



## ***Let's Read Fund*** **Request for Proposals** **Application Deadline: March 16, 2009**

**Let's Read**, an initiative of The Community Foundation of Southeastern Connecticut, is seeking proposals from schools, libraries, and non-profit organizations to promote literacy and the love of reading. **Successful proposals will address an identified literacy need and will emphasize one or more of the following areas:**

- Fostering the development of reading, writing, listening and/or speaking skills as a path to success in life
- Motivating young people and families to read for enjoyment
- Nurturing relationships between young people and their parents or mentors through reading and conversations about books
- Building organizational capacity to achieve literacy goals

Applications will be accepted from organizations that serve residents of the following towns: East Lyme, Groton, Ledyard, Lyme, Montville, New London, North Stonington, Old Lyme, Salem, Stonington and Waterford.

The Community Foundation of Southeastern Connecticut began offering grants for literacy programs in 2003. To date, the Foundation has awarded 99 literacy-focused grants, totaling more than \$292,000 and reaching an estimated 6,000 children and their families.

The Foundation is pleased to announce funding available for projects to be implemented between June 2009 and June 2010. Grants will be considered in any amount up to \$4,000. Grant applications must be postmarked no later than March 16, 2009. Recipients will be announced in early May 2009. Grant recipients must submit a grant evaluation report to The Community Foundation by February 15, 2010.

Applicants are strongly encouraged to contact Alison Woods at the Community Foundation to discuss proposals prior to submission. She can be reached at 860-442-3572 or [alison@cfsect.org](mailto:alison@cfsect.org).

***NOTE: Only one application will be accepted from each school in our 11-town region. The building principal's signature will be required on the application.***

**Community Foundation of Southeastern Connecticut**  
**147 State Street, New London, CT 06320**  
**860-442-3572    [www.cfsect.org](http://www.cfsect.org)**

# Let's Read Fund Grant Application Instructions

Organize your application as outlined below. Answer all questions clearly and completely. Do not assume the review committee knows anything about your project or organization. Focus on the purpose of your project and how it will "make a difference" for those involved. **Grant applications must be postmarked no later than Monday, March 16, 2009.** Late applications will not be considered. **Send the complete original proposal PLUS three (3) additional copies of the cover sheet and narrative, and 1 (one) additional copy of attachment.**

Please note that the review committee may request a phone interview or site visit before making a decision. In addition, each grantee will receive a site visit during the program year and be required to submit a written evaluation report by February 15, 2010. (An outline will be provided.)

## A. GRANT APPLICATION COVER SHEET

Provide all information requested. Include a brief summary of your request and anticipated outcomes or impact. Attach this sheet to the front of your proposal.

## B. PROPOSAL NARRATIVE

On separate sheets of paper, respond to #1-6 below. **Do not exceed three (3) pages for this section.**

### 1. Describe the proposed project.

*Provide a unified, realistic view of the total project and its specific desired results. Include how the project will be administered (activities and methods, preliminary timeline, personnel or volunteers involved, any materials/resources to be funded) and how it will produce the desired results.*

### 2. Why is this project needed?

*Include any data or observations regarding the need for the project. How and why is this project important or unique? Why will it be effective?*

### 3. Who are the people who will benefit most from the project?

*Identify each target group. Who are they? Provide the number of people served, demographics, geographic location, etc.*

### 4. What specifically will change for those served by this project?

*Describe in terms of short and/or long term changes in behavior, achievement, quality of life. How will this project "make a difference" for those involved?*

### 5. How will you know the project is successful?

*Provide a realistic and appropriate plan for determining the impact of the project. Identify specific evaluation and reporting tools.*

### 6. If applicable, who are your partners or collaborators in this project?

*Describe each partner's role and contribution.*

## C. ATTACHMENTS

1. **Project budget** (include other anticipated sources of funding).
2. **Organizational budget for current fiscal year\***
3. **Most recent annual financial statement** (audited, if available)\*
4. **IRS letter certifying tax exemption status\***
5. **Current board membership list** (if applicable)
6. **Letters of agreement** (for collaborative proposals)

\* public schools and libraries excluded

