GRANT APPLICATION · DRAFT 1

After-School Reading Partners

Fernwood Reading Project · Request to the Millbrook Community Foundation, Community Grants cycle · **Amount requested: $25,000**

Draft written from your program notes and last year's numbers. Highlighted items need a yes from you before you submit.

1. Describe your organization and its mission (150 words)

Fernwood Reading Project helps children in grades 2 to 5 read at grade level. Since 2019 we have run free after-school tutoring in two neighborhood schools, pairing each child with a trained volunteer twice a week. We are a small team: one part-time director, a volunteer board of seven, and about 40 volunteer tutors a year. Our families tell us the same thing in different words: their child started the year avoiding books and ended it asking for the next one. Our mission is simple. Every child in our neighborhood leaves elementary school able to read, and wanting to.

2. What need will this grant address? (200 words)

In our two partner schools, fewer than half of third graders read at grade level on the spring assessment **CONFIRM: notes say 44%; add the source and year**. Third grade matters because it is when children stop learning to read and start reading to learn; a child who is behind then tends to fall further behind in every subject. Last year 96 children were referred to us by teachers and 31 waited all year for a tutor because we could not train and support enough volunteers. The waitlist is the need: the children are identified, the families have said yes, and the gap is staff time to recruit, train and schedule tutors.

3. What will you do with the funds? (250 words)

The grant funds a part-time program coordinator for the school year. The coordinator recruits and trains tutors, matches them with students, runs the twice-weekly sessions at both schools, and tracks each child's progress. With a coordinator in place we will serve 140 students this year, up from 65, and clear the waitlist. Each student gets two 45-minute sessions a week for 30 weeks, four books to keep, and a reading check in the fall and spring. Families join three reading nights where tutors model reading aloud at home.

4. How will you measure success? (outcomes table)

MEASURE	LAST YEAR	THIS YEAR GOAL	HOW WE KNOW
Students served	65	**140**	Attendance roster
Students who gain at least one reading level	71%	**75%**	Fall and spring screening
Children on the waitlist at year end	31	**0**	Referral list
Families attending a reading night	n/a	**90**	Sign-in sheet
Tutors trained	24	**40**	Training log

Last year's numbers are from your 2025-26 summary **CONFIRM 71% matches the final spring screening**.

5. Budget

ITEM	AMOUNT
Part-time program coordinator (20 hrs/week, 30 weeks)	$13,500
Tutor stipends (12 trained volunteers x $400)	$4,800
Books for students to keep (140 students x 4 books)	$3,360
Reading assessments (licensed screening tool)	$1,240
Snacks for after-school sessions	$1,400
Family reading nights (3 events)	$700
Total request	**$25,000**

Other support for this program: in-kind classroom space from both schools; a local bookstore discount on student books **CONFIRM the discount is still offered**. Without this grant we continue at last year's size with a volunteer coordinator.

6. How will the program continue after the grant? (150 words)

The coordinator's first job is a stronger volunteer pipeline: training sessions every season, a tutor handbook, and a partnership with the community college's education program for student tutors. By the end of the year we will have a trained base large enough to run without a waitlist. We are applying to two school-district family engagement funds for next year's coordinator hours and will present this year's results to both.

Before you submit

CHECK	STATUS
Every funder question answered, in their order and word limits	Done: 6 of 6, each under its limit
Budget adds up and matches the amount requested	Done: $25,000 in both places
Numbers we could not verify from your notes	Marked in yellow: 4 items
Attachments the funder asks for	You attach: board list, 501(c)(3) letter, last audit or financial statement
Signature and submission	Your executive director submits through the funder portal

What we changed from your notes, and why

- Led with the waitlist, not the mission. Funders read hundreds of mission statements; 31 children who were referred and never tutored is the reason to fund this one.
- Turned "we help a lot of kids improve" into the outcomes table, with the source of each number.
- Moved the coordinator from "staff costs" into the story: it is the one thing that clears the waitlist.
- Kept every sentence in plain words a reviewer can read in a few minutes.

Note

This is a draft for your team to review and submit. We do not promise an award, and anything a funder will hold you to (numbers, partners, dates) should be checked by someone at Fernwood Reading Project before it goes in.