



First Book Grant Application

Name of Organization/Program _____

Contact Name _____

Contact Title _____

Street Address _____

(We cannot accept P. O. Box addresses for delivery purposes)

City, State, Zip Code _____

Phone Number _____

Email _____

* Please send completed applications to the Greater Hartford Literacy Council for approval.

* If you are interested in learning more about First Artists, please go to www.firstartists.org or call Roopal Saran at 202-393-1222.

FOR ADVISORY BOARD USE ONLY

Advisory Board# _____ Approved Date _____ Advisory Board

Member _____

Is this program a past recipient? _____ Yes _____ No If yes, what is their RG #? _____

Grant will be satisfied by: _____ a. Catalog books not to exceed \$ _____ (\$2.50 per book)

_____ b. Community Starter Books _____ c. National Book Bank books

Number of books granted _____ (Total lines a, b and c)

Number of distributions: _____ (Ideally this number should be between 6 and 12)

Number of children served _____ (Please insert the age range of children served below)

Reading Level

Number of Children

Pre-K _____

K through 1st Grade _____

2nd through 3rd Grade _____

4th through 6th Grade _____

7th Grade and higher _____

Total _____

For First Book office use only

Community Dev: Approved Date _____ Initials _____ Previous RG # _____

Administrative: RG# _____ Grant Date _____ End of Grant Rate _____

First Book Grant Application (cont.)

PROGRAM EVALUATION

1. Please attach a description of your program (no more than three pages) that includes: the history, the literacy component, the qualifications of your program staff, and the plan to incorporate First Book books into the program. Please demonstrate your program's need for books in terms of any funding limitations and the opportunity for enhancing curriculum and/or outcomes for children. Please also indicate your proposed date to begin distributing books and the proposed date to complete book distribution. Also include a list of your organization's Board of Directors and key staff members.
2. A central component of First Book's mission is to improve the quality of preschool and after-school educational opportunities. Please explain how First Book books will be used in your program to achieve this goal.

3. Is your program operated in partnership with other local or national reading, tutoring or mentoring programs? (If so, please describe and list your partners.)

4. Is your program currently receiving or expecting to receive books from other book distribution organizations? If so, how many books will your program receive, what time period will the donation cover?

Yes, we are currently receiving donations of new books from other organizations.

Please state the number of books you will be receiving.

No, we do not currently receive donations of new books from other organizations.

5. Have you ever received a First Book grant?

Yes

No

6. a. What percentage of children in your program are from low-income households?

_____ %

- b. What criteria does your program use to determine the economic need of the children you serve?

(e.g. Children participating in program receive free or reduced-price lunch.)

7. What is the primary focus of your program?

Child Care

Reading/Education

Community Center

Shelter

Health Services

Tutoring/Mentoring

Library

Other (please describe)

First Book Grant Application (cont.)

8. First Book requires programs receiving a First Book book grant to distribute books to children at least every 6-8 weeks. (Ideally, each child will receive one book every month.) There is not a maximum number of book distributions. Please complete this table to calculate the number of books your program is requesting according to the reading level(s) of children in your program. In Column B, write the number of children in your program at each reading level. Write the number of books for each child in Column C. Finally, multiply Column B and Column C to calculate total number of books requested for each reading level. Write that number in Column D. Use the last "Total" row to calculate the total number of children in Column B and the requested books in Column D.

Column A Reading Level	B Number of Children	C Number of books per child (ideally 12)	D Total
Pre-Kindergarten			
Kindergarten through 1st Grade			
2nd through 3rd Grade			
4th through 6th Grade			
7th Grade and higher			
TOTAL			

Please submit a letter from the IRS stating your 501(c)(3) tax status and your most recent annual financial statement (audited, if available).

Please read the following carefully and sign. Your signature indicates that you adhere to the following:

- My organization, _____, does not discriminate against individuals based on race, gender, sexual orientation, national origin, religion or physical or mental disability.
- The books received through this grant will not be resold or distributed outside of the parameters of this grant.
- I understand that the books received through this grant are to become the personal property of the children participating in the program.
- I understand that I must complete a mid-grant report form and return it to the First Book Advisory Board.
- I understand that if this program is selected for a First Book book grant, the program's name may be used in First Book materials, including but not limited to the First Book website, www.firstbook.org
- All the information I have presented in this grant is true to the best of my knowledge.

Signature _____ Date _____

Print Name _____

First Book Grant Application (cont.)

RECIPIENT GROUP SURVEY (OPTIONAL)

Applicants are not required to answer the following questions, but the information is helpful to improve First Book's service to programs like yours.

1. What percentage of children in your program are:
 American Indian or Alaska Native Asian
 Black or African American Hispanic or Latino
 Multi-racial Native Hawaiian or Other Pacific Islander
 White Other
2. Do you have use for bilingual books or books written in languages other than English?
 Yes (Please note the languages.)

 No
3. Does your program have a need for volunteers? If so, how should potential volunteers contact your agency?
4. First Book is always investigating ways to provide needed materials to eligible programs. Does your program have a need for art supplies? Computer software? Other materials? If so, please specify the type of materials. (Please note First Book cannot guarantee the distribution of any of these materials.)
5. Does your program encourage and provide opportunities for your students to obtain a library card? If so, how?

To learn more about First Book and other possible book distributions in your area by the First Book National Book Bank, please visit www.firstbook.org. You are also welcome to call 866-READ NOW and leave a message and a member of our staff will contact you.

You are also invited to join the mailing list for notification about First Book National Book Bank's distributions at www.firstbook.org/get/nationalbookbank.shtml.