

## – Grant Application Guidelines –



*Books for Bloomington-Normal Kids* puts new books in the hands and homes of children in need. Schools/organizations located in Bloomington-Normal, with a 70% low-income population, are awarded a grant to select books based on the children's interest. Educators are required to present lessons/activities with each book. The books become the property of the children, so they may begin to build a home library and develop a positive connection with reading as a family.

### Eligibility Requirements:

- Schools/Organizations/Programs based in Bloomington-Normal, Illinois
- Serve programs where at least 70% of the children come from low-income families or are a Title I or Title I eligible school.
- Serve children ranging in age from birth up to age 18.
- Nondiscrimination on the basis of race, gender, sexual orientation, national origin, religion or physical or mental disability.
- Fully complete the grant application.
- Follow the guidelines listed below.

### Guidelines – Requirements for organizations applying for a grant from *Books for BN Kids*:

- Once the books are received, educators/directors present lessons/activities with the reading of each book purchased.
- Although this is not a requirement, we encourage you to involve the children's family in activities to develop a positive connection with reading as a family.
- Ensure the books become the property of the children, so they may begin to build a home library.
- Grant recipients may only use the grant funds for book purchases, and not for other non-book items.
- Books must be ordered within six months of receiving the grant money.
- Submit receipts for books purchased with the awarded grant money. Email receipts to: [BooksForBloomingtonNormalKids@gmail.com](mailto:BooksForBloomingtonNormalKids@gmail.com)
- **Grantees that do not follow guidelines will lose funding and will not be considered for future grants for five years.**

### How to submit grant application – Two options: Email application or Google Docs

- Email the completed grant as an attachment to: [BooksForBloomingtonNormalKids@gmail.com](mailto:BooksForBloomingtonNormalKids@gmail.com)
- Complete the grant using the online form and submit through Google Docs.
- Grant applicants will receive an email confirmation within 24 hours.
- The grant proposal will be reviewed by *Books for BN Kids* Board of Directors.

## How to order books

- Grant winners will be notified by the end of October via e-mail.
- On behalf of *Books for BN Kids*, Illinois Prairie Community Foundation will distribute a check in order to purchase books.
- Teachers/Program Directors select books and place the order with awarded funds.

## Where to purchase new books with grant money

- **First Book Marketplace** – <https://www.fbmarketplace.org/>  
Books are 50-90% off retail prices. A First Book identification number is needed to place a book order.  
**How to get a First Book identification number:** Register your program online with First Book at <http://register.firstbook.org>. Once your organization is a registered First Book Recipient Group, you gain access to the full range of First Book's resources.
- **Scholastic Book Club** - <https://clubs.scholastic.com/>  
**Contact person:** Karen Bozarth – 800-387-1437, extension 6227 – [kbozarth@scholastic.com](mailto:kbozarth@scholastic.com)
- **A place of your choice**

## What books may be selected

- Select titles and quantities that best fit the children's needs and interests that you serve.
- Select books that appeal to individual children's culture/native language.

## How books are received

- Books are shipped directly to your school/organization.

## Date grant applications are sent

- First week of August via e-mail from: [BooksForBloomingtonNormalKids@gmail.com](mailto:BooksForBloomingtonNormalKids@gmail.com)

## Due date of grant applications

- September 15th - Submit via e-mail/Google Docs

## Date grant winners are notified

- By the end of October via e-mail from *Books for BN Kids*.