



# First Book Grant Guidelines

## Grant Application Submissions

First Book is a national nonprofit organization with a single mission: to give children from low-income families the opportunity to read and own their first new books. First Book distributes books through its network of volunteer-member Advisory Boards. **Before completing this application, please call the First Book office at (202) 393-1222 to make sure that there is a First Book Advisory Board serving your community.** If there is not an Advisory Board in your area, First Book can send you information about developing one or alternate means of receiving books (through the First Book National Book Bank and the First Book Marketplace).

## Grant Applications

The primary goal of First Book is to work with existing community literacy programs to distribute new books to children who, for economic reasons, have little or no access to books. First Book does not provide direct financial support, nor does it provide books to individuals, families, or book drives. Programs interested in receiving books from First Book Advisory Boards must:

- operate in an area served by a First Book Advisory Board;
- submit the application to a First Book Advisory Board; and
- fully complete a First Book Grant Application;
- meet the eligibility requirements detailed below.

## Eligibility

First Book Advisory Boards support community-based programs and organizations, e.g., preschool, day care, after-school, and tutoring/mentoring programs. First Book typically supports after-school programs rather than providing books to be used in the classroom. Organizations applying for books from First Book are required to:

- **Incorporate literacy and the reading of First Book books as a part of their program activities.**
- **Serve children and families from low-income households** – at least 80% of the participants must come from low-income households.
- **Provide multiple book distributions (ideally 6-12) to each child in the program, with a minimum distribution cycle of one new book every four to eight weeks.\*** Ideally, during a yearlong program, each child should receive one book per month during a twelve-month period; in a summer program, each child should receive one book per week. Because program administrators select the titles through First Book catalogs, First Book enables programs—often for the first time—to select books to integrate into curriculum. First Book supports programs serving the hardest to reach children, and therefore recognizes some transitional programs including those in shelters, clinics, and soup kitchens will conduct regular book distributions to a changing population.
- **Ensure that the books received through the grant become the personal property of the children participating in the program and that the books go home with the children.**
- **Not discriminate** against individuals based on race, gender, sexual orientation, national origin, religion or physical or mental disability.

## Number of Books

The number of books provided to approved applicants is determined by the request outlined in the application, the funds and books available to the Advisory Board, and the number of applications received by the Advisory Board.

## Source and Receipt of Books

Completed grant applications should be submitted to a local First Book Advisory Board for review. If a program's application is approved, based on their meeting the above eligibility requirements, their application is sent to the First Book National Office for final review. There are five sources of books that Advisory Boards will use, sometimes in combination, to fulfill grants, outlined below.

Halfway through the grant year, grant recipient groups must complete a mid-grant evaluation report.

- **Catalog books:** If you are awarded catalog books, you will receive a dollar amount that will enable you to order books through First Book's publishing partners' catalogs.
- **Scholastic Community Starter books:** If you are awarded CS Books, you may order your approved number of books in groups of 50 or 100, by age level.
- **\*First Book National Book Bank books:** If you are awarded FBNBB books, your Advisory Board chair will give you books that have been donated from First Book's publishing partners. These books are not "ordered."
- **\*First Book Marketplace books:** If you are awarded FBMP books, your Advisory Board chair will coordinate the ordering and/or delivery of FBMP books. (Advisory Boards purchase books from the FBMP.)
- **\*Books from First Book Partner Promotions:** Occasionally, Advisory Boards will be awarded books based on their participation in a promotion of one of First Book's national partners. Your Advisory Board chair will give you these books; they are not "ordered."

**\* The number of books distributed to each child may be less than six if a grant is fulfilled solely with books from one or all of the following sources: the First Book National Book Bank, the First Book Marketplace, or a First Book partner promotion.**