



A Tribute to Literacy



LITERACY GRANT APPLICATION

Sponsored by

ALTRUSA INTERNATIONAL OF OAK RIDGE

OAK RIDGE BREAKFAST ROTARY CLUB

- Complete and return by November 7, 2011
- Contact **Nicky Reynolds** at **865-482-7821** or nicky@oakridgevisitor.com

Altrusa International of Oak Ridge Oak Ridge Breakfast Rotary LITERACY GRANT PROGRAM

*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 and Oak Ridge Breakfast Rotary Club raise funds through a joint project each year to support literacy efforts in Oak Ridge and the surrounding areas.

Grants will support specific projects, programs, or activities that will foster literacy. Application packages must be received by November 7, 2011. Notification of awards will be made no later than December 1. The grants will fund projects, programs, and activities that take place between December 1 this year and November 30 next year.

Applicant organizations must complete the attached Application Form and submit the original and four copies of the form and all required attachments to:

LITERACY GRANT APPLICATION
Altrusa International of Oak Ridge and Oak Ridge Breakfast Rotary
P.O. Box 5763
Oak Ridge, TN 37831-5763

For additional instructions, review the Application Checklist at the end of the Application Form.

GUIDELINES

These funds will be allocated through a competitive process on the basis of the following guidelines:

- 1 Successful applications will propose specific projects, programs, or activities that will foster literacy.
- 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:
 - 1 General operating support
 - 2 Capital fund campaigns
 - 3 Endowments
 - 4 Grants to individuals
 - 5 Grants to religious groups
- 4 Grants will be made to community-based groups and organizations that are:
 - 1 Based in and/or have a local presence in a Service Area that includes Oak Ridge and/or Anderson and/or Roane counties.
 - 2 Directly serve people who live and/or work in the Service Area.
 - 3 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.

APPLICATION FORM

Please complete the following form and return FIVE copies and the required attachments to the address on the front page of the packet. APPLICATIONS MUST BE RECEIVED BY NOVEMBER 7, 2011.

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.

*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 1, 2012, whichever date comes first.

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. 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. Briefly describe the project, program, or activity the grant will support. Also address the following questions:
 - A. What are your goals – what do you hope to achieve?
 - B. What is your plan and timeline to achieve these goals – what are the activities/tasks and when will you do them?

Applicant Organization: _____

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

- III. Briefly describe the benefits of the project, program, or activity. Also address the following 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: _____

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)	_____		_____		_____
	(From Line E6. above)				
I5. Government Grants			_____		_____
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.

Applicant Organization: _____

Your package must be received by November 7, 2011.

Applications submitted by fax or e-mail will not be accepted.

Late or incomplete applications will not be considered or returned.

Please be sure that the following items in the specified number are submitted to the address on the first page of the application packet:

- The completed Application Form with an **original signature**

- Four additional **copies** of the Application Form, collated and stapled once at the top left of each copy.

- One copy of the following, 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
 - The Applicant Organization's most recent audit or financial statement
 - 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