

SPECIFIC REQUIREMENTS FOR FRRL COMMUNITY LITERACY GRANT PROPOSALS

Deadline

All applications must be received by January 11, 2023.

Grant recipients will be notified no later than March 2023.

Who can apply?

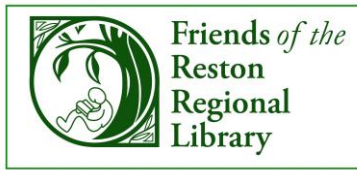
- Registered non-profits. Must have filed a 990 within most recent tax year. (multiple years preferred) Must provide a copy to FRRL with your application.
- Priority given to local organizations. In order of preference: Reston or Herndon VA, greater Fairfax County, communities in VA with poverty rates greater than 8%, communities in MD or DC with poverty rates >8%.
- Organizations applying must be locally/independently operated. Grants will not be given to a national organization or to local orgs participating in or under a national organization's program. (Make-A-Wish, Dolly Parton, First Book, etc.)
- Other Fairfax County Public Library Friends groups are not eligible.

What are the funding requirements and parameters?

- Funding requests must be for a minimum of \$5K, and a max of \$30K (for grants over \$15,000, or for those of increased complexity, FRRL reserves the right to distribute funding over multiple payments).
- Funding must be used within 1 calendar year of grant award.
- Organization must be literacy focused. It can have other outcomes, but literacy must be the primary objective.
- Funding can be used in combination with other funds, but funding cannot be necessary to acquire other funds to complete the proposed project.
 - (e.g. ○ YES: Org has \$25K but needs 50. FRRL gives \$25K to get org to total necessary funding.
 - NO: Org needs \$50K and asks FRRL for \$25K, and then plans to raise the other \$25K.)
- Overhead/consumables costs must make up no more than 15% of total requested funds.

What if we have questions?

If you have any questions during the application process, please contact the Friends of the Reston Regional Library via email at restonfriendspr@gmail.com . Include the name and phone number of a point of contact from your organization. Please make sure you have read the entire application package before you contact us.



APPLICATION FOR 2023 COMMUNITY LITERACY GRANT

1. Organization Details

Full Organization Name		
Operational/Nickname if different		
EIN		
Mailing Address		
Phone		
Website		
Number of Employees		
Date Incorporated		
External Rankings: Does this organization have a ranking on Charity Navigator (or a similar external assessment)?	Y/N	If Yes, what is your ranking?

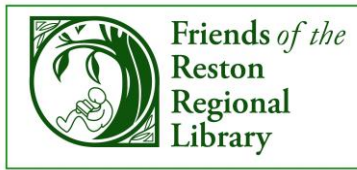
2. Points of Contact

	A. Person Completing Application	B. Project Director (if different)
Office Mailing Address		
Office Phone		
Mobile Phone		
Email:		

3. Program Details

Complete all of the following sections. If you need more room, please attach additional pages.

Project Name:
Summary: Include a brief summary of who, what, where, when and how. Indicate how many people will benefit.



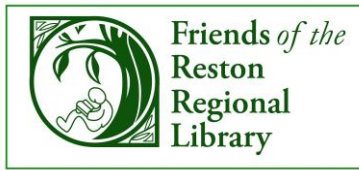
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Rationale: What are the needs, problems, and concerns for this community project? Explain why you feel the program is necessary, and why it is exemplary or unique compared to other programs in the area.

Plan: Describe the planning process and collaborative relationships involved. If participants from other organizations are required to be involved, explain their roles. How will program be conducted; include timeline/calendar for completing each phase of project, milestones for reporting your progress to FRRL, *and any phases or items that are dependent, e.g., “we cannot complete B until we complete A”*; what are possibilities for local continuation of project after the implementation period; how can someone else replicate this project?

Standards: Describe the relationship of the program or program series to the standards of one or more recognized organizations related to literacy, such as the Commonwealth of VA Standards of Learning, the Department of Education guidelines for literacy instruction, the VA State Readers Association, etc. State how any of these standards were incorporated into the program.

Anticipated Results: What are expected results of this project; How will you determine success of project?



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<p>Budget: Attach an itemized account of planned expenditures and spending schedule (must include costs of any items to be purchased, and name(s) of suppliers; if books, include genres of books; include a schedule for spending reports – including, “halfway through spending the grant,” “project completion and total accounting report”).</p>
<p>Notes on budget:</p> <ul style="list-style-type: none"> • funding requests must be for a minimum of \$5K, and a max of \$30K (grants of \$15K or greater may be distributed via multiple payments) • funding must be used within 1 calendar year of grant award. • funding can be used in combination with other funds, but funding cannot be necessary to acquire other funds to complete the proposed project <ul style="list-style-type: none"> o (e.g. YES: <i>Org has \$25K but needs 50. FRRL gives \$25K to get org to total necessary funding.</i> o NO: <i>Org needs \$50K and asks FRRL for \$25K, and then plans to raise the other \$25K.</i>) • overhead/consumables costs must make up no more than 15% of the total requested funds • In addition to halfway- and final-completion spending reports, FRRL reserves the right to request interim spending reports or accounting
<p>Sponsorship acknowledgement: Describe briefly how and where you will refer to the grant, e.g., “funding provided by FRRL” or “Thanks to a grant from FRRL”, etc.</p>

4. Supporting Materials

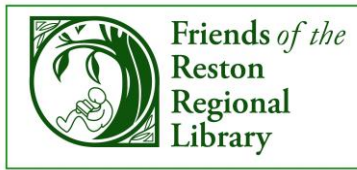
A. Letters of Support

Include letters of support for your application. Two letters of support are required. These may come from a teacher, librarian, or school administrator; a representative of another community organization; a past participant; or another relevant reference. Applicants may include up to four letters of support.

B. Attachments

For programs that are already in place or that are planned but have not yet occurred, provide up to five artifacts of the program. Artifacts must be from programs conducted between 2020 and 2022. Artifacts may include:

- Photographs
- Newsletter articles
- Handouts, worksheets, other materials
- PowerPoint slides
- Program flyers
- Examples of participant-produced work
- Posters
- Book lists
- links to videos (YouTube, etc.) about the program.



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5. Certify Authorization to Submit Application

FRRL asks applicants to identify **two** certifying officials authorized to submit applications on behalf of the organization. Two signatories are required to increase accountability in case one party should leave the organization before the project is complete.

A certifying official can be an employee, board member, or organizational leader, so long as they are responsible for administering / utilizing grants, awards, funding, etc. at your organization.

Signature	Signature
Printed Name	Printed Name
Title	Title
Role on Project	Role on Project
Date	Date

6. Application Package Submission checklist

All applications must be received by January 11, 2023

Submit applications and any attachments in Adobe Acrobat / PDF format .

Submit via email to RestonFriendsPR@gmail.com .

<i>Must have all of the following in order to be considered for the grant:</i>	
Application Sections 1-6 complete?	
Itemized account of planned expenditures ?	
Spending schedule included?	
Two Letters of Support Included?	
Additional Artifacts Included (if available)?	
Copy of 990 included?	
All files are in Adobe Acrobat/PDF?	