

Raise-a-Reader Guidelines for Funding Applications 2011

1. Organizations applying for funding must demonstrate the ability to aid or further literacy within the Times Colonist delivery area through **non-profit** projects. Applicants must be able to provide a charitable registration number with their presentation. This is mandatory. Only one application per organization/school or company will be accepted.
2. Preference will be given to projects affecting the widest number of people and demonstrating the greatest need in their communities.
3. Projects of all sizes and fund requests will be considered.
4. Information about other sources of funding for the proposed projects must be submitted as part of the application.
5. Projects receiving funds must be substantially completed within one year from date of disbursement. Organizations will be asked to submit a complete accountability report on grant expenditure by Jan. 16, 2012. This is mandatory.
6. Grants will not be considered for clothing/uniforms, furniture, construction, debt retirement or administrative expenses.
7. The funding committee reserves the right to make changes to these criteria and as deemed appropriate to all interested parties. The decision of the funding committee will be final and binding.
8. All submissions must be complete.
9. Your application should be a **maximum** of 3 pages. This includes the application information form.
10. Applications must be submitted before or by Friday, June 17, 2011 at 5 p.m. No exceptions.

For more details or questions about a submission, please contact Shannon Kowalko at 250-380-5379 or e-mail skowalko@timescolonist.com



Times Colonist Raise-a-Reader Grant Application

The Times Colonist Raise-a-Reader fund has a simple goal: to further education and literacy on Vancouver Island. Over fourteen years, the fund has raised more than a million dollars for non-profit education- and literacy-related organizations around Greater Victoria and Vancouver Island. Applications are evaluated by the funding committee and processed by early September. We will advise applicants of their successful or unsuccessful status via email and then follow up with a formal letter.

Only applications that are completed legibly will be accepted. The deadline for submission is 5 p.m. on Friday, June 17, 2011. Applications should address the criteria outlined in the guidelines attached.

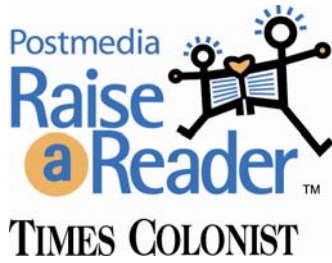
Completed applications should be forwarded to:

Times Colonist Raise-a-Reader Grant Application
2621 Douglas Street
Victoria, B.C.
V8T 4M2
Fax: 250-995-4422 (only one copy to fax)
Email: skowalko@timescolonist.com (only one copy to email)

Please submit five separate copies of your submission if mailed or dropped off by the deadline date indicated above.

Your application should be a maximum of 3 pages. This includes the application information form.

Questions may be directed to:
Shannon Kowalko
Promotions & Community Relations Manager
Times Colonist
Tel: 250-380-5379
Email: skowalko@timescolonist.com



Applicant Information (please attach this form to your proposal)

Name of organization: _____

Name of contact: _____

Mailing address: _____

Postal code: _____

Day phone # : _____

Fax: _____

E-mail: _____

Name of project: _____

Amount \$ requested: _____

Charitable registration # _____

Applications without a charitable registration number will not be approved.

Brief description of how project relates to education and literacy:
