



# learning explorers

discovering the world through reading

January 13th, 2016

Dear RI non-profit organization,

Collette, a RI based global tour operator, has established a signature program, Learning Explorers, within its current philanthropy giving program. The focus of this special grant will be youth literacy. We are reaching out to your organization to provide you information regarding the scope of this initiative and its criteria.

Attached is an outline of the application requirements and deadlines for grant consideration in 2016. Attached please also find the profile of the request, preferences and additional guidelines.

If your organization is interested in responding, we ask that you submit a proposal by the close of day on March 1st, 2016. Your submission may be mailed to Collette's Community Relations department at 180 Middle Street Pawtucket, RI 02860, or emailed to me in a format you deem appropriate at [ColletteCares@Collette.com](mailto:ColletteCares@Collette.com). If you any questions please feel free to call me directly at 401.642.4655.

Thank you and we look forward to hearing back from you.

Sincerely,

Lynne Kelly

Community Relations Manager

Collette



### **Collette Cares Learning Explorers Literacy Grant Criteria**

Proposals: Must be received no later than 5pm on March 1st, 2016

Purpose: Collette Cares is pleased to offer grant funding up to the amount of \$20,000 to support literacy improvement activities. Funded programs must demonstrate improved literacy skills of Rhode Island based youth, preschool – 13 years of age, and may use a variety of activities and tools in its efforts. This includes (but is not limited in any way to) using reading, writing exercises, learning games and homework help.

Participating Agencies:

- Preferably serve the Rhode Island area.
- Must be non-discriminatory in regard to race, religion, age, socioeconomic status, physical/mental ability, gender and sexual orientation
- Must be a non-profit or not-for-profit IRS 501c(3) designated organization or a public education or health institution
- Must provide financial statements that show the organization to be fiscally sound

Preference will be given to:

- Programs that state evidence based programming
- Programs that state measurable outcomes that can be evaluated
- Programs that propose to complete a specific measurable goal in one year
- Programs that include a variety of volunteer activities ranging from episodic (one day) to long term activities that Collette employees can participate in
- Programs that are sustainable after the special grant from this initiative
- Programs that engage students, teachers, staff and parents



## **Collette Cares Learning Explorers Literacy Grant Proposal Format**

### **COVER SUMMARY**

Please provide the following information in this order:

Date:

1. Organization Name  
Address  
Name of Executive Director/CEO
2. Contact person and title (if different from Executive Director/CEO)
3. Phone number
4. Program Title
5. Summary Description of proposal for which funding is being sought
6. Total project budget
7. Total amount requested from Collette Cares
8. Summarize the organization's mission

### **PROFILE OF THE REQUEST**

1. Description of the specific request, including:
  - a. Problem Statement documenting need to be met by proposed funding
  - b. Goals of the program
  - c. Objectives
  - d. Methods employed to achieve objectives
  - e. Criteria for success
  - f. Plans for evaluation, including measurable outcomes.
2. Data on which you are basing your request (ie., evidence based literature from which your programming was developed, literacy statistics, etc...)
3. Timetable for meeting your stated objectives. (Collette Cares grants can be multi-year and may be renewable)
4. List of staff/volunteer positions which will be participating in the program and their qualifications.
5. List of volunteer opportunities available to Collette employees at the organization that range from episodic activities to ongoing support, during the life of this grant (does not have to directly support grant activities).

6. Plans for future funding, in addition to this grant
7. Description of how Collette Cares would be recognized as a sponsor. Ideas can include but not be limited to print materials, website and social media.

### **ATTACHMENTS**

All of the following must accompany the proposal:

1. IRS letter confirming tax exempt status, 501c(3), for the requesting organization
2. Financial information:
  - a. Detailed project budget which clearly delineates costs to be met by Collette Cares Literacy Grant and those to be provided by the applicant or other parties
  - b. Most recent independent audit (if required by law) of the organization or, if not required by law, a copy of its annual financial report or fiscal statements.
3. List of companies and foundations being approached to fund this proposal, with dollar amounts indicating which sources are committed, pending or anticipated.

### **ADDITIONAL GUIDELINES**

1. Proposals must be received no later than 5:00PM on March 1st, 2016, at either [ColletteCares@Collette.com](mailto:ColletteCares@Collette.com) or via mail to Lynne Kelly, Community Relations Manager, Collette, 180 Middle Street, Pawtucket, RI 02860
2. Collette Cares Literacy Grant will not support:
  - a. Any capital building expenditures
  - b. Religious organizations without a 501c3 status

### **REPORTING SCHEDULE**

Evaluation/outcomes reports are due at 6-months of the grant period. A final report is due within 90-days of completion of the grant period.

### **TERMS OF PAYMENT**

The decision on funding will be made no later than the end of May. 50% of grant funding will be provided at the start of funding period. The balance of funding will be provided upon receipt of a 6 months evaluation/outcomes report.

### **ACKNOWLEDGEMENT OF COLLETTE CARES GRANT:**

- Any literature, materials or announcements produced in relation to this program must acknowledge Collette Cares and include its official logo, as supporting the charitable purposes of Collette.
- All materials or announcements are subject to review and approval by Collette Cares prior to publication and/or printing.
- Any public events/programs must acknowledge Collette Cares, with positioning of the official logo, as supporting the charitable purposes of Collette.