



Louisiana Grant 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 agency'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. **Please pay close attention to the responsibilities listed below and verify your agency's commitment to fulfilling each before submitting this form and/or the online application form.** Checking or initialing the adjacent spaces indicates your agency's agreement to the terms of the grant, if awarded.
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.
6. This form can also be emailed, faxed, or mailed to the LEH, but it must be received ahead of the application deadline to be considered for funding.

RESPONSIBILITIES:

- _____ Designate a staff person to serve as Program Coordinator;
- _____ Submit program details and team member contact information on the BFI by the specified deadline;
- _____ *Identify and contract with a Community Organizer/Translator;
- _____ *Identify and contract with a Preschool Coordinator;
- _____ **Secure a commitment from *untrained* team members to attend a Training Workshop;
- _____ Recruit at least 25 families for participation;
- _____ Identify and contract with a transportation provider (Grant provides up to \$100 per week);
- _____ ***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 the provided certificates and gift books during the last session;
- _____ ****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.*

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

*****Do not submit this application if your agency will not be able to maintain a safe environment for the loaned books and/or cover any additional book shipping expenses once the program has ended.*

SITE NAME:

SIGNATURES:

Authorizing Representative (Agency Director) Signature, Title

Date

Designated PRIME TIME Program Coordinator Signature, Title

Date