



Windsor Star is accepting applications from federally registered charities in Windsor & Essex County offering family literacy programs that wish to become a beneficiary of Raise-a-Reader.

BENEFICIARY APPLICATION

Please provide **8 copies** of all information requested in order to receive consideration.

A. ORGANIZATION DESCRIPTION

Name of Organization (legal) _____

Organization operating name (if different than above) _____

Address _____ Postal Code _____

Contact Name: _____ Email: _____

Office Phone: _____ Cell Phone: _____

Federal Registered Charity No. _____

Chairperson / Executive Director Name _____

Title _____ Telephone _____

How many individual children/families does the organization serve? _____

Financial Year from _____ to _____
(month/day) (month/day)

ATTACH: Financial statement for last complete year
 Operating Budget for current year
 Project Budget
 Is this project budget incorporated into the operating budget for the current year? Yes ___ No ___
 Annual Report
 Brief Statement about organization's history and purpose

B. ORGANIZATION OPERATING BUDGET

Current Fiscal Year _____ to _____
(month/day/year) (month/day/year)

Total Organization Annual Operating Budget \$ _____

C. PROJECT DESCRIPTION

Project Title _____

Amount requested from Windsor Star Raise-a-Reader Campaign \$ _____

1. Start-up date _____ Completion date _____

2. Has this project/program been done before? Yes ___ No ___
 If yes, where? _____

3. Age of group served over the project period _____

4. Total number of individuals served over the project period _____

5. Number of adults needed to deliver this project or program: Paid Staff _____ Volunteers _____

ATTACH: In a separate document, please answer the following questions:
 Describe purpose and goals of this project
 Describe the project activity and plan of action
 What demonstrated need is the project designed to address?
 Will there be a cost to attend this program? If so, what is the cost and will families of participants be eligible to receive a subsidy to attend?
 How will you evaluate the project's success and challenges?
 If approved, how will the Raise-a-Reader funds be used? (itemize and attach suppliers' quotes where applicable) (if applicable, include a 'before' photo)
 How will the project funding be sustained after Raise-a-Reader funds are used?
 If Raise-a-Reader provides these funds, how will you recognize the contribution?

D. PROJECT BUDGET

In a separate document, please outline both the revenue sources (ie. RAR, government, donations, cash vs. in-kind vs. volunteer etc.) of the project, as well as expenditures of the project (ie. Salaries/benefits, rent/utilities, equipment/supplies, fundraising, etc.).

Should your organization receive funding from the Windsor Star Raise-a-Reader Campaign, the funds will be used specifically as itemized in the completed application. The funds cannot be used to cover rent. Should funding be approved, the organization will provide the Windsor Star Raise-a-Reader Campaign with an official receipt for funds received, an account of how the funds were used and copies of invoices as requested, and a final project report and reconciled project financial statement within one month of the project's stated completion date.

If you agree to this statement check box

I confirm the information contained in this application and the accompanying documents is true, accurate and complete.

Name _____

Title _____

Signature _____ Date _____

DEADLINE FOR APPLICATION RETURN: FRIDAY, JULY 28, 2017

Send to: WINDSOR STAR Raise-a-Reader c/o Beverly Becker, 300 Ouellette Ave., Windsor, ON N9A 7B4
 For more information go to www.raiseareader.com or call 519-255-5766