



READING OWLS INTERNATIONAL
KNOWLEDGE DELIVERY

Book and Library Application

Please print and answer ALL questions (use N/A or none, if not applicable). To be considered, the application must be dated and signed by an authorized person and submitted with a copy of your organization's incorporation document and proof of registration with the Companies Office of Jamaica (as applicable). **Only non-profit organizations in Jamaica are eligible. Please read the complete list of requirements at our website before applying.**

Date: _____

Organization Name: _____

Authorized Contact Name & Title: _____

Address: _____

Parish: _____

Tel. _____ Ext. _____ Fax: _____

Email address: _____

Website: _____

1. Type of organization (check all that apply)

- ☐ Basic school
- ☐ Primary school
- ☐ All-Age school
- ☐ After-School program
- ☐ Recreation/camp
- ☐ High School
- ☐ Community Organization
- ☐ Faith based Organization
- ☐ Other _____

2. How many children does your program serve:

- ☐ Large (100 or more children)
- ☐ Medium (50-99)
- ☐ Small (20-49)

_____ number of children enrolled as of date of application

3. How old are the children you serve? Please indicate percentages for each age-group.

_____ %, ages 0-2.5

_____ % ages 2.6 to 3.9

_____ % ages 4 to 4.9

_____ % ages 5 to 5.9

_____ % ages 6 to 7.9

_____ % ages 8 to 9.9

_____ % ages 10 to 11.9

_____ % ages 12 to 17

4. If a school, what is the percentage of children who live below the poverty line and qualify for free lunch? _____ %

5. What is the total operating budget for the organization? \$ _____

6. What is the operating budget for this particular program? \$ _____

7. Is there a budget line for new books?

☐ Yes \$ _____ or _____ % of total budget

☐ No

8. Does your organization have a library and how many books does it have?

☐ Yes ☐ More than 300 ☐ 100 to 299 ☐ 99 and under

☐ No

9. What percentage of books at your disposal are considered in new, good, or poor condition?

_____ % New condition (less than one year old)

_____ % Good condition (more than three years old)

_____ % Poor condition (signs of wear and tear)

10. How many children's books were purchased by the organization in the last three years?

☐ 0-25

☐ 26-50

☐ 51-100

☐ 101-150

☐ 151-200

☐ More than 200

11. How much was spent? \$ _____

12. Where are most books at the organization purchased?

- ☐ Large bookstores (Caribbean or other)
☐ Book clubs (warehouse, Amazon)
☐ Other _____

13. What is the organization's main source for books:

- ☐ Existing operation funds
☐ Government funds
☐ Foundations/Private Organizations/Corporations
☐ Own personal money
☐ Donations

14. If your organization receives books from other sources, please indicate the date and names of the donors of the last 3 donations:

Date	Name of donors/programs	# of books	New <input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

15. If you have a library, describe the condition and contents of the library:

16. How often is it used?

- ☐ Every day
☐ 3-4 times/week
☐ 1-2 times/week
☐ Less than once/week

17. Who uses it and how is it used (story time, craft, multi-purpose, workshop, teachers' lounge, etc.)?

18. If you do not have a library, do you have a room you can dedicate to solely being a library?

- ☐ Yes
☐ No

19. What is the room used for at the moment?

20. Are there available staff (or volunteers) to prepare the room, install the shelves, and maintain the library?

- ☐ Yes
☐ No

21. Will it be a lending library?

- ☐ Yes
☐ No

22. How often do teachers/mentors read to/with the children?

- ☐ Several times a day
☐ Once a day
☐ Sometimes
☐ Few times a week
☐ Not often

23. How much time per day do children in the organization spend reading or looking at books by themselves?

- ☐ Less than 15 minutes
☐ 16 to 30 minutes
☐ 31 to one hour

24. What literacy programs and activities are you currently offering? Please explain.

25. If you receive a ROI library, how will you incorporate it into your curriculum? How will it be used?

26. Name three things you will be able to do with a library to promote literacy among your students and/or their families:

1.

2.

3.

27. What categories of books do you need? (*Check all that apply*)

- ☐ Board books
- ☐ Thematic books
- ☐ Fairy tales and fables
- ☐ Sports and adventure
- ☐ Black history
- ☐ Multi-cultural
- ☐ Caribbean based
- ☐ Art & Music
- ☐ Growing up & feelings
- ☐ Biographies
- ☐ Adversity & Disability
- ☐ Easy readers
- ☐ Chapter books/fiction
- ☐ World classics
- ☐ Teens/Young Adults
- ☐ Award Winners
- ☐ Specific grades (list) _____
- ☐ Other (list) _____

28. Are any of your programs operated in partnership with other local or national reading, tutoring or mentoring programs? Please explain.

29. Do you think your staff would like additional support and guidance around literacy and the use of the library?

- ☐ Yes
- ☐ No

30. If yes, in what specific area(s)?

31. What other programs does your organization provide (music, computer, arts, etc.)? Please be specific.

32. Do your children have access to computers? If yes, how many computers do you have?

- ☐ Yes # of computers _____
- ☐ No

33. Have you previously received a Reading Owls International book grant? If yes, when?

34. What other information can you add to support your application?

All decisions made by Reading Owls International are final. No correspondence or discussion will be entered into with any organization regarding any specific decision.

I certify that our agency is a non-profit organization serving disadvantaged school-aged children. I further certify that we have a literacy program in place to make good use of the book donation. I understand that these books constitute a charitable contribution and may not, under any circumstances, be sold or distributed to the financial benefit of any individual or organization. I further understand that Reading Owls International allocates books and library resources based on availability, after a rigorous application process, and no more than once annually to the same organization. If selected, I agree to provide two yearly progress reports on the status of my organization's library program.

Date

Signature

Print Name & Title

Please mail or email your application along with a copy of your incorporation document and proof of registration with the Companies Office of Jamaica (as applicable) to:

Reading Owls International
P.O. Box 2881
Attleboro, MA 02703
info@readingowlsinternational.org

About Reading Owl International

Reading Owls International (ROI) is a publicly supported, nonprofit organization that partners with schools and community organizations in Jamaica to provide access to books and other learning resources for disadvantaged, school-aged children.