**TD Summer Reading Club Library Awards Application Form 1**

**How to Apply**

**1. Complete the application form and send it along with your supporting documents using either method a) or b):**

**a) by mail or courier to this address:**

Library and Archives Canada

TD Summer Reading Club Library Awards

550 de la Cité Boulevard, Room 5-22

Gatineau, Quebec K1A 0N4

**b) in a PDF file (26 pages maximum). Email** [**ashley-ann.brooks@canada.ca**](file:///C%3A%5CUsers%5Cbrooka01%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CCU0C4VE5%5Cashley-ann.brooks%40canada.ca) **for submission details.**

**2. Attach a program description based on all of the evaluation criteria.**

**3. Include essential supporting documentation to substantiate your application. Identify all print/photo items with the name of your library in print submissions.**

**About the Public Library**

The application must come from a public library or branch(es) **registered with the TD Summer Reading Club**.

Library: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/town: Postal code: \_\_\_\_\_\_

Province/territory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Library manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* As part of this application, I consent to the use of my library’s material on the TD Summer Reading Club website or its publications for educational, editorial and promotional purposes. I further consent to this material becoming part of the archival holdings of the TD Summer Reading Club.

**Signature of the library manager:**

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of library employee** to contact (October 2018–March 2019) to respond to questions/comments about this application:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_

Number of full- and part-time staff:

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

Number of volunteers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annual library operating budget for youth programs:

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of community where the library branch is located (check one):

□ Metropolitan centre (population of 100,000 or more)

□ Large urban centre (population of 50,000 to 99,999)

□ Urban centre (population of 5,000 to 49,999)

□ Small town/village (population of 500 to 4,999)

□ Rural settlement/community (population under 500)

□ Indian reserve

□ Northern community

Population served by the library applying:

Approximate number of children (ages 3–12 years) in the library service area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*Write n/a if statistics are not available.)*

Major sources of funding for the local branch(es), and percentage of support provided by each source: (*e.g., local funding 70%; provincial support 20%; special grants 10%*)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_%

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_%

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_%

**TD Summer Reading Club Library Awards Application Form 2**

**About the TD Summer Reading Club Program**

TD Summer Reading Club held from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**must be 6 weeks or more)**

Total number of children who registered for the TD Summer Reading Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total number of TD Summer Reading Club program events or activities held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total number of children who participated in these program events or activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Include drop-ins, day camps, visitors, etc. as well as those registered in program.)*

**Documentation to Support the Application**

As part of your program description, please include the following documentation:

* Statistics/comments regarding impact
* Reading/literacy-related activities
* Creative use of resources
* Community needs addressed
* Community participation/partners
* Outreach to new participants/partners
* Photos of events, displays
* Promotional materials
* Promotional strategies/events
* Feedback from parents/children
* Library newsletter, flyer, web updates
* Library website/social media

**CELA Accessibility Award**

Libraries delivering creative and inclusive programs for children with print disabilities as part of their TD Summer Reading Club program may also apply for the Centre for Equitable Library Access (CELA) Accessibility Award.

Review the [Accessibility Award criteria](http://www.celalibrary.ca/tdsrcaward) and submit your application there.

