



Application Agreement

Carefully read, complete and submit this form in digital format ([Fax-to-File](#) or scanned PDF) along with your online grant application. Your application cannot be considered if this form is missing or incomplete. Signing and submitting this form indicates your library's capacity and commitment to fulfill the terms of the PRIME TIME grant.

Print this form and complete your application by following these steps:

1. Check or initial the space adjacent to each responsibility below to indicate your library's commitment to fulfilling each. Additional details on all implementation duties will be provided during the training workshop and are available in the PRIME TIME *Site Support Manual*.
2. Provide signatures from the individual within your agency/institution who is authorized to enter into grant agreements, and from the individual who has been designated to serve as Program Coordinator.
3. **Please note that written signatures are required. Typed responses will not be accepted.**
4. Once completed, use the Fax-to-File option or a scanner to create a digital version of this form.
5. Attach the digital version of the signed agreement to your online application.

RESPONSIBILITIES:

- Recruit 25 families;
- Designate a staff librarian to serve as Program Coordinator;
- *Identify a Community Organizer/Translator;
- *Identify a Preschool Coordinator;
- Identify transportation provider (Grant provides up to \$100 per week);
- **Secure a commitment from team members to attend a Training Workshop;
- ***Host an organizational meeting;
- Obtain healthy snacks and door prizes (Local funds or donations);
- Administer the Entry and Completion Surveys;
- Provide library card applications;
- Promote literacy/institution resources/events at each session;
- Award certificates and gift books;
- Inventory, store, and ship books before and after the program (Grant provides up to \$75.00 for shipping);
- Ensure that final reports from site team members are submitted.

**Please review [PRIME TIME Team Members](#) for details on the qualifications and responsibilities associated with each role before making a selection.*

***PRIME TIME Training Workshops are reserved for individuals who have never been trained and are new to the program. Preschool Coordinators are welcome, but not required to attend training.*

****Organizational meetings should be held 3-4 weeks before the program begins. All team members, including scholar and storyteller should be invited.*

SITE NAME:

SIGNATURES:

Authorizing Representative (Agency Director) Signature, Title

Date

Designated PRIME TIME Program Coordinator Signature, Title

Date