

2023 Accelerate Grant

Administered by Governor's Early Literacy Foundation (GELF), the Accelerate Grant provides aspiring book buses with the start-up funding they need to get on the road to serve Tennessee families and promote early literacy.

Purpose of Grant:

The Accelerate Grant can be used to fund the start-up costs of a new book bus in Tennessee. These include, but are not limited to, the exterior wrap, the interior retrofit, books, furniture & décor, technology needs, etc. (*Note: Personally owned vehicles are not eligible for grant funding.*)

Grant Award:

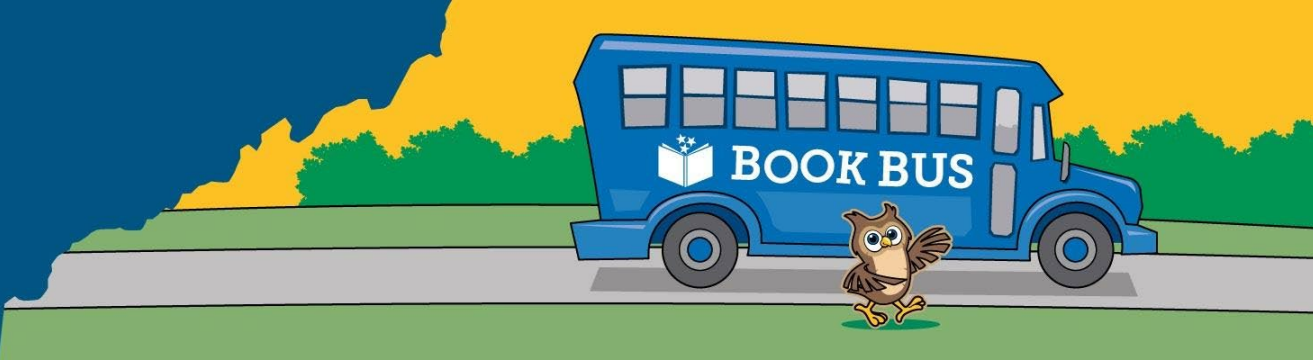
A typical grant award is \$10,000, but you are encouraged to ask for what you need.

Grant Recipients:

If you are selected to receive an Accelerate Grant, you will be expected to adhere to branding & reporting requirements. **You can view the full grant contract [here](#).** (Sections E & F overview branding and reporting.) A summary of the highlights is below:

- *Submitting a Year-End Impact Report:* This will include metrics, such as number of children served and number of days operated/miles driven; it will also include a narrative component, financial component, and photo component.
- *Hosting Two Non-Summer Outings:* If you only plan to use your bus during the summer, you will be expected to use it at least twice outside of May-August.
- *Participating in the Book Bus Bash:* At least one representative must attend Booker's Book Bus Bash which will take place in Middle Tennessee in 2022.
- *Becoming a Brand Ambassador:* You will partner with us, and our funding sponsors, to promote brand awareness and strengthen early literacy in Tennessee! This includes recognizing us on the bus wrap design, promotional materials, etc.





Setting Up for Success:

If your organization has never pursued a book bus, we encourage you to review our [Book Bus Handbook: A thought guide for bringing a Book Bus to your community](#). Reviewing and discussing this guide prior to applying will make the process a breeze.



STOP!

Before applying for the Accelerate Grant, we want you to know....

1. As you design the outside of your bus, keep the back door clear. There needs to be plenty of room for GELF's owl mascot "Booker" to stretch his wings when he comes to live there.
2. Buses receiving this grant will agree to operate for a minimum of three years and must begin serving families by summer 2023.

How to Apply:

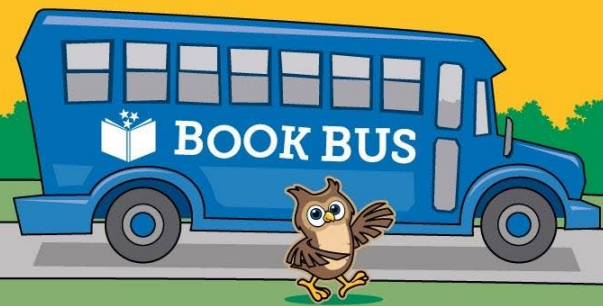
If you are interested in applying for the Accelerate Grant, the application opens on Monday, March 7 and closes on Monday, April 18 at 11:59 PM CDT. Grant recipients will be notified in early May.

Our grant application does not allow you to save and return to it later; you submit it in one sitting. On the following pages, an application checklist and grant preview is provided.

When you are ready, click [here](#) to apply.

If you have any questions or issues accessing the application, please email bookbus@governorsfoundation.org. We look forward to receiving your application!





A Grant Application Preview is on the next page.

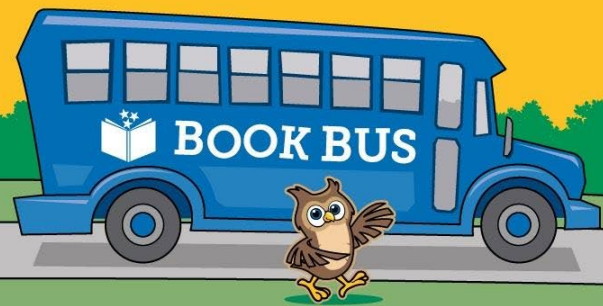
Ready to Apply?

Please ensure you have all of the documentation required to successfully submit your application. Do you have a...

| Document | Required Format | Section to Submit | Missing? Find it... |
|---|---|-------------------|--|
| Letter of Support from your top leadership official | <ul style="list-style-type: none"> - On letterhead - Acknowledges support of bus, commitment to operate at least three years - Includes signature - PDF | Establish Buy-In | See a sample here . (Page Four) |
| Additional Letter of Support (Optional) | <ul style="list-style-type: none"> - Does not exceed one page - PDF | Establish Buy-In | Read more about the requirements here . (Page Three) |
| Proposed Budget | <ul style="list-style-type: none"> - Use Required Template - Excel Document | Grant Request | Access the required template here . |
| Application Narrative | <ul style="list-style-type: none"> - Use Required Template - Word Document | Narrative | Access the required template here . |

If you have all of the documentation above, you are ready to submit your Accelerate application! Omitting or submitting documentation in the wrong format may result in the disqualification of your application, so please ensure you have double checked your accuracy.





Grant Application Preview:

If you have any questions, please email bookbus@governorsfoundation.org.

Contact Information:

1. Applying School District or Organization Name
2. County
3. Top Leadership Official Name, Title, Email
4. Project Coordinator Name, Title, Email, Phone Number

Establish Buy-In:

1. Attach a signed letter of support from your top leadership official
 - Note: This letter must be on official letterhead, acknowledge the organization's support of pursuing a book bus and its commitment to operating the bus for at least three years, include a signature, and be uploaded as a PDF.
2. *Optional:* Upload an additional letter of support (PDF format required)

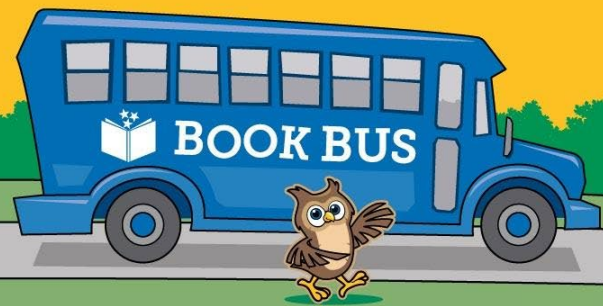
Secure a Bus:

1. Have you secured a bus? (Yes/No)
 - If yes...
 - i. What type? (School Bus (Large)/School Bus (Small)/Passenger Van/Other)
 - ii. When will the bus be available for its retrofit?
 - If no...
 - i. Provide the contact name, title, email, phone number of the person helping you secure the bus.
 - ii. Provide an explanation of how it will be procured.
 - iii. When will the bus be available for retrofit?
 - iv. How much will the bus cost?

Vision, Imagine If...

1. Will your bus serve multiple school districts? (Yes/No)
If yes, which ones?
2. When will the bus regularly run? (Summer Only/School Year Only/Year-Round)
3. Approximately how many days a year will your bus run?





4. When will your bus start running regularly? (Fall 2022/Winter 2022/Spring 2023/Summer 2023)
5. Will your bus... (Build home libraries by giving children books/Serve as a traditional library allowing children to borrow & return books/Both)

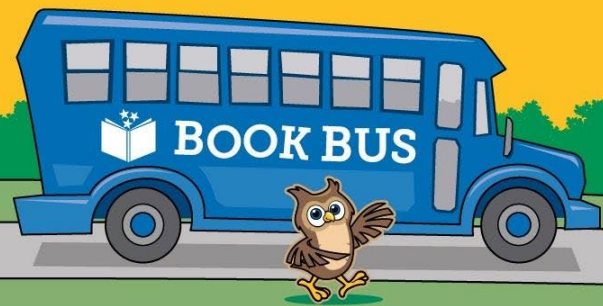
Grant Request:

1. How much funding are you requesting?
2. Using the provided template (found [here](#)), upload your proposed budget.
3. Provide a short budget narrative. Paint the picture of how you will spend these funds and the rationale behind your proposed budget.
4. How will you achieve the goals in your budget narrative if these funds are not awarded?

Narrative: You will be required to upload your application's narrative in the provided template (found [here](#)) as a Word document to complete your application. If this piece of the application is incomplete and/or in the wrong template, the application will not be considered.

Review the narrative questions on the following page.





Vision, Imagine If...

1. Why did your organization decide to pursue a book bus, and what are its main goals?
2. Who will this bus serve? Where will your bus travel & why?
3. Using the chart below, describe the programs and services you will provide, as well as who you are partnering with to provide them.

| Partner | Partner Status Options <i>(Choose One)</i> | Program & Role |
|---|---|---|
| Name of the organization you are partnering with to deliver programming | <p><i>Secured:</i> Partner has agreed to help with programming.</p> <p><i>Requested:</i> You have asked but have not heard back yet.</p> <p><i>Planned:</i> You plan to ask but you have not done so yet.</p> | A short explanation of the program provided and the role your partner plays |
| <i>Example Baptist Church</i> | <i>Requested</i> | <i>Prepare & deliver meals for bus distribution</i> |

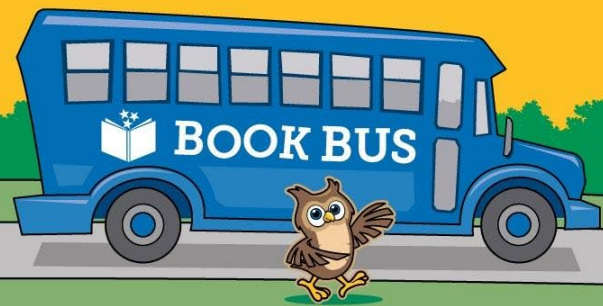
Exterior -

4. Briefly describe your vision for the outside of the bus.
 - Don't forget to leave the back clear for Booker!
5. Have you identified who will do your exterior work? (Yes/Exploring/No)
 - If yes/exploring, who?
 - If no, what are your next steps?

Interior –

6. Briefly describe your vision for the inside of the bus; what excites you most?
7. Have you identified who will do your interior work? (Yes/Exploring/No)
 - If yes/exploring, who?
 - If no, what are your next steps?





Programming, Materials, Resources, & Staffing –

8. Paint the picture of what programming will look like. How long is a book bus stop? What will children experience? What will caregivers experience? How will staff & volunteers engage with families?

Communication –

9. How will you raise awareness in the community about your bus? Tell us about your launch event!

A Few More Things:

1. What are two ideas you have that creatively promote our partnership?
2. If money was not an object, what else would your book bus offer?
3. Is there anything else you want us to know or any ideas about how GELF can best support you?

