

# MALiA Member Library Program Grant Application

MALiA wishes to foster innovative programming, addressing educational programs about some aspect of information literacy, library education, or marketing, among its member libraries. Applicant libraries must be member institutions of MALiA. Library program grant awards will not exceed \$500. Award determinations will be based upon innovation of the project, thoroughness of the application, and strength of assessment measures. *Successful library program award recipients must submit an after-action report including evaluation results and conduct a presentation on their program at a Spring or Fall MALiA general meeting.*

Awards will be based upon the completeness of the application and the relevance of the program content to the sponsoring library. The deadline for submitting applications is July 1 for Fall awards and November 1 for Spring awards.

Please complete the following information:

Name of Member Library \_\_\_\_\_

Address: \_\_\_\_\_

Applicant: \_\_\_\_\_

Phone Number: (office) \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax number: \_\_\_\_\_

Title of your proposed program: \_\_\_\_\_

1. Describe your proposed library program. What do you hope to accomplish with it? Add extra pages if necessary. The proposal application will be reviewed based on the following required elements:
  - a. What is the overall goal of your project?
  - b. How the activity will enhance awareness of current library services within your library.
  - c. What makes this project innovative?
  - d. List at least one objective or learning outcome (which you will be assessing, so it must be measurable)

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2. Describe how you intend to evaluate the success of your program. Describe the evaluative process. If possible, include materials that will be used for evaluation purposes (i.e. survey, questionnaire, etc.). Please attach any relevant instruments. Include the following information:

- How are you measuring your goal or outcome?
- How will you define success of your project?
- What means are you using to know if you have met your goal?
- What will indicate that you met your goal or achieved your outcome?

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*Provide a budget of anticipated expenses for participating in the program.*

Provide a comprehensive budget listing reasonable costs for each item. For supplies, indicate the number of items and price per item. For food, indicate the estimated amount for each meal. (For example, 2 breakfasts @ \$15; 3 lunches @ \$20.)

*Submit an after-action report.*

An evaluative report on the effectiveness of the project must be submitted no later than 60 days after completion of the undertaken activity.

Include answers to these questions:

- What did your assessment instrument(s) reveal?
- Did your planned evaluation process successfully capture what you needed it to?
- How will you use what you learned from this to improve your library?
- What were your conclusions? Did you achieve your goal?
- If you were to repeat the program, what changes would you make to improve the program and why?

Name of Library Director or Sponsor: \_\_\_\_\_

\_\_\_\_\_  
Signature of Program Leader

\_\_\_\_\_  
Signature of Director or Sponsor

Please return application form to:

MALiA Scholarship Committee  
Stephen Vest, Chairman  
Botetourt County Library  
28 Avery Row  
Roanoke, VA 24012

Contact information:  
Stephen Vest 540-977-3433  
svest@botetourtva.gov