-school hours.

Capstone Interactive Library (CIL) is a digital library product proven to help struggling readers. Capstone offers professional development to help your staff effectively teach with CIL. Pair them together and address two parts of the “Use of Funds” with one great product!

Use of scientifically-based research (10 points)

How well the applicant will use programs and materials that are grounded in scientifically-based research.

Broad-based involvement and coordination (10 points)

How well the applicant will coordinate funds and activities and involve staff and parents in the project.

Quality of the project design (20 points)

How well the proposed project has clear and measurable goals, objectives, and outcomes, and how the proposed project will successfully address the needs of the target population.

Quality of project personnel (15 points)

The relevant training and experience of key project personnel, and the extent to which the applicant encourages employment from traditionally underrepresented groups based on race, color, national origin, gender, age, or disability.

Adequacy of resources (10 points)

The extent to which the budget is adequate to support the proposed project and how reasonable the costs are in relation to the objectives, design, and potential significance of the project.

Evaluation of quality and impact (5 points)

How well the applicant will collect and analyze data on the quality and impact of the project activities on improving the reading skills of students.

Read Abstracts from 2010

Reading abstracts from 2010 will give you a clear idea of what a winning proposal contains. Read all of the abstracts at www2.ed.gov/programs/lsl/awards.html.

Complete the Preliminary Documents and Budget Information

Complete the Application for Federal Assistance (form SF 424), the ED Supplemental Information for SF 424, and the ED Form 524. These documents are included in your application package. To open the form online, open your application package. Under the “Mandatory Documents” box, select the form. Click on the arrow under “Move Form to Complete” until it appears in the “Mandatory Documents for Submission” box (see below). Select the form again, and click “Open Form.”

The screenshot shows a web application interface with two main panels. The left panel, titled "Mandatory Documents", contains a list of document types: "Dept of Education Supplemental Information for ED Abstract Form", "Project Narrative Attachment Form", "Budget Narrative Attachment Form", "ED GEPA427 Form", and "Dept of Education Budget Information for Non-Construction Programs (SF-424)". Below this list are two buttons: "Move Form to Complete" with a right-pointing arrow and "Move Form to Delete" with a left-pointing arrow. The right panel, titled "Mandatory Documents for Submission", contains a single entry: "Application for Federal Assistance (SF-424)". Below this panel is an "Open Form" button.

Complete the Project Abstract

Your project abstract should not exceed one double-spaced page and should include a description of your project objectives and activities, applicable priorities, outcomes, number of participants to be served, number and location of proposed sites, and an indication if the competitive preference priority has been met (see “LSL in 2011” on page one for more on the competitive preference priority). The project abstract should be attached as a single document to the ED Abstract Form on your electronic application package.

Research has shown that Capstone Digital Library products, including PebbleGo and Capstone Interactive Library, help student reading achievement. Contact your direct sales rep for white papers and more information.

Complete the Project Narrative

The heart of the proposal is the project narrative. Many applicants divide the narrative into sections based on the selection criteria (page 2). Your narrative cannot exceed 15 pages and must be double-spaced and use 12-point Times New Roman, Courier, Courier New, or Arial font. See your application instructions for further details.

Complete the Budget Narrative

The budget narrative requires an itemized budget breakdown for each project year and the basis for estimating the costs of personnel salaries, benefits, project staff travel, materials and supplies, etc. The recommended length is five pages. See page 38 in the application instructions for further detail on the project narrative.

Complete the Other Attachments Form, Assurances and Certifications, and Intergovernmental Review

In the Other Attachments form, include individual resumes for project directors and key personnel, letters of support, eligibility forms, and other applicable forms. See page 39-45 in the application instructions for a full list of other attachments and for more information on assurances and certificates forms, and the intergovernmental review form.

Contact Your Direct Representative for More Resources and Tips

Your direct sales representative always has the most up-to-date resources and information and is willing to assist you in completing your LSL Grant. Find your local sales rep at www.capstonepub.com/asp/salesrelocator.aspx.

Capstone titles correlate to state and national curriculum standards. Reviewers will be looking for applications that select materials that closely align to standards. Free correlations are available on the Capstone and Heinemann-Raintree Web sites and through your direct sales representative.