

2010 GRANT APPLICATION FORM

Deadline for Submissions: Friday, February 12, 2010. Applications must be in the Foundation office this date.

GRANT STRUCTURE

Grant monies are to purchase new books & education resources and to support literacy projects & learning opportunities for the students and teachers. All successful grant recipients will receive funding over a three year period in the following way:

- **90%** of the funding is set up as a corporate account to buy books and resources from Indigo Books & Music Inc. Indigo donates the profits from these sales back to the Foundation.
- **10%** of the funding is cash for special literacy events or initiatives to stir the imagination of the children, helping them get excited about learning.

SUBMISSION GUIDELINES

The Indigo Love of Reading Foundation receives hundreds of submissions from high-needs elementary schools across Canada. Your submission is the only way for our committee to gain a full understanding of your school and its degree of need. Please ensure that all sections are completed to maximize the impact of your submission.

Before you start your grant application read the submission guidelines:

- This grant is **ONLY for provincially funded elementary schools**. Only students in grades between Junior Kindergarten (**JK**) to Grade Eight (**8**) can benefit from the grant.
- The grant **CANNOT** be used to pay for salaries, capital investments (playgrounds, building additional rooms, etc.) or textbooks.
- Applications must be a maximum of **10 pages, single-sided**, stapled or bound
- Number each page
- Bibliographical references for all data must be provided.
- Late submissions will **not** be accepted. All applications must be received by **Friday, February 12, 2010**.
- Submitting a creative piece with your application is not mandatory. If you include one we will consider its creative expression of the application.

SUBMISSION CHECKLIST

Only submissions that include the following will be considered:

- ü All sections completed: School Information (page 2) & sections A to D are mandatory.
- ü All supporting documentation is provided and clearly identified
 - ü The school name and address on each piece of your submission.
 - ü Number each piece. For example, if your school submission is three pieces, number each as 1 of 3, 2 of 3, and 3 of 3.
- ü All bibliographical information (for statistics and facts) has been provided.

Submit your school's completed grant application by mail to:

Indigo Love of Reading Foundation,
Attention: Indigo Love of Reading Coordinator
468 King Street West, Suite 500
Toronto ON M5V 1L8

SCHOOL INFORMATION

Full Name of School: _____

Full Address of School:

No. & Street Name

City

Province

Postal Code

School Board or other Affiliation: _____

Grades: _____ **No. of students in eligible grade levels (K-8):** _____

Principal First & Last Name: _____

Area Code & Telephone: __ (_____) _____

Alternate Area Code & Telephone: __ (_____) _____

Area Code & Fax No: __ (_____) _____

Email: _____

(Please be sure to provide an **accurate** and **current** email address. Email will be the main method of communication between the Foundation and your school during the grant selection process.)

What percentage of your school is funded by the provincial government? _____ %

Have you previously applied for a grant? Yes No

If yes, indicate what year(s): _____

French speaking schools only: Do you have an English speaking staff member available for correspondence via phone? Yes No

In the event that your school is selected as a 2009 grant recipient, what store location would you like to be partnered with to make your in-store purchases?

Store: _____

Address: _____ **Approximate distance (km):** _____

How did you find out about the Indigo Love of Reading Foundation? (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Our website loveofreading.org | <input type="checkbox"/> School Board/Trustee |
| <input type="checkbox"/> Indigo website indigo.ca | <input type="checkbox"/> Adopt-a-School event in stores |
| <input type="checkbox"/> In store | <input type="checkbox"/> Other (please identify source): |
| <input type="checkbox"/> Charity Village website | _____ |
| <input type="checkbox"/> An Indigo Love of Reading School | |

SECTION A: HIGH NEEDS CRITERIA

15 MARKS

Please check the box that appropriately answers the following socio-economic questions. The first question is mandatory and must be answered. Then choose 4 from the second section.

MANDATORY:

Where does your school rank among provincial/ standardized test scores?	
0%-24% of province (4 th quartile)	Reference for comparative data.
25%-49% of province (3 rd quartile)	
50%-74% of province (2 nd quartile)	
75%-100% of province (1 st quartile)	

ANSWER 4 OF THE FOLLOWING 9 QUESTIONS:

1. Incidence of single parent families in your community.	
0-9%	Reference for comparative data.
10%-39%	
40%-69%	
70%-100%	

2. Level of parent education in your community.	
0%-24% have a high school diploma	Reference for comparative data.
25%-49% have a high school diploma	
50%-74% have a high school diploma	
75%-100% have a high school diploma	

3. Level of transience (no. of students changing year to year) at your school.	
0%-9%	Reference for comparative data.
10%-29%	
30%-44%	
45%-100%	

4. Average family income in your community relative to the provincial average.	
0%-9% less than provincial average	Common average household income: _____ Provincial average household income: _____
10%-29% less than provincial average	
30%-44% less than provincial average	
45%-100% less than provincial average	

5. Percentage of students that require English as a second language instruction (ESL)	
0%-9%	Reference for comparative data.
10%-19%	
20%-29%	
30%-100%	

6. Percentage of First Nations students	
0%-24%	Reference for comparative data.
25%-39%	
40%-59%	
60%-100%	

7. Percentage of students participating in breakfast/ lunch/snack program	
0-9%	How many students participate? _____
10%-24%	
25%-39%	
40%-100%	

8. Do you have a government designation? (i.e. Beacon School, OFIP, EDI, etc)	
Yes	If yes, what designation is it? _____
No	

9. Other socio-economic data (i.e. low income housing; dwelling type: rent vs. own home; social service interventions, etc)	
	Reference for comparative data.

SECTION B: LITERACY MANDATE

65 MARKS

Schools must demonstrate their commitment to an environment in which literacy is the focus through dedicated resources, programs and the principal's leadership.

LIBRARY STATUS

Please check the box that appropriately answers the following questions on your library's status.

1. What are your library hours?	
<input type="checkbox"/>	Full-time. Open 30 or more hours per week.
<input type="checkbox"/>	Part-time. Open 20-30 hours per week.
<input type="checkbox"/>	Part-time. Open 10-20 hours per week.
<input type="checkbox"/>	Open less than 10 hours per week or library not staffed or no central library.

2. What percentage of your school operating budget goes to the library? (Not including salaries, real estate, insurance, etc.)		
<input type="checkbox"/>	0%	School Budget: _____ Library Budget: _____
<input type="checkbox"/>	1%-19%	
<input type="checkbox"/>	20%-49%	
<input type="checkbox"/>	50%-100%	

3. What is the average dollar amount per student spent on books each year?	
<input type="checkbox"/>	\$0-\$10.00
<input type="checkbox"/>	\$11.00-\$20.00
<input type="checkbox"/>	\$21.00-\$30.00
<input type="checkbox"/>	\$31.00 or more

4. What is the average age of the library books?	
<input type="checkbox"/>	0-5 years
<input type="checkbox"/>	6-10 years
<input type="checkbox"/>	11-15 years
<input type="checkbox"/>	16 years or more

5. What percentage of classrooms have libraries?	
<input type="checkbox"/>	0%-24%
<input type="checkbox"/>	25%-49%
<input type="checkbox"/>	50%-74%
<input type="checkbox"/>	75%-100%

LITERACY PROGRAMS

1. What is your school currently doing to foster literacy? Describe four (4) school wide programs that were put in place to encourage literacy at your school and include the following information for each of the four (4) programs:
 - a. The literacy challenges the program is addressing.
 - b. The grades being impacted by the program.
 - c. The successes to date and any metrics used.
2. Does your school have a literacy committee? If so, list the number of members and whether they are a teacher/principal/parent/community member or other (please identify if other).

THE PRINCIPAL & STAFF

1. Principals and staff leadership play a critical role in ensuring literacy is a priority for staff and students. Provide two (2) examples of the principal's leadership, and two (2) examples of staff leadership in developing the school's literacy goals. For each example provide the following information:
 - a. A description of the initiative (role modeling, professional development support, take or facilitate active role in leadership, etc.)
 - b. Successes to date (I.e. student enrolment in literacy activities, more parental involvement, increased literacy program results).

SECTION C: SUPPORT OF LITERACY PROJECTS

20 MARKS

1. In the event that your school is selected as a 2009 Grant Recipient, describe two (2) literacy projects which will have the greatest impact on the school over the course of the three year grant and beyond. In your response, please include the following:
 - a. A brief description of the particular Literacy Project (s) and the challenges the projects will be addressing.
 - b. A corresponding budget for **each** literacy project.
 - c. A timeframe for execution for each project.
 - d. An evaluation plan indicating how each project's success will be measured (for example: library circulation rates, pre and post grant, student use of library pre and post grant, reading and literacy test scores etc.).

SECTION D: GRANT TRACKING

Each year, we track the success of our grant recipients in the areas below. In the event your school is successfully selected as a 2009 grant recipient, please provide the following information:

Metric	2008/2009
Survey all students and ask the question: "Do you like reading?"	
Number of students	
Number of students surveyed	
Number of students who replied yes	
Number of students who replied no	

Please provide the following information about your library:

Metric	2008/2009
Number of books in the library	
Circulation statistics (Average # of times all books signed out in the last year)	
Number of boys signing out books	
Number of girls signing out books	

Total	/100
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Deadline for submissions is Friday February 12, 2010.

We will contact all successful recipients before the end of June 2010.