

2023 Summer Programming Grant & Summer Reading Survey Preview

**The Department of Libraries has combined the Summer Programming Grant expenditure report and the Summer Reading Program survey for 2023. This means libraries only need to complete one form related to summer programming. Libraries that did not receive the $300 programming grant can skip the grant section and just fill out the summer survey questions.**

**Feel free to use this document to begin gathering information but your submissions must be done through the survey form that will be available Thursday, August 31 on both the** [**Summer Reading Program**](https://libraries.vermont.gov/services/youth-services-children-and-teens/summer-reading-program) **and** [**Summer Programming Grant**](https://libraries.vermont.gov/services/grants-public-libraries/summer-programming-grants) **pages. Please note questions with asterisks are required.**

**Web Form Instructions**

**You can’t save this report and must complete it in one session.**

Each library should complete this survey only once.

Since the survey must be completed in one sitting, we recommend reading through all instructions before starting. If you have collected relevant statistics and anecdotes before you start the survey, completion should take approximately 25 minutes for section 2, and 25 minutes for section 3. You may print your report. After submission, a copy of the report will be sent to the email address you enter.

**Please ensure you have the following information in hand before you begin:**

Summer Program Grant Expenditure Report (Section 2)

**This section is required for any library that received the 2023 Summer Programming Grant of $300.**

For this section you will need:

* The total amount of grant money spent
* Performer and purchase expenditure details including:
	+ Performer information
	+ Purchase descriptions/details (including quantities)
	+ A short narrative on how these purchases supported 2023 summer programming and details for grant-supported programming (date, location, total number of people reached)
	+ A short narrative on how you used funds to support the local economy by using locally-sourced materials, products, and supported local performers, artists/artisans, educators, authors, and museums/cultural institutions
* For upload
	+ If you used ANY of the funds for a performer you will need to upload an invoice from the performer (required)
	+ If you used ANY of the funds for purchases, you will need all your receipts compiled into a single PDF or zipped document (required)
	+ Any supporting documentation such as social media posts, images, testimonials, or anything that will show the impact of your program/purchase compiled into a single PDF or zipped file (not required)

 2023 Summer Reading Survey (Section 3)

**This section is mandatory for all Vermont public libraries that received the 2023 Summer Programming Grant of $300 and/or Collaborative Summer Library Program (CSLP) summer reading materials from the Department of Libraries**. We would also like to hear from libraries that offered a summer reading program but did not use the CSLP theme and libraries that did not receive grant funding from the Department of Libraries but offered a summer reading program.

For this section you will need:

* Summer Reading/programming statistics
* Any supporting documentation such as social media posts, images, testimonials, or anything that will show the impact of your summer programing compiled into a single PDF or zipped file (not required)

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*END OF INSTRUCTION PAGE\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Section 2: Summer Programming Grant Expenditure report**

1. **\***Did you receive the 2023 Summer Programming Grant? [ ] Yes [ ] No (*If yes, the rest of section 2 [starting at 2A] is required – if no, applicants will answer question 2 then be taken to section 3.*)
2. If you answered no to question 1, why didn’t you apply for/receive the 2023 Summer Programming Grant funds? *(This question is required for anyone who answered no to question 1. After completion you will be taken to Section 3.)*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Section 2A: Summer Programming Grant Budget Report**

**Your Library's Grant Allotment was $300**

1. \*Total Amount Spent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 2A-1 Performer(s)**

1. **\***Did you use any of the grant funds to hire a performer, presenter, or author?[ ] Yes [ ] No

**\***If you used ANY of the funds to hire a performerpresenter, or author, please complete this section:

Performer Expenditure Details

1. Name of performer and name of company or organization (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Date of performance *Click or tap to enter a date.*
3. Attendance at performance \_\_\_\_\_\_
4. If you hired more than one performer, please provide: name of performer, date of performance, and attendance at performance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Total amount of grant funds used for performer(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Please submit performer invoice(s) compiled into a single zipped document or PDF **\* -** A performer signature is not required. If the performer does not provide an invoice here is a [template for a simple invoice](https://libraries.vermont.gov/sites/libraries/files/Grants/SummerPerformer_ReceiptTemplate.xlsx) you can use.

**Section 2A-2 Purchases**

1. \*Did you use any of the grant funds to purchase items? [ ] Yes [ ] No

**Expenditure Details for Purchases**

\*If you used ANY of the funds to purchase items, please complete this section:

**Your Expenditure Details**

1. Select a spending category for purchases below. Select Category (Dropdown) -Programming materials, CSLP items, books, virtual programming tools, equipment, and evergreen items. For purchases from multiple categories, click ADD ITEM. Please group like items together (ex: all equipment items on one line, all CSLP items on one line) and describe in the field below.
2. Item description(s)/details (include quantities) \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Total amount of grant funds used for purchases\_\_\_\_\_\_\_\_\_
4. Please provide receipts compiled into a single zipped document or PDF. (Required if completing this section.)

**Section 2B: \*Summer Grant Narrative and Statistics**

1. \*Please complete a short, general narrative on how paid performers and purchases supported your 2023 summer reading program.

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1. \*Please provide details about your grant-supported program (s) (and if you had more than one, please provide details about your most well-attended program.) This includes either a virtual/in-person grant-funded performance, virtual or in-person programming presented by library staff using grant-funded materials, or grant-funded take-home programming (kits, etc.).

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1. \*Location of Grant-Supported Program­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \*Date of Grant-Supported Program *Click or tap to enter a date.*
3. \*Total Number of People Reached by Grant-Supported Program\_\_\_\_\_\_\_\_\_
4. \*Please provide a brief narrative about how funds were used to support the local economy by using locally-sourced materials, products, and/or supported local performers, artists/artisans, educators, authors, and museums/cultural institutions. If funds did not support the local economy, please explain why.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please provide any supporting documentation (such as social media posts, photos, testimonials, etc.) compiled into a single zipped document or PDF.

Examples of accepted file types include: .pdf, .docx, .doc, .jpg, .jpeg, .txt, .png. Multiple files can be uploaded up to a max size of 30MB

**Section 3: Summer Programming Survey**

This section is asking about ALL services your library provided during the period of June 1 - August 31, 2023, not just those related to the $300 Summer Programming Grant.

**This section is mandatory for all Vermont public libraries that received the $300 2023 Summer Programming Grant and/or CSLP summer reading materials from VTLIB**. It is optional for:

* libraries that offered a summer reading program but did not use the CSLP theme
* libraries that did not offer a summer reading program but provided other services during the summer
1. \*My library offered a summer reading program in 2023 for (select all that apply from dropdown):

[ ] Young Children (0-5) [ ] Older Children (6-12) [ ] Teens (13-18) [ ] Adults (19 & up) [ ] My library offered a summer reading program for families and did not distinguish between age groups [ ]

1. \*I used the Collaborative Summer Library Program (CSLP) theme, "All Together Now" for my 2023 summer reading program (Select from dropdown). [ ] Yes [ ] No
2. If you answered no to question 2, why didn’t you use the CSLP theme and materials?
3. If you did not use the CSLP summer reading theme "All Together Now" but still offered a program, what did you use?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. If you used CSLP materials for your summer reading program, were you satisfied with the quality and selection? [ ] Yes [ ] No
5. Do you have any feedback or questions about the Collaborative Summer Library Program materials, website, or mission? Please be specific:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. \*Did you promote the Vermont Summer Reading 2023 Challenge that was available on Beanstack? [ ] Yes [ ] No
2. Please provide any feedback you and/or your patrons had about the challenge on Beanstack.

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1. If you track Summer Reading Program statistics, include the total attendance/participation numbers from June 1 through August 31 for each of the following applicable age groups. (If your library does not track program attendance or did not offer a summer reading program, please skip this question.)

Young Children (0-5): \_\_\_\_\_\_\_\_\_\_\_

Older Children (6-12): \_\_\_\_\_\_\_\_\_\_\_

Teens (13-18): \_\_\_\_\_\_\_\_\_\_\_\_

Adults (19 & up):\_\_\_\_\_\_\_\_\_\_

If your library gathers attendance/participation numbers, but does not break it down by age group, please include the total attendance/participation numbers from June 1 through August 31: \_\_\_\_\_\_

1. Please share any specific programs you did this summer that were particularly successful.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Please share specific stories highlighting the positive impact of summer reading in your community: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Please share any photos that show your summer reading program in action

Photos may be used internally for reporting purposes. However, please make sure that all subjects in the photo (whose faces are shown) have given consent to have their photo shared (parents/guardians should give consent for minors.)

1. Please include a description of the photo(s).
2. What type of summer reading workshop would be most helpful to you to get prepared/inspired for your 2024 summer reading program? Do you have any ideas or suggestions for the 2024 summer reading workshops? CSLP’s The theme for 2024 is Adventure: (" Adventure Begins at Your Library: La aventura comienza en tu biblioteca")

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1. How could the Vermont Department of Libraries better support your summer reading program?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Additional comments, questions, or concerns regarding summer reading: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 4: Review/Certification**

* I agree the above information is correct and ready to submit\* -*Checkbox*

**After you submit this form, a confirmation and a submission summary will be sent to the email address you provided. If you do not receive a confirmation, please email** **lib.vtlibyouthgrants@vermont.gov** **to check the status of the application.**