



Read to the Final Four (RTTFF) Literacy Legacy Grant Application

- **Section 1 - Applicant Information**
 - First Name & Last Name
 - Email
 - Phone Number
 - Type of Applicant:
 - School/Corporation
 - Organization Supporting School/Corporation
 - Other

- **Section 2 - School/Organization/Corporation Information**
 - School/Organization/Corporation Name
 - School/Organization/Corporation Address
 - Number of Students Served:
 - Grade Level(s) Served:
 - Is your school/organizational leader aware that you are submitting an application?

- **Section 3 - Grant Application**
 - **Funds Requested** (*An estimate is appropriate for this section*)
 - Library Makeover Grant (Up to \$10,000)
 - Library Refresh Grant (Up to \$1,000)
 - **Statement of Need – 5 points**
 - Briefly summarize your proposed Library Makeover and/or Refresh project. Consider the following in your response:
 - Specific challenges, limitations, or gaps in serving students and/or the current library facilities or services.
 - How a literacy focused grant would either support a library makeover and/or a library refresh.
 - Any publicly available data that you'd like to include.
 - **Evaluation Tip:** *The evaluators will be looking for how you identify specific challenges, limitations, or gaps in serving students and/or current library facilities or services.*
 - **Project Vision - 5 Points**
 - Briefly summarize how the existing library (if applicable) is used by students, staff, and or the community. If your community does not have a school/public library, please use this section to explain how you will add



value to your literacy learning classes/environments using the grant(s). Please consider the following in your response:

- How is the space currently used? Who will staff the space?
- How do students get access to literacy resources?
- What time of day would students be able to access the space?
- Will families have access to the space after school and/or the weekend?
- How will a grant help improve the use of the overall space?
- **Evaluation Tip:** *The evaluators will be looking for how you articulate a compelling vision for the makeover and/or refresh. It should outline realistic and well-defined goals that address the identified needs.*
- **Impact on Community - 5 Points**
 - Briefly summarize how the proposed Library Makeover and/or Refresh project would impact/benefit your community.
 - **Evaluation Tip:** *The evaluators will be looking for how you demonstrate the makeover and/or refresh will benefit/impact the community (e.g., accessibility, literacy, translation resources, outreach).*
- **Project Budget - 5 Points**
 - Provide an estimated budget, see example [here](#).
 - *Insert Dialogue Box*
 - *Optional File Upload*
 - **Evaluation Tip:** *The evaluators will be looking for a proposed budget that shows clear categories, items/descriptions, and estimated costs for your grant project(s). You are welcome and encouraged to use the [example](#) as a guide or template.*
- **Additional Information (Optional)**
 - Is there anything else you'd like the evaluation committee to know?
 - Optional Upload: Please upload any pictures, videos, documents, or supplemental materials you'd like the committee to consider in their review.