



Books for Ownership Grant Application Instructions

Section 1: General Program Information

- Date
- Applicant Organization Name
Please note, if you are a RIF site that is part of a larger multi-site RIF organization, only the RIF multi-site is eligible to apply.
- RIF Member ID #
- Applicant Organization Location (City, State)
- Applicant Contact Name
- Applicant Contact Phone
- Applicant Contact Email
- Grant Project Title
Please provide a name for your grant project (ex. The Washington, D.C. Literacy Initiative).
- Grant Amount Requested from RIF
Enter the amount of grant funding you are seeking from RIF.
- Overall Grant Project Budget
Enter your total project budget, including grant request and required matching funds, as also entered on your budget form.
- Project Timeframe
 - School year, after-school/out-of-school time, summer*Please select during which timeframe your proposed project will take place.*

Section 2: Site Information

- Number of Total Children to be Served
- Demographic Information of Children (Student population percentages of White, Black, Hispanic, Asian, American Indian/Alaska Native, and Native Hawaiian/Pacific Islander students)
Use the field in the online application to list the percentages for each student demographic in total across all of the sites you plan to serve with grant funding.
- Low-Income Details (Title I School, percentage of students qualifying for free and reduced lunch, or percentage of population living in poverty)
Clearly list which indicator you are providing here. Only one is required – Title I designation and/or percentage of students living in poverty, and/or percentage of students qualifying for free and reduced meals to demonstrate the need of the population.
- Number of Project Site(s)

Indicate across how many sites you plan to implement the Books for Ownership program with grant funding.

- Name of Each Project Site
List the name of each site where you plan to implement the Books for Ownership program with grant funding.

Section 3: Project Information

- Executive Summary (1-2 Sentences)
 - The executive summary should provide a brief overview of the intended use of the funds.
Provide an overarching statement(s) about the proposed project. For example, Apple Elementary will implement Books for Ownership with students grades K-5 in a high-need, rural community in State. Students will receive 4 books each and participate in literacy celebrations each fall and spring.
- Project Narrative (3-5 Sentences)
 - The project narrative is your opportunity to make your unique case for funding. Be sure to include an overview of the problem you are seeking to address and how you plan to address it with the Books for Ownership program.
Provide a brief description of the need in your community and the project plan.
- Project Details: Activities, Timeline (7-10 Sentences)
 - The project details should include an overview of your intended literacy activities, including motivational activities, the use of RIF resources (e.g. Literacy Central), and book distribution event(s)- including where, when, and number of books per child, etc. Please include a brief timeline of your planned activities.
Provide a details description of your planned activities- when and how any events, distributions, training, etc. will take place. Explain how the required Books for Ownership program parameters and activities will be incorporated into your project.
- Project Evaluation (3-5 sentences)
 - Please describe your evaluation measures (i.e. what does success look like to you?).
Provide detail on your project goals and outcomes and how you will measure them.
- Volunteer Engagement (3-5 Sentences)
 - Include an overview of how you plan to engage and utilize volunteers throughout implementation.
Indicate your plans for volunteer involvement including any recruitment and training that will take place and their roles.
- Sustainability Overview & Local Partners (3-5 sentences)
 - The sustainability overview should provide details on your organization's ability to raise local funds beyond the RIF matching funds and leverage local partners to support long-term literacy programming in future years. Be sure to include any local partner organizations or businesses that are providing implementation, volunteer, or funding support.

Describe any local organizations, partners and business you will partner with or will seek to partner with that will support the project (e.g. a community food bank to host the book distribution, a local Kiwanis Club that will volunteer, or a grocery store that will donate refreshments) or will help you extend the project in future years (e.g. a local bank that will provide funding for a future book distribution or the PTA that will fundraise for a future literacy celebration).

Section 4: Budget Information

- Budget Narrative (5-7 sentences)
 - Provide a brief overview of the planned uses for funding including book purchases, event supplies, refreshments, volunteer engagement, etc. *Detail the budget purposes and expenses in your budget chart (note: a grant budget spreadsheet template is provided), explaining how RIF funding and the local funding match will be spent.*
- Budget: Use the budget template provided to complete your RIF Books for Ownership grant budget chart and upload it to your application. **Grantees must match 100% of the funds requested.** When developing your budget, use the following formula:
 - (#students) x (#books) x (\$3 per book) = book budget

A sample budget is provided below as an example:

- *Apple Elementary plans to host 2 book distribution events providing 2 books total to each of 300 kids in grades 1-3.*
- *300 students x 2 books x \$3 = \$1,800 for student books.*
- *Apple Elementary will seek \$900 from RIF and identify \$900 in local matching funds.*
- *The local Junior League is also providing a \$500 grant to support their 2 book distribution events.*

	Amount	Source	Purpose/Expense(s)
RIF Funding Requested	\$900	RIF	Books for distribution
Local Funding Match (100% match)	\$900	Apple Elementary	Books for distribution
Other Funding	\$500	Junior League	Event décor and refreshments
Total	\$2,300		

Section 5: Submission

- Authorization & Submission