

BKLYN Incubator Program Funding Proposal Guidelines: Round Three

Worksheet Requirements	What We're Looking For
Team Lead	One team lead is required from each branch applying. This is the person who will manage all communication as needed.
Community Partner and Collaboration Context	An appropriate community partner has been researched, confirmed, and incorporated into your program narrative. Roles and responsibilities have been explicitly identified for both the BPL program team and community partner.
One-Sentence Description	A succinct, easily understood description of the program that conveys the key information.
Detailed Program Description	A description of a program that gives an excellent picture of what patrons and staff could expect when participating in the program that refers specifically to other components of the proposal, and a demonstration of an innovative approach to library services.
Projected Timeline	A strong sense of how you will use the implementation period including time to plan, advertise, and conduct your program including any follow up, assessment and evaluation.
Community Need	Your community need is well researched, specifically addressed, and ties directly into other components of your proposal.
Idea Development	A demonstration that you have researched similar programs, have done some groundwork to ensure your idea is feasible, and understand how the program can address your community's needs.
Outcomes	Your program outcomes explicitly link to activities as described in proposal. Outcomes are specific and achievable.
Organizational priorities	You have strong ideas that are carefully and imaginatively presented, showing real insight into how programming can address BPL's strategic goals.
Challenges	You have an acute sense of the challenges that may come up, reasonable plans to address those challenges, and examples given of similar challenges faced in other program experiences and how they were overcome.
Budget	A detailed budget that specifically addresses needs outlined in program proposal.
*Public Comment	*Strong engagement from community members in comments culled from online platform.