



THE COMMUNITY FOUNDATION
of Southeastern Connecticut



LET'S READ REQUEST FOR PROPOSALS

Let's Read, an initiative of The Community Foundation of Southeastern Connecticut, is seeking proposals from libraries, schools and non-profits to promote literacy and the love of reading and learning in children.

In response to feedback from educators and donors, the Community Foundation of Southeastern Connecticut began offering grants for literacy programs in 2003. To date, the Foundation has made 67 grants for innovative programs, totaling more than \$165,000 and reaching an estimated 6,000 children.

The Foundation is pleased to announce grant funding available for 2007. We encourage requests from organizations that promote reading to, with and by children, birth to 18, in southeastern Connecticut. Grant awards will range from \$2,500 to \$10,000. Recipients will be announced in May 2007.

Grants will be awarded to libraries, schools and non-profit organizations. Applicants must serve youth in one or more of the following towns: East Lyme, Groton, Ledyard, Lyme, Waterford, New London, Montville, North Stonington, Old Lyme, Salem, and Stonington.

Preference will be given to those proposals that:

- Make reading cool! Generate the motivation to read among our youth;
- Foster life-long reading skills as a path to success in life;
- Address family literacy and create nurturing relationships between kids and their parents or mentors around reading;
- target disadvantaged or under-served audiences.

Please note that only one application will be accepted from each individual school in our 11-town region. A principal's signature will be required on the application.

PROPOSAL DUE DATE: March 15, 2007

We encourage you to contact Alison Woods at The Community Foundation, to discuss your proposal ideas. You may reach her at 442-3572 or alison@cfsect.org.

A Foundation for Charitable Giving

147 State Street

P.O. Box 769

New London, CT 06320

(860) 442-3572

FAX (860) 442-0584

www.cfsect.org

LET'S READ GRANT PROPOSAL NARRATIVE

A. PROPOSAL NARRATIVE: *Please provide the following information in no more than 3 pages.*

1. Statement of need for your proposed project and target population to benefit.
2. Description of project goals, objective, and activities.
3. Anticipated outcomes.
4. Plans for evaluation.

B. ATTACHMENTS: *Please provide the dates each document covers.*

1. Project budget (including other anticipated sources of funding).
2. Organizational budget for current fiscal year
3. Most recent annual financial statement, audited, if available (schools and libraries excluded if part of town budget)
4. IRS letter certifying tax exemption status (if a non-profit organization)
5. Current board membership list
6. Letters of agreement if this is a collaborative proposal

IMPORTANT: PLEASE SEND FOUR (4) COPIES (ORIGINAL PLUS THREE) OF THE COVER SHEET AND NARRATIVE AND ONE (1) COPY OF ALL ATTACHMENTS.

LET'S READ GRANT PROPOSAL COVER SHEET

Organization

Phone (for contact person)

Address (street, city, zip)

Contact person & title

E-mail address

Geographic area served by program

served annually in proposed program

Amount of request

Program Name

Brief summary of request and anticipated impact (**must be completed**):

Signature of Director/Principal

Date

CFSECT Tips for Let's Read Grantseekers

Getting started:

- Focus on your program's purpose or your organization's core mission, then seek appropriate funding sources.
- Look for grant opportunities that align with your mission or program purpose.
- Talk to the Foundation's staff with your ideas. This can save you time and help shape your proposal.
- Look for funding from a variety of sources.
- Make sure you have completed any outstanding grant reports (we will not fund an organization with a delinquent grant report).

Grant process:

- All grant applications are reviewed by a committee of volunteers as well as Foundation staff.
- Site visits or phone interviews may be requested during the review process.
- The grant process will take several weeks. Grants will be made for programs to be implemented after May 2007; we do not fund retroactively.

Using the guidelines:

- Answer all questions asked.
- Adhere to deadlines. Late applications will not be considered.
- Complete all sections in full; be sure to include the proposal cover sheet page.
- Provide all requested documentation, including letters of agreement if working with another organization.

Writing your proposal:

- Do not assume the reader knows anything about your program, even if you have spoken to the Foundation staff. Proposals are reviewed by a committee of community volunteers.
- Demonstrate that your proposal meets one or more of the literacy objectives listed in the request for proposals. Priority will be given to programs that go beyond offering a child a book.
- We suggest that you have another person proofread your proposal before mailing.

Evaluation:

- Focus on how your program will change lives rather than just numbers served.
- Remember: outcomes are measured by characteristics that tell whether change has occurred. These indicators are concrete, objective and demonstrate that a specific change has taken place. To be useful, they must be countable or observable.

Planning for a site visit:

- Show the grants committee member what you do. Try to schedule visits when activities are in progress.
- Be prepared to answer specific questions about the program.
- Include program staff and/or board members in the site visit.

Budget:

- Make sure budget items are well-defined for a clear understanding of how the grant will be spent.
- Examine all expenses to ensure cost effectiveness.
- If you are using a fiscal agent, the Foundation holds that agent responsible for proper use of grant funds.