

**Region 4**

**8/7/17**

**IEEE (Institute of Electrical and Electronics Engineers)**

**Region 4 Grant Guidelines**

**Science Kits for Public Libraries**

The IEEE Science Kits for Public Libraries Grant is made possible by the generosity of the members of IEEE- Region 4.

**Objectives**

The purpose of the IEEE Science Kits for Public Libraries Grant is to support Midwest area public libraries in the development of circulating math and science collections for pre-university students (K-12). The grant seeks to be a catalyst for educating students about how math and science are used for the benefit of humanity and to provide seed money for creation of library programs that will make a lasting impression.

**Grant Criteria**

* The 2018 Grant is restricted to public libraries located in States of Michigan and Wisconsin
* The grant provides funding to establish a **circulating** science kit collections program. Libraries that already have a circulating science kits collection program are not eligible for this grant.
* Libraries awarded funding will:
  + Create or purchase science kits each of which consists of equipment, instructions for prepared experiments, and workbooks.
  + Include the science kits in their circulating collection.
* Libraries awarded funding will (continued):
  + Add materials (books, DVDs, etc.) to the circulating collection which support the topics featured in the kits.
  + Develop programming for pre-university students (K-12) which promotes the study of science and the use of the science kits.
  + Plan for continuation of the project after grant funding is concluded.
  + Plan for other public libraries to replicate the results and for teaching best practices to others.
* Libraries will identify a certified librarian who will lead the development and implementation of the collection.
* Grant funds will be used to purchase science kits, support materials, and develop/promote science programs for pre-university students (K-12).
* Participating libraries must be willing to cooperate with IEEE on publicity and promotion.
* Participating libraries must be willing to label the science kits stating that funding is provided by the IEEE - Chicago Section.
* Grant funds awarded to one library will not exceed $2,000.00.
* Libraries are also encouraged (but not required) to seek additional funding from other organizations.
* Community need and creativity of the proposal are given high priority by the reviewers.

**Grant Process**

* To apply for a grant, complete the IEEE- Region 4 Fund Grant Application and preliminary budget forms found at: http://www.ewh.ieee.org/reg/4/SKPL
* Grant Applications are reviewed by the Grant Selection Committee made up of invited librarians, IEEE-Region 4 members, and headed by the IEEE -Region 4 SKPL SKPL Committee Chair. When it is determined that the grant criteria are met and sufficient funds are available, the Region’s SKPL Project Director presents the grant selection to the Chicago Section Executive Committee for approval at their next regular meeting.
* Grant payments will be made on a timetable and under requirements of completion as defined in your grant approval letter.

**Questions regarding these guidelines?**

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