

**Grant Application**

**Eligibility**

To be eligible for a grant from Books for STL Kids, your program must be registered with First Book®. You can register at [www.firstbook.org/register](http://www.firstbook.org/register). The process is free and quick (5-10 minutes)!

Grant recipients are expected to:

* serve at least 70% of children from low-income families, or are a Title 1 or Title 1 eligible school
* ensure the granted books become the personal property of the children in their program
* incorporate reading of the granted books into their program activities
* not discriminate against individuals based on race, gender, sexual orientation, national origin, religion or physical or mental disability
* submit a Grant Report within 6 months of receiving granted funds

**Grants**

Grants are provided either as credit to your account on the First Book Marketplace or in the form of books from the existing inventory of Books for STL Kids. The amount of the grant is determined by the request outlined in the application, the funds and books available, and the number of applications received.

**Application Submission**

Please fill out the following pages (either within the Word Document, added as notes in a PDF, or you can print and fill out by hand (then photograph or scan all pages to get a digital copy). Email the completed application and all required attachments to:

Betty Scott

Vice President of Grants, Books for STL Kids

grants@booksforstlkids.org

Only complete applications will be considered. Grant applications must be received by **June 30** for summer grant cycle and by **December 30** for winter grant cycle. You will be notified approximately 2-3 months after the application deadline.

Feel free to contact Betty Scott at 314-651-2841 or grants@booksforstlkids.org with any questions.

**Section I – The Basics**

Name of Organization/Program:

First Book ID #:

Contact Name:

Contact Title:

Mailing Address - Street:

Mailing Address - City, State, Zip Code:

Phone Number:

Email\* (required):

\*Please enter the email associated with your First Book account

Have you received a book grant in the past, either through Books for STL Kids or First Book – St Louis? If so, when?

Have you participated in any Books for STL Kids’ programs? (i.e. The Largest Book Party) If so, when?

How would you like to be notified of the grant application decision? (Email or US Postal Mail).

**Heads up!** If you are a grant recipient, we ask that you complete a Grant Report as a follow-up within 6 months of receiving your grant. This is so we can make sure the funds have been used according to the guidelines – we also like to hear feedback about the process, and hear what types of books your children were interested in. By submitting this application, you are agreeing to complete this follow-up report.

*Continued on the next page…*

**Section II – Your Program**

Briefly describe the history of your organization/program.

Which of the following categories most accurately describes your program?

Mark all that apply.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Afterschool |  |  | Home Visits |  |  | School-based |
|  | Child care |  |  | Library |  |  | Shelter |
|  | Community Center |  |  | Parent education |  |  | Tutoring / mentoring |
|  | Health services |  |  | Preschool / early education |  |  | Other (describe below) |

Do you use bilingual books or books written in languages other than English? If so, what languages? And approximately how many children in your program use books in these languages?

**Optional**: What is the approximate breakdown (percentage) of the children in your program?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | American Indian or Alaska Native |  |  | Multi-racial |
|  | Asian |  |  | Native Hawaiian or Other Pacific Islander |
|  | Black or African American |  |  | White |
|  | Hispanic or Latino |  |  | Other (describe below) |

In your program, are there volunteer opportunities available for Books for STL Kids board members and our trusted volunteers? (i.e. reading aloud to the kids, sorting supplies, acting as chaperone). If so, please also provide contact information for coordinating volunteer efforts with your program.

*Continued on the next page…*

**Section III – Reading Requirement**

Describe the literacy component of your program – how does reading factor into your activities or goals?

If you receive a grant, how would you integrate the books into your program activities?

Mark all that apply.

\_\_\_\_ Adults reading with children one-on-one

\_\_\_\_ Encourage children to read independently

\_\_\_\_ Teach parents how to read with their children

\_\_\_\_ Organize groups or pairs in which same-age children read to each other

\_\_\_\_ Pair older children with younger children to read together

\_\_\_\_ Host a Story Time (reading books aloud to a group)

\_\_\_\_ Design a curriculum unit around the books

\_\_\_\_ Foster a love of reading by selecting books that appeal to individual children’s interest

\_\_\_\_ Tutoring (i.e. reading comprehension)

\_\_\_\_ Other (describe in the next question)

Describe your plan in more detail. How will the books improve the overall quality of your program and the educational opportunities you offer?

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**Section IV – Low-income & Personal Property Requirements**

Organizations applying for grants from Books for STL Kids are required to serve programs where at least 70% of the children in the program come from low-income families, or the program is a Title 1 or Title 1 eligible school.

What percentage of children in your program**who will receive books** are from low-income households?

What criteria does your program use to determine the economic need of the children you serve? (i.e. children participating in the program receive free or reduced-price lunch.)

Organizations applying for grants from Books for STL Kids are required to ensure that the books received through the grant become the personal property of the children participating in the program and that the books will go home with the children.

How will you ensure that the granted books become the personal property of the children enrolled in your program? (Meaning the children take their new books home, and are able to keep them there indefinitely).

If you are a grant recipient, when would you plan on ordering and distributing books received? (You would receive the grant approximately 2-3 months after the grant deadline and are expected to submit a grant report 6 months after receiving).

Do you have a plan or procedure for recognizing a grant from Books for STL Kids? If so, please describe.

*Continued on the next page…*

**Section V – The Fun Part: the Book Request!**

Please fill out the table below to calculate the number of books your program is requesting according to the **reading level(s)** of the children in your program (reading level does not always align to age or grade level, do your best to estimate the accurate reading level).

1. In column B, write the number of children in your program at each reading level that will be receiving books.
2. In column C, write the number of books you would like to give each child.
3. In column D, multiply Column B and C to calculate the total number of books requested for each reading level.

**Note**: **Please only count the children in your program that will receive books.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A****Reading Level (approximate age)** | **B****Number of children** |  | **C****Number of books per child** |  | **D****Total number of books** |
| Pre-Kindergarten (birth – age 4) |  | \* |  | = |  |
| Kindergarten through 1st grade (ages 5-6) |  | \* |  | = |  |
| 2nd through 3rd grade (ages 7-8) |  | \* |  | = |  |
| 4th through 6th grade (ages 9-11) |  | \* |  | = |  |
| 7th grade and higher (ages 12+) |  | \* |  | = |  |
| **TOTAL** |  | \* |  | = |  |

Books for STL Kids often keeps an inventory of new books from collections throughout the year. If we are unable to fulfill your request with a monetary grant, would you accept new books from our inventory?

*Continued on the next page…*

**Section VI – Other Resources & Tax Information**

Books for STL Kids knows we cannot meet the needs of all our partner organizations by ourselves. We foster many partnerships in the St. Louis area, and are always searching for new ways to work together to make an impact in the community.

Does your program operate in partnership with other local or national reading, tutoring, or mentoring programs? If so, please describe.

Does your program currently receive or expect to receive books from another book distribution or organization? (Receiving additional funds or books will not disqualify you from this grant.) If yes, how many books will your program receive and what time period will the donations cover?

Does your program have tax-exempt status? If so, please answer the following questions and **attach proof of tax-exempt status** with submission of this application.

Has your program received tax-exempt status from the government? If so, list your federal tax-exempt identification number.

Has your program received tax-exempt status from the state in which your program operates? If so, list your state tax-exempt identification number:

*You’re almost there, just one last page…*

**Section VI – Agreement & Signature**

Please read the following carefully, and then sign at the bottom of the page. Your signature indicates that you agree to each of the items below:

1. My organization does not discriminate against individuals based on race, gender, sexual orientation, national origin, religion or physical or mental disability.
2. The books received through this grant will not be resold or distributed outside of the parameters of this grant.
3. I understand that the books received through this grant are to become the personal property of the children participating in the program, and that the books will go home with the children.
4. I understand that I may receive books from two potential sources: in the form of credit for the First Book Marketplace or books from the existing inventory of Books for STL Kids. Depending on the source(s) of our books, my ability to select the books we receive may vary.
5. I understand that I must complete a Grant Report and submit to Books for STL Kids at the end of the 6 month grant period.
6. I understand that I must order all books within 6 months after granted funds are received.
7. I understand that if my program is selected for a Books for STL Kids grant, the program’s name may be used in Books for STL Kids materials, including but not limited to the Books for STL Kids Facebook page and website.
8. All the information I have presented in this grant is true to the best of my knowledge.

Signature:

Printed Name:

Date:

Thank you for your grant application!

We look forward to working with you.