

Prime Time Application Checklist

Required
at time of application

Optional
at time of application

		Required at time of application	Optional at time of application
ALL APPLICATIONS	General		
	Applicant contact information	x	
	Level of financial support requested	x	
	Prime Time Location, Date, and Time		
	Library system and branch to host Prime Time	x	
	If the library has previous hosted Prime Time (not a funding determiner)	x	
	Season and Year (fall 2022 and/or spring 2023 and/or fall 2023)	x	
	Time and dates for sessions for all six sessions		x
	Curriculum selection, which book set best serves your community		x
	Team Members		
	Program Coordinator: name and contact information	x	
	Community Organizer: name and contact information		x
	Humanities Scholar: name and contact information		x
	Storyteller: name and contact information		x
	School Partner		
	Name and address		x
	Criteria used to select school partner		x
	Information about any prior collaboration with school partner		x
How Prime Time might enhance library's relationship with school		x	
Letter of support from partner school administration		x	
APPLICATIONS FOR IN-PERSON SERIES	Information about the Location of Each Prime Time Series		
	Library branch to host Prime Time		x
	If the branch has space to host groups of 40 to 60 individuals		x
	Providing Food		
	If the library has any restrictions and/or concerns about serving food		x
	Team Members: In addition to Program Coordinator, Community Organizer, Scholar, and Storyteller, in-person programs include a Preschool Assistant.		
	Preschool Assistant: name and contact information		x
	If the library will have help from volunteers		x
	Community Information		
	Population count for community served		x
Ethnic composition of community served		x	
Percent of students participating in free or reduced lunch programs		x	
How hosting Prime Time might benefit your community		x	
APPLICATIONS FOR ONLINE SERIES	Information about the Online environment and gift cards		
	Information on providing a safe online space		x
	Information about the library's plan for gift card distribution		x