



Literacy Fund Grant Application Checklist

The following checklist will assist in ensuring partners complete all necessary steps and provide a comprehensive and compelling application for the Literacy Fund Grant.

Step 1: Understand the Grant Requirements

Eligibility Check:

- Confirm your school serves students in grades JK-8 and receives at least 80% of funding from provincial or federal sources.
- Verify your school qualifies as a high-needs community based on socio-economic or other intersectional factors.
- For organizations applying on behalf of schools, ensure a letter of support from the principal of each participating school is included.

Step 2: Gather Essential Data

Community and Demographic Information:

- Average family income within the school community
- Percentage of single-parent households
- Percentage of students who speak language other than English or French at home
- Literacy-related metrics (e.g., standardized test scores, library usage statistics. etc.)

Library and Literacy Resources:

- Average age of library books
- Operational funding currently available for the library
- Gaps in book collections (e.g., lack of culturally relevant, dual-language, or genre-specific books)

Step 3: Develop a Project Vision and Plan

Define Your Literacy Goals:

- Identify how the grant will enhance literacy in your school (e.g., increasing access to books, hosting events, improving literacy engagement, etc.)

Detail Your Project Scope:



- List specific initiatives (e.g., building classroom libraries, hosting author visits, creating bilingual book collections, etc.)
- Ensure your project aligns with at least one of the grant's key objectives such as enhancing community engagement, improving literacy achievement etc.

Milestones and Activities:

- Draft a timeline of key milestones and corresponding activities for 3 years of the grant period
- Assign team members for each milestone

Step 4: Prepare Your Budget:

Allocate Funds Effectively:

- Plan for 90% of the grant to be spent on books and educational resources from Indigo, leveraging the 30% discount
- Use the 10% discretionary fund for literacy projects like guest speakers, reading events, or non-Indigo resources

Budget Details:

- Ensure cost estimates are accurate and itemized (e.g. "150 books at an average of \$15 after each discount)
- Provide rationale for each budget item

Step 5: Draft Responses for Application Questions

Sections to Complete:

- School Information: Include background details and contact information
- Literacy Challenges and Demographics: Provide data-drive responses supported by credible sources
- Project Need and Summary: clearly explain gaps your project will address
- Impact Measurement: outline how you will track success through qualitative (e.g., testimonials, surveys, etc.) and quantitative (e.g., library circulation, test scores, etc.) metrics

Tips for Responses:

- Use both data and anecdotal evidence to strengthen your case
- Write clearly and avoid jargon to make your responses easy to understand

Step 6: Create the Creative Community Project

Options:



- Submit a video (maximum 5 minutes) featuring reflections from staff, students, and community members
- Alternatively, create a multimedia presentation (PowerPoint, Google Slides or Word document) highlight your school's literacy culture and needs

Best Practices:

- Include diverse voices (e.g., students, teachers, parents)
- Focus on storytelling and visual engagement

Step 7: Submit Supporting Documents

Required Materials:

- Letters of support from school administrators or community partners
- Any supplementary documents like survey results or past literacy program reports

Checklist for Submission:

- Ensure all hyperlinks (e.g., for creative projects) are functional and permissions are open
- Double check that every section of the application is complete

Step 8: Review and Submit

Proofread for Clarity:

- Review all sections for completeness and grammatical accuracy
- Seek feedback from colleagues or mentors

Submit on Time:

- Confirm the submission deadline and allow extra time for technical issues
- Ensure you receive a confirmation email upon submission