

Salem Rotary Literacy Grants

GUIDELINES FOR APPLICATIONS

The Salem Rotary Literacy Committee has funds available for smaller projects or existing programs that promote increased literacy and/or reading skills for at-risk children within Salem and surrounding communities. Grants from the Salem Rotary Literacy Committee will generally range between \$500 to \$2,500. The average grant size is \$750. Interested applicants should submit requests for projects focused on literacy or the betterment of those skills performed by Salem area non-profit organizations. International literacy projects will also be considered.

Applications must be presented to the Salem Rotary literacy committee in writing and sent by email to salemrotaryliteracy@gmail.com.

There will be one round of awards. Deadline for the Spring 2019 grant award: **applications must be emailed by December 15, 2018**. Applicants will be notified no later than March 2019 if their funding request has been granted.

Examples of the purposes for which grants are typically made: augment existing non-profit libraries, native and/or non-native language focused books, and the acquisition of equipment or supplies for literacy development.

Grants generally **will not** be made for individuals, general administrative or operating expenses, or to retire financial debt. In order to stretch our resources, organizations that receive funding will typically not receive funds the following year.

APPLICATIONS SHOULD INCLUDE:

- **A narrative proposal** (no more than one page total) describing the applicant organization and the project; including description of the persons or groups to be served. The narrative should also include: the number of citizens potentially served by the project. If purchasing books, how many books do you plan to purchase? If not purchasing books, please describe your literacy activity. If we are unable to fully fund your request, will you proceed with the project?
- **A detailed budget for the proposed project**, the grant amount sought from the committee, and the date the funds will be needed.
- **A list of the other sources** being approached for the project and the amounts requested from each. If none, please so indicate.
- Are there **other organizations that you do or will collaborate with on this project?** If so, please list those groups your organization is working with on the project for which you are requesting funds.
- **A copy of the applicant's most recent determination letter from the Internal Revenue Service** reflecting tax exemption under Section 501(c)(3) of the Internal Revenue Code.
- If funded, please be prepared to **provide a report** detailing how Rotary Literacy funds were used, share project successes, and provide photos (if appropriate) to be used on social media.

Please direct any questions to Jenn Columbus, Salem Rotary Literacy Committee Chair at jenncolumbus@gmail.com.

Thank you for applying for a grant from the Salem Rotary Literacy Committee!