

## PRIME TIME Plus

### Program Information and Program Application Guidelines

Thank you for your interest in PRIME TIME! The Louisiana Endowment for the Humanities (LEH) has over 40 years of experience in providing humanities programs to residents in Louisiana. We are excited by the prospect of bringing PRIME TIME to your community.

**Before completing the online application for PRIME TIME Plus in Louisiana, please review all necessary information and important steps you must take to accurately complete the online form. [Click here](#) to learn more about PRIME TIME Plus.**

#### **APPLICATION CYCLES**

- **Spring sites: Application Available—September 1<sup>st</sup> / Application Deadline—October 15<sup>th</sup>**
- **Fall sites: Application Available—March 1<sup>st</sup> / Application Deadline—April 15<sup>th</sup>**

#### **LOCATING THE ONLINE APPLICATION**

Applications for all PRIME TIME programs are accepted via an online grant management system. **Go to the PRIME TIME website ([www.primetimefamily.org](http://www.primetimefamily.org)) and click the "Online Applications" button OR go directly to the [online system](#) to log into the LEH's online data collection system and:**

1. *Email [austin@leh.org](mailto:austin@leh.org) to determine whether an account has already been established for your organization. Skipping this step can result in the creation of multiple accounts for a single organization, which can be problematic.*
2. *If establishing a new account, ensure that the organization profile is complete and accurate.*
3. *If the organization account is established, log in to your organization's existing account using your personal username and password.*
4. *Click the "Apply" link on the left side of the screen in the dark gray panel.*
5. *Choose the current "PRIME TIME Preschool" application,*
6. *Complete the form by the specified deadline date.*

#### **INFORMATION REQUIRED TO COMPLETE THE ONLINE APPLICATION**

**See the "Program Details" section for assistance with determining the items below before attempting to complete the online application.**

- *Applicant and host site contact information*
- *Program location, dates, day, time*
- *Book series selection*
- *Team member contact information*
- *Team member training needs*
- *Shipping preferences*

#### **PROGRAM DETAILS**

**Host Site Locations:** Child Care Centers, Head Starts, and Schools

*Please provide complete and accurate physical/ mailing addresses, telephone/fax numbers for the host site.*

**Target Audience:** families with 3-5 year old children

**Suggested Maximum Capacity:** 15 families

#### **Required Team Members:**

- *Preschool Program Coordinator*
- *Preschool Facilitator #1*
- *Preschool Facilitator #2*
- *Family Health Coordinator*

**Book Series:** Each partner site will receive a set of high-quality children’s literature for storytelling and discussion during program sessions. Each set will consist of 15 copies of each title. PRIME TIME Plus currently offers 2 English only series of books. Program coordinators must choose a book series on the application. Review the [PRIME TIME Bibliographies](#) document to better understand each series and its associated themes and books before making a selection. **Participating families will be permitted to keep all books used during the program for their personal home libraries.**

**Program Duration:** PRIME TIME programs last 6 (ideally, consecutive) weeks.

**Program Day:** PRIME TIME programs take place once each week on the same day. Choose a day that works best for your target audience.

**Program Dates:** First-time preschool program coordinators should also consider the amount of planning time between the August training workshop and their chosen program start date to ensure that there is enough time to prepare for the program after training.

- *Spring program dates should be set between **the end of January and June.***
- *Fall program dates should be set between **the end of July and December.***

**Session Skipping:** Ideally, program sessions should run consecutively. Please set 6 uninterrupted program dates, or if necessary, dates that include **only one** skipped session.

**Session Start Time:** Each program session lasts 90 minutes. The most common session start times are 5:00 pm, 5:30 pm, 6:00 pm, and 6:30 pm.

**Program Support Stipend:** Each applicant must indicate whether they would accept or decline the \$1,000 [program support stipend](#) if their application is approved. Those who choose accept the stipend, must indicate the party to which the payment should be made.

## **TEAM-BUILDING**

**Preschool Program Coordinator, Family Health Coordinator, Preschool Facilitator #1, and Preschool Facilitator #2:** Before selecting team members please review [Team Member Roles and Responsibilities](#), which outlines the qualifications and responsibilities for each role.

Please provide complete, accurate, and reliable contact information for all team members. ***Failure to do so may result in members of your team NOT receiving critical information.***

- *do not provide school, library, university, or work-based mailing or email addresses and phone numbers if team members do not have YEAR-ROUND (particularly summertime) access to those.*
- *do not list the same mailing or email address and telephone numbers for all team members.*

## **TRAINING**

Follow this link (<http://www.primetimefamily.org/training-workshops/>) to learn more about PRIME TIME Training Workshops and the training workshop registration process. **Team members should only register for training AFTER being invited to do so by the PRIME TIME staff.**

## **APPLICATION AGREEMENTS**

Representatives of applicant agencies and host sites will be asked to sign and submit the [applicant and host site agreements](#) **after** their applications are approved for funding. Please review before submitting the online application. Approximate application agreement deadline dates (for approved sites only) are listed below:

- **Spring sites: November 15<sup>th</sup>**
- **Fall sites: May 15<sup>th</sup>**

## **PROGRAM CANCELLATION**

While the PRIME TIME staff works to be as flexible and accommodating as possible, there are rare instances in which programs must be cancelled or postponed. Approved partners should contact the PRIME TIME staff immediately with questions/concerns regarding their ability to fulfill the [terms of partnership](#). Grounds for cancellation include but are not limited to:

- *Partner (applicant and host site) agreements are not completed (**with applicable signatures and initials**) and submitted on or before the specified deadline date.*
- *Partner agencies cannot commit to fulfilling the terms outlined in the application agreements.*
- *Partner agencies cannot maintain weekly session **attendance of at least 10 individual participants**.*

## **REPORTING**

Program Coordinators at each PRIME TIME site are required to submit final reports as part of their overall commitment to the program. Final reports are collected online and must be completed within 30 days of the final program session. Final reports must be accurate and complete; including as much detail as is possible. Program Coordinators who submit final reports that are incomplete or include insufficient detail will be asked to resubmit.

**Additionally, program coordinators must also submit a data packet within 30 days of the final program sessions in order to close the program.** The data packet is designed to assist program coordinators with collecting critical data from program participants and efficiently closing their program. Program coordinators associated with approved PRIME TIME sites will be given access to the data packet before their program begins. Data packets should be downloaded and reviewed at least 8 weeks before the program start date.

**PLEASE DIRECT ALL QUESTIONS TO [PRIMETIME@LEH.ORG](mailto:PRIMETIME@LEH.ORG).**