

## **GRANT APPLICATION TIPS & SUGGESTIONS**

To support your school in submitting a strong grant application, we have provided the following list of general and section specific suggestions.

### **General Suggestions**

- Fill out the **School Information** sheet and attach it to the front of your application. Make sure that the information is accurate since we use this information to contact you.
- Fill in all fields in the **School Information** sheet.
- Thoroughly complete all sections of the application.
- Avoid generalizations, for example: “Our libraries books are very old” or “There is very little funding for our library.” Instead, provide specifics such as “30% of our books are 15+ years old”, “About \$4,000 or 15% of the school budget is spent on library books”, etc.
- Check for spelling/grammar/punctuation.
- Number each page of your grant application
- Ensure that all items in your application are clearly labelled; for example, if there are three separate parts to your application, number it 1 of 3, 2 of 3, and 3 of 3 and include the name and address of your school on EACH piece.
- Make sure that your application is only 10 pages and clearly typed.
- Answer questions directly only providing the information requested.
- Be concise. If you can answer a question in two sentences with a footnote/reference to source it that is preferred to writing an entire page.
- If stories are an important part of your application then include it at the end of your application after responding to the questions.

### **SECTION A: High Needs Criteria**

- Check off which box your school statistics fall into. If you recreate the application to have more space do not deviate from the application template.
- When you check off a box in Section A you must cite bibliographic information.
- When providing comparative data it can be from your community versus the provincial average or the national average so we better understand the context of your community’s status. The comparative data must have bibliographic information cited too.
- The bibliographical data to support your statements should be concise. Do not send judges to websites to find statistics. Do not print off pages from government websites.

## **SECTION B: Literacy Mandate:**

### ***Library Status***

- Choose which box your school statistics fall into. If you recreate the application to have more space, do not deviate from the application template.

### ***Literacy Programs***

- Do not give us a laundry list of programs but only the number of programs requested.
- List and describe each of the literacy programs. Include the challenges the program is addressing (engaging more boys to read), the grade levels impacted (Gr's 1,2,3), the successes to date (since starting this program 10% more boys in these grades are now signing out books from the school library on a consistent basis.)
- Your application must clearly articulate your Principal and Education Staff's role in promoting literacy. Examples of how the principal and staff prioritizing literacy in programming, their involvement within the school curriculum and within the community to develop and strengthen literacy. Where possible, provide anecdotal or empirical evidence that these leadership roles had a positive effect on morale, teacher participation in school and/or literacy initiatives, student literacy scores, etc.

## **SECTION C: Support of Literacy Projects:**

- Clearly describe only 2 of the literacy projects you're committed to providing if your school were to receive funding. Include a brief description, corresponding budget, time frame for execution, evaluation plan to measure the project's success.
- The budget should be based on what your school would like to do with the funds and not based on what the grant amount will be. Grant amounts fluctuate from school to school and we are not able to provide you with an exact number.

## **SECTION D: Grant Tracking:**

- If you are selected as a grant recipient we will ask you to report on the impact of the grant over several years using this data as a baseline. The Foundation uses the schools' results to open a dialogue with provincial governments and stimulate them to increase funding so all public elementary schools receive the money required to provide their students with new and engaging books.
- Ontario was the first provincial government to make a commitment of \$120 million to public elementary school libraries and librarian salaries. The first wave of funding was released in Spring 2009.