

LITERACY GRANT PROGRAM

Altrusa International of Oak Ridge, Tennessee, Inc. Oak Ridge Breakfast Rotary Club

*Illiteracy is a problem that touches every aspect of life.
The person who cannot read cannot participate fully in the life of the community.*

Altrusa International of Oak Ridge, Tennessee, Inc., and the Oak Ridge Breakfast Rotary Club will host *Lunch 4 Literacy*, Tuesday, March, 21, 2017, 11:30 am, Oak Ridge High School Commons, Oak Ridge, Tennessee, to raise funds to support literacy efforts in Oak Ridge and Anderson and Roane Counties.

Grants support specific projects, programs, or activities that foster literacy. Application packages must be received by December 1, 2016. Notification of awards will be made no later than February 1, 2017. The funded projects, programs, and activities will be completed by December 31, 2017.

Organizations must complete and submit the attached Application Form and all required attachments to:

LITERACY GRANT APPLICATION
Rotary Club of Oak Ridge-Breakfast
PO Box 4164
Oak Ridge TN 37831
or
tonylester49@gmail.com

For additional instructions, review the Application Checklist at the end of the Application Form. Please contact Tony Lester (599-6967 or tonylester49@gmail.com) or Naomi Asher (483-8431 or Director@uwayac.org) if you need information not included in this package.

GUIDELINES

These funds will be allocated through a competitive process based on these guidelines.

1. Successful applications will propose specific projects, programs, or activities that will foster literacy.
By literacy, we mean a measurable improvement in reading, writing, numeration or other basic academic skills.
2. While successful applicants are eligible to apply for continued support, all applications will be for one year. All applications will be reviewed on their merits, and subsequent funding is not guaranteed.
3. Although each application will be considered on its own merits, the following types of grants will normally be precluded from the grant program.
 - a. General operating support
 - b. Capital fund campaigns
 - c. Endowments
 - d. Grants to individuals
 - e. Grants to religious groups
4. Grants will be made to community-based groups and organizations that meet the following criteria.
 - a. Are based in and/or have a local presence in a service area that includes Oak Ridge, Anderson County, and/or Roane County.
 - b. Directly serve people who live and/or work in the service area.
 - c. Have volunteers, members, and/or board members who live and/or work in the service area.
5. Applicant organizations/groups must be operated and organized so that they do not discriminate on the basis of race, religion, gender, age, national origin, or disabilities when they hire staff, let bids, or provide services.
6. If you applied for and received funds from this grant program the previous year, you must submit a project summary and report of effectiveness in order to be eligible for current funds.



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APPLICATION FORM

Please complete the following form and return with the required attachments to the address on the front page of the packet. Applications must be received by December 1, 2016. If a grant is awarded, a final report (narrative and financials) must be submitted within 30 days of the end of the project or by December 31, 2017, whichever date comes first.

SECTION I – COVER PAGE

Applicant Organization Contact Information

Name of Applicant Organization: _____

Mark one: 501(c)(3) No.: _____

Government Entity Other: _____

Mailing Address of Applicant Organization: _____

Director/President's Name and Title: _____

Contact – Phone: _____ Fax: _____ E-Mail: _____

Project, Program or Activity Contact Information – Complete if different from above

Group Name/Contact Person's Name and Title: _____

Mailing Address: _____

Contact – Phone: _____ Fax: _____ E-Mail: _____

AMOUNT REQUESTED: \$ _____ **PROJECT DURATION:** _____ **to** _____
(Start Date) (End Date)

In the space below, write a two- to three-sentence description of the project, program, or activity for which the funds are being requested.

Signature: _____
Authorized Official Title Date

Applicant Organization: _____

SECTION II – Grant Request Narrative

Please respond to the following, using no more than one page. Responses that exceed one page will not be considered.

List the name, address, phone number, and contact person of any partner organizations, groups, or consultants involved in this project, program, or activity who are NOT already named on the cover page.

Applicant Organization: _____

Please respond to the following, using no more than one page. Responses that exceed one page will not be considered.

- I. Applicant Organization. Briefly describe the Applicant Organization's history, purpose, and constituents or members. If the Applicant Organization is the Fiscal Sponsor, also provide a similar description of the organization that will provide the project, program, or activity.

Applicant Organization: _____

Please respond to the following, using no more than one page. Responses that exceed one page will not be considered.

II. Project Description. Briefly describe the project, program, or activity the grant will support.

Address these questions:

- A. What are your goals – what do you hope to achieve? Please state specific and measurable outcomes (e.g., number served, target/degree of skill improvement or academic performance, etc.).
- B. What is your plan and timeline to achieve these goals – what are the activities/tasks and when will you do them?
- C. Do you have other funding sources for the project?
- D. What would be the impact to your project if you only receive partial funding?

Applicant Organization: _____

Please respond to the following, using no more than one page. Responses that exceed one page will not be considered.

- III. Project Benefits. Briefly describe the benefits of the project, program, or activity. Address these questions.
- A. How will it affect literacy in the service area (Oak Ridge, Anderson/Roane counties)?
 - B. Who will benefit from it?
 - C. How will they benefit from it?
 - D. How will you evaluate, measure, or determine the success or outcomes?

Applicant Organization: _____

IV. Project Budget

Projected Expenses

	Grant Request	+	Other Expenses	=	Total Expenses
E1. Administrative & Salaries (Not to exceed 15% of request)	_____		_____		_____
E2. Outside Fees & Services	_____		_____		_____
E3. Travel Expenses	_____		_____		_____
E4. Equipment & Supplies	_____		_____		_____
E5. Other Expenses ¹	_____		_____		_____
E6. TOTAL EXPENSES*	_____		_____		_____

Projected Income

	Grant Request	+	Other Income	=	Total Income
I1. Earned Income (fees, tickets, etc.)			_____		_____
I2. Income from Contracts			_____		_____
I3. Foundation Grants			_____		_____
I4. Literacy Grant Funds (from above)			_____		_____
I5. Government Grants	(From Line E6 above)		_____		_____
I6. Other Contributions ²			_____		_____
I7. TOTAL INCOME*	(From Line E6 above)		_____		_____

**TOTAL EXPENSES AND TOTAL INCOME MUST BE THE SAME – BUDGET MUST BALANCE.*

¹ Describe Other Expenses on Line E5 _____

² Describe Other Income on Line I6 _____

In the space below, provide a brief explanation of the budget and explain specifically how the Literacy Grant funds will be used. List the sources of any additional income to be used.

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Application Checklist

Your package must be received by December 1, 2016. Late or incomplete applications will not be considered or returned.

Submit the items listed below to:

LITERACY GRANT APPLICATION
Rotary Club of Oak Ridge-Breakfast
PO Box 4164
Oak Ridge TN 37831
or
tonylester49@gmail.com

- The completed Application Form with an original signature
- One copy of the following documents, attached to the Application Form that bears the original signature.
 - The Applicant Organization's 501(c)(3) tax-exempt determination letter from the IRS, if applicable.
 - The Applicant Organization's annual operating budget (applies to non-governmental agencies only).
 - The Applicant Organization's most recent audit or financial statement (applies to non-governmental agencies only).
 - The Applicant Organization's list of board and key staff members and/or key volunteer leaders.
 - A letter from the Applicant Organization that indicates its agreement to accept, monitor, and account for the grant and any matching funds obtained.
 - Any brochure or supplementary material that briefly describes the Applicant Organization and/or the proposed project, program, or activity.