

Prime Time Application Checklist			Required at time of application	Optional at time of application
ALL APPLICATIONS	General			
	Applying organization’s name and contact information		X	
	Applicant’s name and contact information		X	
	Authorizing officer’s name and contact information (responsible for signing the contract)		X	
	Finance officer’s name and contact information (responsible for receiving payments)		X	
	Level of financial support requested		X	
	Prime Time Location, Date, and Time			
	Library system and branch to host or serve as Prime Time partner		X	
	Season and Year (fall 2022 and/or spring 2023 and/or fall 2023)		X	
	Dates for sessions for all six sessions		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
	Preschool Assistant/Facilitator: name and contact information			x
	School Partner or Other Youth-Serving Organization, if applicable			
	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 partner			x
	Providing Food			
	If the venue 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