

# 'Intent to Apply' Form for MHLS Outreach Mini-Grant Program 2018

NYS Outreach Categorical Aid funds, received from the NYS Library Division of Library Development and administered by MHLS, will be used to fund mini-grants of up to \$2,000 per member library<sup>1</sup> to develop programs and services to attract and connect to outreach target populations and form relevant community partnerships at the local level.

Outreach target populations [as defined in Education Law §273 (1) (h) (1)] are those who are educationally disadvantaged, members of ethnic or minority groups in need of special library services, unemployed, blind, physically disabled, have developmental or learning disabilities, or who are aged or confined in institutions.

**This mini-grant is contingent on 2018 funding by New York State. At this time we are seeking a simple 'Intent to Apply' from member libraries who are interested.** Applications will be sent to libraries that have filed an Intent to Apply Form, when the state funding is confirmed.

## Information & Requirements

### Eligibility Criteria:

- All member libraries are welcome and encouraged to apply.

### Intent to Apply Form

- Fill out the attached brief Intent to Apply Form and return it to Merribeth Advocate at MHLS. Intent to Apply Forms must be received by April 9, 2018. When the state funding is confirmed, applications will be sent to libraries that have filed an Intent to Apply Form.

### Requirements:

- Funds must be used to improve library services for the outreach target group indicated by the library director in the application.
- Funds must be spent between January 1, 2018 and November 1, 2018. Receipts must be provided to MHLS for reimbursement.
- Funds may be used for:
  - **Contracts** for programs/trainers/tutors/assistive services (*examples: to teach English to non-native speakers; to provide workforce development support; to provide sign-language interpretive services at public programs; for staff to learn Spanish or sign-language*)
  - **Library personnel** costs to support improved library service to outreach target groups
  - **Library materials** (*example: ESL DVDs; Foreign language materials*)
  - Project **equipment** (*examples: auxiliary aids and assistive technology such as ZoomText Magnifier/Reader; CCTV/Video Magnifier; FM Assistive Listening System*)
  - Project **supplies** (*examples: whiteboard for tutors; workbooks for ESL & GED students*)
  - Project **publicity**
  - Other purposes directly related to project success

Questions? Contact Merribeth Advocate, Assistant Director | [madvocate@midhudson.org](mailto:madvocate@midhudson.org) | 845-471-6060 x254

## MHLS Outreach Mini Grant Program 2018

### Intent to Apply Form

**Due April 9, 2018 to Merribeth Advocate, MHLS**

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<sup>1</sup> If there are more requests than funding available, preference will be given to member libraries in the areas most in need based on the definition from the MHLS Board of Trustees of MHLS Economically Disadvantaged Communities.

Library name: \_\_\_\_\_

Contact person: \_\_\_\_\_ Email: \_\_\_\_\_

Indicate the **ONE** Outreach Target Group you will be addressing through these funds – Persons who are:

- ☐ educationally disadvantaged
- ☐ members of ethnic or minority groups in need of special library services
- ☐ unemployed
- ☐ blind
- ☐ physically disabled
- ☐ have developmental or learning disabilities
- ☐ aged
- ☐ confined in institutions

At this time please consider how services to the target group will be improved through the funds requested, and estimate the total amount of funds you will be requesting (can be up to \$2,000)

Estimate of Total Funds to be Requested \$ \_\_\_\_\_

By signing this 'Intent to Apply' Form for MHLS Outreach Mini-Grant Program 2018, I hereby verify and certify the information.

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Library Director signature

date

### Looking for Ideas?

Here is a listing of member library projects funded by the  
MHLS Outreach Mini-Grant Program in 2016 or 2017

LIBRARY	CATEGORY	PROJECTS
Brewster Public Library; Desmond-Fish Library; Howland Public Library; Hudson Area Association Library; Kent Public Library; Kinderhook Memorial Library; Mahopac Public Library; NorthEast-Millerton Library; Reed Memorial Library; Town of Esopus Library; Woodstock Public Library District	members of ethnic or minority groups in need of special library services	Spanish story time program; Bilingual family story time program; Translation of programming materials; English conversation class for Spanish speaking adults; Spanish language film/book discussion group; Materials to support new users through partnership with WIC; Computer classes in Spanish through partnership with Ulster BOCES; Spanish language and bilingual materials including newspapers; Expansion of Spanish language children's books, ESL materials & bi-lingual story hour; ESL classes at the library & translation of materials; Expansion of Literacy Connections program, providing inclusive programming for Spanish speakers
Pleasant Valley Library	unemployed	Individualized, on-demand help for people who are seeking jobs
Beekman Library; Grinnell Public Library District; Patterson Library; Sarah Hull Hallock Free Library; Saugerties Public Library	physically disabled	Assisted Listening System to improve communications between staff & patrons with hearing loss; Intercom system to better serve patrons using accessible entrances; Conversational ASL workshops, interpretive services at public program & related library materials; Tai Chi for Arthritis programming and resources
LaGrange Association Library; Marlboro Free Library; Plattekill Public Library; Red Hook Public Library; Stanford Free Library	have developmental or learning disabilities	Enhancement of programs for children/teens with developmental or learning disabilities, including sensory story times & art classes for SEPTA students; Resources for people with dyslexia & other written language-bases disabilities; Enhancement of off-site programming for parents of children with developmental delays & learning disabilities; Autism Spectrum Initiative including staff training, materials & Sensory Story times; Expansion of All Abilities program with adaptive technology
LIBRARY	CATEGORY	PROJECTS

Claverack Free Library; Clinton Community Library; Dover Plains Library; Hudson Area Association Library; Phoenicia Library; Hurley Library; West Hurley Public Library	aged	Optimistic Aging program to support senior engagement with life; Expansion of homebound services; Technology programming for seniors eBook access; Program for seniors to socialize & learn to cook for themselves; Large Print materials; Expansion of Large Print collection for senior bookclub; Expansion of senior programming including Creative Writing, Balance, Ballroom, and Teen & Senior Cooking; Monthly movie nights at senior residence & expansion of in-library programming for seniors
Highland Public Library; Philmont Public Library; Town of Ulster Library	confined in institutions	Service to housebound seniors in housing residences; Mobile library services for assistive living, nursing homes and rehabilitation centers