

2019 Summer Family Reading Celebration Application Questions

Page 1 - Introduction

- **I have read the application guidelines and understand the eligibility requirements.** (required checkbox)
- **How did you hear about this grant opportunity?** This information will help us improve our outreach and bring this program to more schools and community organizations.
- **Is this your organization's first time applying for a mini grant from the Oakland Literacy Coalition?** (For either the school year or summer grant cycles.)
 - Yes, this is our first time applying
 - No, my organization has applied before

Page 2 – Applicant Information

Applicant Information

Please select the type of organization for the lead/primary applicant in order to access the proper set of application questions.

Please feel free to call (510) 280-3547 if you have any questions about which applicant type to select and we'll be happy to assist you.

Applicant Type: Please select the type of organization for the lead/primary applicant in order to access the proper set of application questions.

- Oakland Unified School District (OUSD) Elementary School
- Oakland Public Charter Elementary School
 - Elementary Schools will need a nonprofit partner to receive funds
- Oakland Unified School District (OUSD) Preschool or Child Development Center
- Community-Based Preschool (e.g. Head Start)
- Nonprofit or Community-Based Organization

Organization Information

- **Organization Name:** provide Organization name
- **Organization Address** Please list the address where the grant check should be mailed if your application is approved. *This may be different than the address of the location where the project will be held.*
- **Organization Tax ID Number** We use this to verify your 501(c)3 tax exempt status
- **Program Description** Please briefly describe the focus of your summer programming and core activities.
- **What percentage of students are from low-income families/qualify for free or reduced price lunch?** Must be at least 50% to qualify for a grant.
- **Please select the type of location where your Summer Reading Grant project will take place**

- Your organization’s facility in Oakland
- A partnering Oakland public elementary school (district or charter)
- A partnering Oakland preschool or child development center
- A partnering community center (such as a library or park)
 - Event Location Name (Please name the specific site where your project will be held - for example, the name of your facility or the specific library branch)
 - Event Location Address

Page 3 – Primary Contact Information

Please share the contact information for the person who will serve as the primary point of contact for communications about your grant. We will reach out to this person if we have questions about your application and they will be notified about the funding decision. If awarded a grant, this person will receive the instructions to submit the grant report.

- **First Name**
- **Last Name**
- **Title**
- **Organization Name**
- **Work Phone Number**
- **Email Address**

Page 4– Project Details

- **Summer Reading Project Title** please share a brief title for the grant project you are proposing (e.g. Weekly Book Club or Summer Literacy Carnival)
- **Summer Reading Grant Project Date** (mm/dd/yyyy): For one-time events, please share your proposed date. For recurring events, please provide the *last* day of anticipated activities. This can be a tentative date subject to rescheduling as needed. **Please note that the project must be completed within the timeframe of your organization's 2019 summer programming.**
- **Total number students enrolled?** Please share the total number of students you will enroll in your summer programs (NOTE: multi-site organizations, please list the total students for the specific site for which you are applying.)
- **Which ages/grade level(s) will be invited to participate in the proposed grant project?** (select all that apply)
 - Infants (under 12 months)
 - Toddlers (1-3 years)
 - Preschool/Prekindergarten (4-5 years)
 - Transitional Kindergarten
 - Kindergarten
 - 1st grade
 - 2nd grade
 - 3rd grade

- 4th grade
- 5th grade
- Secondary students (middle/high school)
- **How many children do you plan to have participate in the proposed grant project?** We understand that actual participation can be hard to anticipate, this number will help us understand the size and scope of the project you are planning.
- **How many parents/caregivers do you plan to have participate in your proposed grant project?** We understand that actual participation can be hard to anticipate, this number will help us understand the size and scope of the project you are planning.
- **Summer Reading Project Goals** In no more than one (1) paragraph, please specify how your grant project will promote families reading together for fun over the summer break.
- **Project Activities & Timeline** Please briefly describe your proposed activities and timeline for the grant project. If you are planning to hold a series of activities, please be sure to describe how many events you are anticipating over what length of time. If you are applying to host a one-time event, please include a brief description of the agenda.
- **Event Promotion** Briefly describe your plan for promoting the event to families and the community.
- **Leadership Support** If you are not the principal or director of your school, preschool, or community-based organization, is the leader aware and supportive of the project outlined in this grant proposal?
 - Yes
 - No
- **Book Giveaway** Do you agree to give every participating child at least one book to keep as part of your grant project?
 - Yes
 - No
- **Do you commit to reporting back to us on your Summer Reading Mini Grant Project?** Recipients will be asked to submit a short write-up within 1 month of completing your project, which will include providing a few pictures (with photo releases) and sharing the final budget, number of participants (students and parents), and the number of books distributed.
 - Yes
 - No

Page 5– Project Budget and Grant Amount

Please list the anticipated budget for your Summer Reading Project using the following categories as applicable. Please enter "0" for categories you will not be using.

- **Applications will be prioritized that demonstrate how funds will be used to promote reading and connect children and families with resources.** Applicants should consider the number of participants while developing the project budget. Successful grantees from prior years have used funds to bring in new, high-quality books, presenters/entertainers, and the unique professional resources to lead parent workshops or model reading strategies.

- **Organizations are eligible to apply for a grant of up to \$1,000.** If your event budget is over this amount and you plan to use additional outside resources, please use the final question to describe where you will secure these funds.
 - **The breakdown of the budget can change later we need an estimate in order to award the appropriate amount of funds**
 - **Food:** (Please enter an anticipated dollar amount)
 - **Books:** (Please enter an anticipated dollar amount)
 - **Supplies:** (Please enter an anticipated dollar amount)
 - **Workshop Presenters/Entertainment:** (Please enter an anticipated dollar amount)
 - **Workshop/Entertainment Description:** Please describe what kind of workshop or entertainment you plan to provide using the grant funds.
 - **Raffle Prizes:** (Please enter an anticipated dollar amount)
 - **Other Expenses:** (Please enter an anticipated dollar amount)
 - **Other Expenses Description:** (Please describe any additional expenses)
- **Total Event Budget:** (Will automatically total the above budget amounts)
- **Grant Amount Requested:** (Must not exceed \$1,000)
- **Source of Additional Funding:** If your event budget is over \$1,000, please describe where you will secure the additional funds.

Page 6 - Nonprofit Documentation & Confirmation

- **If you are applying as a community-based organization, please upload a copy of your IRS determination letter verifying your 501(c)3 status.** *Schools and preschools do not need to complete this step.*

By signing below, I certify all information in this application is true and correct to the best of my knowledge. (Please enter your full name.)