**Community Meeting Agenda**

1. **Introduce Meeting Participants**
2. **Review the Purpose of the Meeting**
   1. If known, identify the source of grant funds (the name of the foundation or government funding opportunity)
3. **Identify the Problem Or Problems You Are Trying To Solve** 
   1. Using brainstorming or mind-mapping, develop a list of the broad problems faced by your library’s community (the students in your schools, or public library’s service population)
   2. Try to identify some of the causes of those problems
   3. Specify the target population that is affected by these problems (these are potential stakeholders)
   4. Decide which of these problems (community needs) you would like to address in your collaborative grant seeking effort
   5. Focus on your organization’s mission: is this an appropriate problem for your organization to try to solve?
   6. Identify whether anyone else in your community is dealing with this problem (these are other potential partners)
4. Identify the Possible Solution(s) to the Problem You Are Trying To Solve
   1. What are the tools that might be needed to solve this problem? (These “tools” may be anything: developing new programs; offering training workshops; constructing new or renovated buildings in which to offer early literacy activities; contracting with or hiring human expertise; buying materials; and obtaining specialized equipment)
5. Design a Broad Outline of the Proposed Project
   1. Create a brief outline of the real problem you are trying to solve, your proposed solution, the target audience affected by your project, a quick synopsis of need, and a list of some of the steps you plan to take in order to implement the project
   2. Begin to list sources of evidence of the problem
   3. Consider potential costs for the solution, time lines, and affected staff
   4. Ask the question “what if?” and dream big!
6. Build a Grant Seeking Team (composed of stakeholders and partners)

(The purpose of the grant seeking team is to LEAD the grant seeking effort, not do all of the work.)