**Please submit by email to** **grant@librariesandautism.org****:**

1. **Completed Application**
2. **Proposed Budget**
3. **Letters or documents of support**

**All items must be present and ALL QUESTIONS MUST BE ANSWERED (*unless noted “optional”*)**

**for the application to be considered. All applications must be received by midnight 12/2/2019 to be eligible for consideration.**

**LIBRARY NAME:**

**NAME OF PROJECT/SERVICE:**

**AMOUNT REQUESTED (not to exceed $5000):**

**PART 1: PROJECT DIRECTOR and INSTITUTION**

The Project Director is the person who will coordinate and be responsible for all grant-related activity. Please complete all fields.

Project Director Name:

Email:

Phone:

Title:

Department (*optional)*:

Library / Institution:

Address:

Library Type: *circle one:*

(Public \* School \* Academic \* Special \* Other)

Community Type: *circle one:*

(Rural \* Town \* Small City \* Large Urban \* Other)

Population Served:

Total Library Budget:

Website of Institution:

**PART 2: PROJECT DESCRIPTION**

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

1. Project Description: Please be brief, but give a clear idea of what you will do (limit to 500 words).



1. Please describe what, if anything, your library is already doing to serve people with autism or their families. 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?



1. Describe your target population (in your community, not national autism figures). How many people do you anticipate serving with this project (directly or indirectly) during the grant year?



1. What are your goals for the project (quantitative and qualitative)?

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



1. Describe the involvement of community stakeholders (people with autism, family members, agencies and organizations that serve this population) in the planning and/or implementation of your project. Have they committed to participate if you are funded?



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)



**\* 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 are allowed.**

**\* PLEASE DOWNLOAD the 2020-2021 GRANT\_BUDGET\_SAMPLE.xlsx file to use as an example of the budget detail to submit. Edit and adapt the sample as necessary to fit the details of your project.**

**\* All items requested in the budget must be reflected in the project plan and narrative.**

1. Please describe why you are seeking grant funding for this project instead of funding it through your existing library budget.



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



1. Does the Project Director or other library staff have a personal connection to a person with autism? (*optional*)



**PART 3: LETTERS OF COMMITMENT**

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

**PART 4: REPORTING**

As a condition of receiving the grant, you will be asked to provide a mid-year report and an end-of-grant period report. You will also be required to contact the committee in writing if you wish to make any substantive changes to your proposal during the grant year. (See the attached document for details on these reports). Photos or videos documenting the project and other materials that will help us to promote the grant and make it easier for others to duplicate your project will also be requested with the end of year report. Please make sure you have signed releases from all people appearing in visuals. These releases should allow us, as well as your library, to use and distribute these images. **Submission of this application indicates your ability and willingness to comply with these reporting requirements.**

Autism Welcome Here may monitor recipients for compliance with grant conditions and terminate and recoup funding in the event of noncompliance.