



Book Donation Application

Please print and answer ALL questions. To be considered, the application must be dated and signed by an authorized person and submitted with a copy of your tax-exempt certificate. Only tax-exempt organizations are eligible.

Date: _____

Agency Name: _____

Authorized Contact Name: _____

Authorized Contact Title: _____

Address: _____

City: _____ State: _____ Zip code _____

Tel. _____ Ext. _____ Fax: _____

Email address: _____

Website: _____

1. Center located in area considered to be

- Urban
- Suburban
- Rural

2. Type of center (check all that apply)

- Day care
- Head Start
- Kindergarten
- After-School program
- Recreation/camp
- Community Center
- Health care/hospital
- Public School
- Other _____

3. Is the center accredited by the National Association for the Education of Young Children?

- Yes
- No
- Pending

4. How many children does your program serve:

_____ number of children enrolled as of date of application

5. 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 13.9

_____ % ages 14 to 18

6. What are the background/ethnicity of the children you serve? Please indicate percentages.

_____ % African American

_____ % African & Caribbean

_____ % Latino

_____ % Caucasian

_____ % Asian

_____ % Biracial

_____ % Other _____

7. What is the income level of the children you serve?

_____ % Low Income

_____ % Middle Income

_____ % High Income

8. What is percentage of children who live below the poverty line and/or qualify for free lunch?

_____ %

9. What is the total operating budget for the center? \$ _____

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

11. Is there a budget line for new books?

Yes \$ _____ or _____ % of total budget

No

12. Does your center have a library and how many books does it have?

- Yes More than 300 100 to 299 99 and under
 No

13. Approximately, how many books do you have in each classroom?

- More than 100
 50 to 99
 25 to 49
 Less than 24

14. 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)

15. How many children's books were purchased by the center last school year?

- 0
 1-25
 26-50
 51-100
 101-150
 151-200
 More than 200

16. How much was spent? \$ _____

17. How many children's books have you purchased this year?

- 0
 1-25
 26-50
 51-100
 101-150
 151-200
 More than 200

18. How much have you spent? \$ _____

19. Where are most books at the center purchased?

- Publishers' catalogs-direct mail
 Large chain bookstores
 Discount stores (Kmart, Wal-Mart)
 Book clubs (warehouse/price clubs)
 Book fairs
 Supermarket
 Garage sales
 Other _____

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

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

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

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

22. What is the center's main source for books?

Supply money in center budget

- Federal funds
- State grants
- Foundations
- Own personal money
- Donations

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

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

24. Please describe the literacy component of your program:

25. Is your program operated in partnership with other local or national reading, tutoring or mentoring programs? Please explain.

26. What do you think is the percentage of the children you serve who do not have access to books at home? _____ %

27. If the book grant is allocated, how will you use the books?

28. What other programs does your center provide (music, computer, arts, etc.). Please be specific.

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

30. Have you previously received a Books for Kids book grant? If yes, when?

31. Are you the recipient of a Books for Kids Library?

I certify that our agency is a 501(c)(3) organization serving underprivileged 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 Books for Kids allocates book grants based on the availability of age-appropriate books, a first come-first serve basis, and no more than once annually to the same agency. **If our agency receives a book grant, it is our responsibility to pick up the books directly from the Books for Kids warehouse in Jersey City, NJ, on a pre-agreed date. There is an administrative fee of \$100-\$150 depending on the grant level allocated.** In extreme cases, the fee may be waived at the discretion of Books for Kids' Executive Director.

Date

Signature

PLEASE FAX OR MAIL YOUR APPLICATION ALONG WITH YOUR TAX-EXEMPT
CERTIFICATE TO

BOOKS FOR KIDS FOUNDATION

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New York, NY 10001

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