

PRIME TIME 2023 LSTA Subgrant Application (Exhibit A)

The Library will appoint a Library Program Coordinator who will work with the the State Project Director (GPLS Director of Youth Services), to select a non-library employee PRIME TIME team consisting of a humanities scholar, a storyteller, and a preschool coordinator. A stipend for a Community Organizer/Translator is available for all sites. The responsibilities of each PRIME TIME member are outlined below.

RESPONSIBILITIES OF THE LIBRARY SYSTEM:

The Library shall have the following responsibilities with regard to implementing PRIME TIME program at the Library:

Issue library cards to each participating family.

Arrange/provide for meals, gift books and door prizes for each Prime Time session.

Provide a comfortable, safe and accessible physical space for the program sessions.

Arrange for transportation for attendees, if there is a need.

Provide a trained, on-site program coordinator (see specific responsibilities below) and sufficient staff and/or volunteers to carry out the Library's responsibilities under this Agreement.

Order PRIME TIME curriculum book sets for each family using one of the approved PT series. Handle books, storing them before the program and distributing books.

Cover any PRIME TIME costs not covered by the subgrantee agreement, including food in excess of \$625, incentives, additional books, door and raffle prizes. Library Coordinator time and effort is part of the Library Cost Match.

Submit PRIME TIME forms, online final reports, surveys, and reimbursement requests.

RESPONSIBILITIES OF THE LIBRARY PROGRAM COORDINATOR:

A professional staff member will serve as the library coordinator who will:

Attend a PRIME TIME training workshop.

Work with the project director to select a local scholar and storyteller (See selection criteria for each under "Responsibilities...")

Select a preschool coordinator (See selection criteria under "Responsibilities...")

Promote the PRIME TIME program and pre-register at least 30 families to participate.

Identify and coordinate transportation for families, if needed.

Order and handle books properly by storing them before the program, and distributing books.

Serve as the program host by welcoming families to the library.

Introduce the program, as well as the scholar and storyteller, and present an introduction to library services and resources at each session.

Administer and submit all PRIME TIME assessment forms, including final LSTA survey.

Submit a final report online.

Submit reimbursement request using online form and Excel reimbursement spreadsheet provided.

RESPONSIBILITIES OF THE COMMUNITY ORGANIZER / TRANSLATOR:

The community organizer/bilingual translator should have experience in working with the targeted families and agencies/organizations serving them.

Each community organizer/ translator will:

Attend a PRIME TIME training workshop.

Recruit and pre-register at least 30 families for the program.

Assist the library coordinator and implementation of the program.

Serve as the translator for each session at bilingual programs.

RESPONSIBILITIES OF THE HUMANITIES SCHOLAR:

GPLS will work with the library coordinator to select the local scholar. To ensure appropriate discussion of the selected stories' humanities content, the scholar should have a doctorate in a humanities discipline (literature, history, philosophy, and related areas listed at www.leh.org) with university teaching experience. Scholars with a master's degree in a humanities discipline with university teaching experience will be considered. In addition, the scholar should transmit a love of reading and talking about books to an audience (parents/guardians and their children) that primarily thinks of reading as a school activity. The scholar must be comfortable working with participants who have limited reading skills and do not have experience talking about books. The ideal candidate will have experience in outreach through professional activities or volunteer services and, at bilingual sites, be fluent in Spanish.

Each scholar will:

Attend a PRIME TIME training workshop.

Serve as a discussion leader for each session facilitating discussion of humanities themes found in books and modeling techniques for initiating and encouraging discussions for parents.

RESPONSIBILITIES OF THE STORYTELLER:

GPLS will work with the library coordinator to select the local storyteller for his/her knowledge of children's literature and ability to work with non-traditional audiences. The best storytellers will demonstrate the interrelatedness of the oral and literary traditions. They will also understand that their role is more than a performance; it includes demonstrating storytelling and reading aloud techniques that are accessible and replicable for the parents/guardians. The storyteller must be comfortable working with participants with limited reading skills and in participating fully in the discussion. Ideally, storytellers at bilingual sites will be fluent in Spanish.

Each storyteller will:

Attend a PRIME TIME training workshop.

Present stories, model storytelling and read-aloud techniques, and participate in the discussion at each session.

RESPONSIBILITIES OF THE PRESCHOOL COORDINATOR:

The preschool coordinator will attend to the needs of younger siblings and present early literacy activities while parents and older siblings are in the reading and discussion program. The preschool coordinator should have a background in early childhood education and be prepared to "prime the younger siblings for PRIME TIME" by creatively presenting stimulating stories, books, activities, songs, and crafts. This team member does not attend the formal PRIME TIME training and does not follow the PRIME TIME Preschool curriculum.

Each preschool coordinator will:

Present stories and activities.

Assist the Program Coordinator and Community Organizer as needed.

GPLS will provide:

Statewide training for new PRIME TIME team members (plus up to \$250/pp for travel expenses-

-\$1,000/library system)

LEH curriculum fee for each site.

\$750 stipends for scholar and storyteller. \$500 stipends for preschool coordinator and community organizer/translator; (\$2,500 total for stipends).

\$625 for meal expenses and up to \$2,000 for PRIME TIME curriculum book sets for families, site supplies and family transportation (food, prizes, and gifts are not allowable LSTA costs);

(\$2,625 total for program books, site supplies, family transportation, and meal expenses).

PLEASE think carefully about the budget before submitting the grant application. Please only request funding that you will spend completely on allowable expenses.

Total grant award up to **\$6,125**. Deadline to apply is **September 27, 2022**

Email *

marcia.divack@fultoncountyga.gov

Library System: *

Fulton County Library System

Library Director's Name: *

Gayle Holloman

Library Director's Email: *

gayle.holloman@fultoncountyga.gov

Library Program Coordinator's Name: *

Marcia Divack

Library Program Coordinator's Email: *

marcia.divack@fultoncountyga.gov

Library Program Coordinator's Phone Number (please include extension): *

404-964-4703

If your library system has a centralized Budget Manager, or Grant Administrator who is **not** the Library Coordinator, but needs to be included in pertinent communications, please list their name and email below:

Jamar Parker Jamar.parker@fultoncountyga.gov

Narrative. Please tell us why you would like to implement PRIME TIME: *

The Fulton County Library System has just completed a strategic plan and a major focus of the strategic plan is literacy, including early literacy. Prime Time will be a great addition to our literacy focused programs and events. Our goal is to engage the community in reading and encourage them to read "actively" by teaching them how to engage with what they are reading. Prime Time will serve as fitting addition to other literacy programs we offer, including One Book, One Read and our Children's Book Festival.

Have you implemented PRIME TIME before? *

☒ Yes

☐ No

If you have implemented PRIME TIME before, please list the names of the branches that have previously hosted the program in your library system:

The Central Library

Library where the program will be held: *

Mechanicsville Library

PRIME TIME site address: *

400 Formwalt St SW, Atlanta GA 30312

English or Bilingual/Spanish? *

☒ English

☐ Bilingual/Spanish

Will you train new staff or team members? Training will be held on Saturday, **December 3, 2023** *
at Georgia College in Milledgeville, GA.

- ☒ Yes, a full new team of 4
- ☐ Yes, additional library staff who will assist the Library Program Coordinator
- ☐ Yes, new scholar or storyteller
- ☐ No
- ☐ Maybe. TBD.
- ☐ Other:

How much are you requesting? Please enter a dollar amount for each budget category. PLEASE only request what you will actually be able to spend--plan to research previous PRIME TIME expenses to assist with your budget request.

\$6,125

Travel expenses (up to \$250/attendee or up to \$1,000 per library system) *

\$1,000

Stipends (up to \$2,500--\$750 per scholar/storyteller; \$500 per community organizer/preschool coordinator) *

\$2,500

Program books and supplies (up to \$2,000--you can estimate \$1,000 for 17 booksets (15 families; 2 for discussion leaders) in English. \$1,700 for 17 bilingual/Spanish booksets) *

\$2,000

Food (up to \$625) *

625

Total amount requested (up to \$6,125) *

\$6,125

Total amount of local cost match. Please include Library Program Coordinator time and effort for 80 - 100 hours at \$20/hour as a minimum. *

2,000

Total amount of project--including LSTA subgrant and local match. *

\$8,125

Library agrees to use these funds for direct expenses incurred by Library in connection with PRIME TIME Family Reading Time. Please sign below by typing the Library Director's name and make a copy of the documents for your records. *

Gayle Holloman

This form was created inside of Georgia's Public Libraries.

Google Forms

