

Indigo love of reading fund

Grant Application Form

Name of School:

Full Address of School:

School Board or other Affiliation: _____

Number of Students: _____ Grades: _____

Principal: _____

Length of tenure: _____ year(s) _____ month(s)

Telephone: _____

Alternate Telephone: _____

Fax: _____

Email: _____

Name and location of the closest Chapters, Indigo or Coles store to your school:

Approximate distance (km): _____

How did you find out about the Indigo Love of Reading Fund? (please check all that apply)

- Our website www.chapters.indigo.ca/loveofreading
- In store
- The Official Fundraising Guide
- Charity Village website
- An Indigo Love of Reading School
- Other: _____

Indigo love of reading fund

MAKING AN IMPRESSION

The Indigo Love of Reading Fund wants to get to know your school. Your submission is the only way for our committee to gain a full understanding of your school and the community that it serves. Make the submission personal, make it unique. You may wish to include photos, examples of work, or testimonials from staff, students or community members. There are no restrictions on how this application can be submitted – i.e. DVD, CD, book, binder etc.

The application **must** include all the following sections to be considered.

SECTION ONE

High-needs criteria:

Please provide statistics/facts to demonstrate why your school is high-needs and should receive a grant from the Indigo Love of Reading Fund. Examples include:

- The larger context i.e. your school's rating in relation to province, country; comparative data in relation to catchments etc.
- Socio-economic factors
- Incidence of single parent families
- Level of parent education
- Main dwelling type in community
- Family income level in community
- Ratio of English as a Second Language students
- EDI scores
- Government designation i.e. Beacon School

Supporting information that is required:

- Graphs, charts, and statistics from municipal, provincial or federal governments, agencies or other reputable bodies.
- Bibliographical references for all data provided.

SECTION TWO

Literacy Mandate:

The school, specifically its principal, teaching staff and students must have established an environment in which literacy is the focus, and must demonstrate this commitment through dedicated resources, programs and the principal's leadership.

2a. Provide information on resources the school has dedicated to literacy, answering the following points:

- Library description and staffing for library
- Librarian's name (if applicable)
- Library Budget, average dollar value per student spent on books
- Assessment of the average age and state of the library books
- Describe (at least 2) existing programs through which the school is fostering literacy inside the curriculum.
- Any other relevant information

Indigo love of reading fund

2b. What is your school currently doing to support literacy outside of the curriculum? State the problems or challenges, the programs put in place to address these and include metrics to measure success to date. Examples are:

- Proportion of the school's budget invested on literacy initiatives outside the curriculum
- Examples (at least 2) of existing programs through which the school is fostering literacy outside of the curriculum
- Any other relevant information

2c. Principals play a critical role in ensuring literacy is a priority for staff and students. Provide specific examples of your principal's leadership in developing the school's literacy mission outside the curriculum. Examples are:

- How has the principal demonstrated leadership in that area? Cite specific examples.
- Is there a literacy committee?
- How does the principal engage staff?
- Any other relevant information

SECTION THREE

Support of Specific Literacy Projects:

Please select the literacy projects which will have the greatest impact on the school over the course of the three year grant and beyond and provide the following information:

- A brief description of the particular Literacy Project(s) for which you require support
- A corresponding spending plan including timeframe of execution
- An evaluation plan indicating how the project success will be determined/ measured

Questions to consider while answering this section:

- What would you do with additional funding?
- What are your top priorities and what do you hope to achieve?
- What evaluation mechanism will be used to measure the success of these programs? I.e. Library circulation rates, pre and post grant. Student use of library pre and post grant, reading and literacy test scores Etc.

Indigo love of reading fund

Please Remember:

This grant cannot be used to pay for salaries, capital investments or textbooks.

Structure of the Grant and Commitment of Recipients to the Indigo Love of Reading Fund:

Structure of the Grant:

- 90% of the funding is set up as a corporate account allowing schools to purchase materials and books from Indigo Books & Music Inc. Indigo does not profit from these sales.
- 10% of the funding is in the form of a cash donation to be used for special literacy events or initiatives to stir the imagination of the children, helping them get excited about learning and literacy.
- The funding ranges from \$20,000 to \$50,000 per year for three years depending on the relative needs, the money raised and the number of applicants annually.
- Grant funds may only be used to pay for educational resources and related items that will support literacy initiatives and learning opportunities for the children and teachers.

Commitment of the Recipients:

- By participating in the program, both Recipient principal and a second school representative agree to join the Indigo Love of Reading Fund Network, consisting of other Love of Reading schools' across Canada for best practices can be shared.
- At the request of Indigo Books & Music Inc., the Recipient will permit officers or representatives to visit the school at a time convenient to both parties.
- Submission of an Annual Literacy Report card – including information such as; newly established literacy initiatives, progress, and metrics surrounding library circulation, reading levels improvement, teacher and student engagement etc.

Attach the completed form to any necessary documentation and submit via mail to:

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

Please note that the grants, awarded annually in April, are to be used specifically for the purchase of new books and learning materials, as well as a yearly school wide literacy project.

SUBMISSION CHECKLIST

Only submissions that include the following will be considered:

- ✓ Grant application form – complete contact information
- ✓ Section 1: High-needs criteria statistics/facts
- ✓ Section 2: Literacy Mandate
- ✓ Section 3: Support of Specific Literacy Projects

The deadline for all submissions is January 18, 2008