



# First Book Grant Application

## Section I. Contact Information

Date: \_\_\_\_\_

Name of Organization/Program \_\_\_\_\_

Contact Name Mr. / Ms. \_\_\_\_\_

Contact Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

Shipping Address for UPS deliveries (No PO Boxes) \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail (required) \_\_\_\_\_

Do you have Internet access? Yes / No

Please send completed application to your First Book Advisory Board for approval:

First Book - Charlotte

c/o Erin McClure

230 South Tryon Street, #506

Charlotte, NC 28202

Fax:

E-mail: [bookgrant@firstbookcharlotte.org](mailto:bookgrant@firstbookcharlotte.org)

If you would like to receive this grant application in Microsoft® Word format so that you can type your responses, please contact First Book or your Advisory Board. If answering questions on separate sheets of paper please make sure your answers are in the same order as on the application.

**Section II. Program Information**

1. Please briefly describe the history of your organization/program.

2. What most accurately describes your program? (Select all that apply.)

- |   |  |
|---|--|
| <input type="checkbox"/> After school     | <input type="checkbox"/> Preschool/Early Education     |
| <input type="checkbox"/> Child Care       | <input type="checkbox"/> School-based                  |
| <input type="checkbox"/> Community Center | <input type="checkbox"/> Shelter                       |
| <input type="checkbox"/> Health Services  | <input type="checkbox"/> Tutoring/Mentoring            |
| <input type="checkbox"/> Home visits      | <input type="checkbox"/> Other <i>Please describe:</i> |
| <input type="checkbox"/> Library          | _____  |
| <input type="checkbox"/> Parent Education |  |

3. Please attach a list of your organization's Board of Directors or key staff members.

**Applicants are not required to answer the following two questions, but the information is helpful to improve First Book's service to programs like yours.**

4. What percentage of children in your program are:

- |   |  |
|---|--|
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Multi-racial                              |
| <input type="checkbox"/> Asian                            | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
| <input type="checkbox"/> Black or African American        | <input type="checkbox"/> White                                     |
| <input type="checkbox"/> Hispanic or Latino               | <input type="checkbox"/> Other: _____                              |

5. Do you have use for bilingual books or books written in languages other than English?

No     Yes *Please note the languages:* \_\_\_\_\_

How many children in your program would use books in these languages? \_\_\_\_\_

**Section III. A central component of First Book's mission is to improve the quality of preschool and after-school educational opportunities. For that reason, organizations applying for books from First Book are required to incorporate reading as a part of their program activities.**

1. Please describe the literacy component of your program (how you incorporate reading and books into your program's daily schedule).



3. Please complete the below table to calculate the number of books your program is requesting according to the reading level(s) of children in your program.

- In Column B, write the number of children in your program at each reading level.
- Write the number of books you would like to give each child in Column C.
- Multiply Column B and Column C to calculate total number of books requested for each reading level and write that number in Column D.
- **If not all of the children enrolled in your program will be receiving books, please complete this table to only reflect those children that will receive books and not the total number of children enrolled.**

A Reading Level	B Number of Children	C Number of books requested per child	D Total
Pre-Kindergarten	x		=
Kindergarten through 1st Grade	x		=
2nd through 3rd Grade	x		=
4th through 6th Grade	x		=
7th Grade and higher	x		=
<b>TOTAL</b>	x		=

**Section VI. Other Resources**

1. Does your program operate in partnership with other local or national reading, tutoring, or mentoring programs? (If so, please describe and list your partners.)

2. Does your program currently receive or expect to receive books from other book distribution organizations? If so, how many books will your program receive and what time period will the donations cover?

\_\_\_\_\_ No, we do not currently receive donations of new books from other organizations.

\_\_\_\_\_ Yes, we are currently receiving donations of new books from other organizations. Please state the number of books you will be receiving and the time period this donation covers:



3. Have you ever received a First Book grant from your Advisory Board before?

\_\_\_\_\_ Yes  
 \_\_\_\_\_ No

4. Have you ever received books from the First Book National Book Bank?

\_\_\_\_\_ Yes  
 \_\_\_\_\_ No

5. Have you ever purchased books from the First Book Marketplace?

\_\_\_\_\_ Yes

\_\_\_\_ No

**Section VII. Tax-Exempt Status**

1. Does your program have tax-exempt status?

Yes  
 No

If so, please fill out the attached tax-exempt form and attach proof of tax-exempt status.

**Section VIII. Agreement and Signature**

Please read the following carefully and sign. Your signature indicates that you adhere to the following:

- a. My organization does not discriminate against individuals based on race, gender, sexual orientation, national origin, religion or physical or mental disability.
- b. The books received through this grant will not be resold or distributed outside of the parameters of this grant.
- c. I understand that the books received through this grant are to become the personal property of the children participating in the program and that the books will go home with the children.
- d. I understand that I may receive books from three potential book sources: The First Book National Book Bank, the First Book Marketplace, and First Book partner promotions. Depending upon the source(s) of our books, my ability to select the books we receive will vary.
- e. I understand that I must complete a mid-grant evaluation report form and return it to my First Book Advisory Board and to First Book’s national office six months after our grant begins.
- f. I understand that I must order all granted books within one year after the grant begins.
- g. I understand that if this program is selected for a First Book grant, the program’s name may be used in First Book materials, including but not limited to the First Book Web site, [www.firstbook.org](http://www.firstbook.org).
- h. All the information I have presented in this grant is true to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**Two More Ways to Get Books Through First Book!**

In addition to receiving a grant from an Advisory Board, your program may be eligible to receive books from First Book’s national distribution channels. To access First Book’s free and low-cost resources, you must first register your program at [www.firstbook.org/register](http://www.firstbook.org/register). Online registration takes only minutes and will connect your school or program immediately with the First Book Marketplace and the First Book National Book Bank.

- **Buy books at the First Book Marketplace (FBMP)**, our online store where schools and programs serving children from low-income families can purchase children's books and educational materials for 50 - 85% off retail prices—at an average price of just \$2.00 per book. The Marketplace offers a broad range of high quality, award-winning titles for children of all ages including Caldecott, Newbery, and other award-winning titles.
- **Receive free books from the First Book National Book Bank (FBNBB)**, our clearinghouse for books donated by First Book’s publishing partners. These books are free to programs able to pick them up at a distribution site. If a program cannot drive to a given distribution site, the books are still free – the school or program will simply need to pay a \$0.35 shipping and handling charge per book.

*Please note: Once registered with either the FBNBB or the FBMP, you are registered with both programs.*



## Tax-Exempt Status Form

### Section I – Recipient Group Contact Info

Advisory Board Number	
Recipient Group Number	

Name of Organization/Program \_\_\_\_\_

Contact Name Mr. / Ms. \_\_\_\_\_

Contact Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

Shipping Address for UPS deliveries (No PO Boxes) \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email (required) \_\_\_\_\_

### Section II – Tax-Exempt Information

Please check any and boxes that apply to your program:

1. Has your program received tax-exempt status from the federal government? Yes  No

**If so, please attach proof of federal tax-exempt status to this form.**

Federal tax exempt identification number \_\_\_\_\_

2. Has your program received tax-exempt status from the state in which your program operates? Yes  No

**If so, please attach proof of state tax-exempt status to this form.**

State-issued tax exempt identification number \_\_\_\_\_

3. Other information:

