



Literacy Grants 2006 Grant Guidelines

H-E-B Literacy Grants

For more than 100 years, our commitment and involvement in the community has been recognized as an important part of the way we do business. It's our way of saying thank you for allowing us to be your neighbor. Each day we strive to earn, build and maintain a positive relationship of trust, creating a tradition of caring that has come to be known as H-E-B's Spirit of Giving. In this spirit, the company has contributed over five percent of its pre-tax earnings to public and charitable programs since the 1930s, and remains one of the few companies in the nation to give at such a level.

This year, we will be focusing on improving literacy in the communities we serve. Grants will be awarded to literacy providers (amounts of \$250.00 to \$3000.00) in the following Central Texas counties: Bastrop, Caldwell, Hays, Travis, Williamson, Bell and McClennan.

Eligible Projects

Grants will be given to projects involved with:

- Early Childhood Literacy and Parenting
- English for Speakers of Other Languages with strong literacy component
- Adult Literacy (including workplace/workforce related programs)

All projects must be completed by December 1, 2006 with a final report submitted by January 15, 2007.

Eligible Organizations

Proposals will be considered from all literacy providers who have a 501 © 3 Internal Revenue designation and whose principle place of service is within the 5 designated Central Texas counties. Providers must be engaged in direct service.

Ineligible Organizations

- Individuals
- Foundations
- Non 501(c)3 providers

Ineligible Projects

- Purchase of vehicles
- Construction costs
- Advertising
- Political causes
- Specific religious purposes
- Projects that discriminate based on race, gender, ethnic origin, marital status, sexual orientation, religion

Timeline

- | | |
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| February 23, 2006 | Request for Proposals available on HEB Website, www.heb.com , and the Literacy Coalition of Central Texas website, www.willread.org . |
| April 3, 2006 | Proposals must be submitted and postmarked by this date. |
| May 1, 2006 | Grant awards announced. |
| December 1, 2006 | All projects must be completed. |
| January 15, 2007 | Final report due. |

Reporting Requirements

A final report is due 45 days following completion of the project (no later than January 15, 2007) which includes a strong photo journalism component, details of objectives met, and other outcomes.

Questions

The Literacy Coalition of Central Texas welcomes any questions prior submission of the HEB *Request For Proposal* at 223-7975 or via e-mail to gmler@willread.org.

Mailing Address

Grant applications and final reports should be submitted to:

HEB Read, Write, Connect Literacy Grants
Literacy Coalition of Central Texas
P.O. Box 26189
Austin, Texas 78755-0189

HEB Literacy Grants

Proposal Coversheet

Name of organization:

Address:

State, Zip:

Telephone number:

Fax number:

Website:

e-mail address:

Contact person:

e-mail address:

Title of proposed program (RFP):

Name of Executive Director:

Signature of Executive Director:

Name of Board Chair:

Signature of Board Chair:

Number of people served annually by organization:

Checklist of submission materials:

Coversheet	_____
Required Signatures	_____
Copy of IRS 501©3 designation letter	_____
Proposal including project purpose and proposed objectives	_____
Budget	_____
Budget Narrative	_____

THE ENTIRE SUBMISSION INCLUDING ATTACHMENTS SHOULD
BE NO MORE THAN 6 PAGES TOTAL.

HEB
Read, Write, Connect
Literacy Grant Proposal

Must Include:

Organization History, Mission and Vision:

Project Name and brief description:

Project Purpose, Goals, and Outcomes:

Projected demographics of population to be served:

Project Design:

Project Evaluation:

Project Budget:

Project Budget Narrative: