

Youth Services Support Grant Policies

Youth Services Support Grants will be provided to member libraries to compensate efforts in the area of youth services. The following policy provides guidelines for the use of these grant funds.

1. Grant allocation will be calculated every three years based on a formula using the previous year's population estimates as available from the Wisconsin Department of Administration.
 - a. Consolidated library systems will be given recommendations on distribution of grant funds.
2. An application form detailing how these funds will be used must be filled out. The due date for this form is March 15 in any given year.
 - a. Payment for Youth Services Support Grants will be mailed to libraries after receiving NLFs Grant Committee and Board approval.
3. Each library receiving grant funds must complete an evaluation at the end of the fiscal year in December, in order to be eligible for funds the following year.
4. Youth Services Support Grant funds must be spent in the year in which they are received. NLFs will continue each year to provide an electronic copy of the CSLP Manual to each library.
5. Carryover of grant funds will not be allowed.
6. Grant funds must be spent on a pre-approved list (see below). If a library wishes to use the funds for something not on the list, it must be approved by the NLFs Director.
 - a. Youth Services Grant funds may be used for/on the following:
 - Books from Book Stores or Vendors: Baker & Taylor, Follett, Scholastic, Interstate Books 4 Schools, Amazon, Barnes and Noble, local book stores
 - Library Guests/Program Guests
 - Upstart Materials
 - Marketing materials to support youth programs
 - Crafts or supplies to enhance or support a youth program
 - Electronics/technology to be used in library youth areas or for youth programs
 - STEM-related materials (i.e. Ozobots)
 - Other (with pre-approval from NLFs)
 - b. Youth Services Grant funds may not be used for/on the following:
 - Toys/Trinkets (i.e. Oriental Trading items)
 - Food/snacks for program participants
 - Coupons/Giveaways
7. Libraries that purchase materials with funds administered with this grant may not collect an admission fee, donation, contribution, rental charge or any other charge, in whole or in part, direct or indirect, at any time for the use of these materials.