

Exercise #7 Preparing a Needs Statement

In this exercise you will identify information you would gather to prepare a grant needs statement.

The questions below are those asked by the California State Library for LSTA outcome based applications. They are similar to those asked in most grant applications.

- What is the user-based need you are addressing with the proposed project?
- How did you determine the need?

1. You may either choose a partner or work on your own.
2. Either use a grant project you plan to work on for your library, or put yourself in the place of a staff member from the *Assessing Needs for a Specific Target Group* in Exercise 3 who has been assigned to write a grant for the purpose of providing library services to a Hispanic target group in the community.
3. Answer the question:
What is the user-based need you are addressing with the proposed project?
4. Check off the types of assessments you think would make a strong grant needs statement.
 - a. ___ Observation
 - b. ___ Research data
 - c. ___ Key informant interviews
 - d. ___ Focus groups
 - e. ___ Community forums
 - f. ___ Community written surveys
 - g. ___ User written surveys
5. Answer the question:
How did you determine the need?
6. State your rationale for why using each type you chose in #4 would make a strong needs statement.
7. Give examples of specific data you would gather.