



To complete the Application for Funding Cover Page type into the provided fields. Use your preferred word processing program to answer all other questions. **A complete application consists of the Application for Funding Cover Page; a narrative of five pages maximum (exclusive of attachments) answering the questions below; and the required attachments.** Completed applications may be emailed to [grants@tfec.org](mailto:grants@tfec.org) or mailed to The Foundation for Enhancing Communities, PO Box 678, Harrisburg, PA 17108-0678. Emailed applications must be submitted by 4pm on the deadline date. Mailed applications must be postmarked by the deadline date. Contact Jennifer Strechay, Program Offer for Community Investment, at [jstrechay@tfec.org](mailto:jstrechay@tfec.org) or 717-236-5040 with questions.

**Name of Organization** Capital Region Literacy Council

**Name, Title, Email, Phone of Executive Leader** Joe Bedard, Chair, [jbedard@naicir.com](mailto:jbedard@naicir.com), 717-579-6889

**Organization Mailing Address** POBOX 60723, Harrisburg, PA 17106

**Website** [Click or tap here to enter text.](#)

**Name, Title, Email Phone of Application Contact** Jeanne Predmore, Vice Chair, [jpredmore18@gmail.com](mailto:jpredmore18@gmail.com), 717-608-097

**Amount of Funding Requested** \$6,000

**Purpose of Funding Request** Capital Region Literacy Council, along with our partners, creates a heightened excitement for literacy by fostering reading in family settings through our book distributions. We distribute books to early learning programs, families, health clinics, school districts, nonprofits, faith-based and community organizations. We offer families a starter library. With the distribution of books, we are helping to ensure children enter school ready to learn. Research shows reading to a child is the number one activity we can do to help a child be successful in school. BY promoting school readiness, we are helping to close the achievement gap for low-income children when they enter school. Our goal in the community is to help children overcome the poverty cycle by becoming life-long readers and learners propelling them into a new socio-economic status through educational opportunities opened up through literacy. Literacy Health is vital to be a successful and contributing member of our future community.

### **Briefly describe your organization**

- A. Mission, purpose, and history.
- B. Service population and geographic area served, including demographics.
- C. Current programs, activities, and accomplishments.

### **Briefly describe the project for which you are requesting funding**

- A. Project goals, objectives, and planned activities/events.
- B. Project timetable and budget. *The project budget is separate from the organization budget.*
- C. Constituency served or targeted population.
- D. Other funding sources and amounts.
- E. Project benefits and anticipated results.
- F. Description of how project differs from similar projects in geographic area served.

### **Required Attachments**

- A. Board of Directors List.
- B. Applicant organization's current budget.

- C. First page of the applicant organization's most recent 990. If 990 is not available, provide the most recent audit or financial statement to meet this need.
- D. 501(c) (3) Letter or proof of application.
- E. Copy of your registration with the Pennsylvania Bureau of Charitable Organizations.

Please Note: Letters of support are not required, but are accepted. If your project represents a partnership or is 100% dependent upon participation by an organization presented in your application, provide a letter from each organization that confirms their agreement to participate. If your project utilizes a Fiscal Sponsor, follow the Fiscal Sponsor instructions at <https://www.tfec.org/grants/the-childrens-home-foundation-fund-grant-guidelines/>.

## Purpose of Funding Request:

### Briefly describe your organization:

- A. **Mission, purpose and history:** Capital Region Literacy Council (CRLC) was founded by Mayor Stephen Reed, as the Harrisburg Mayor's Commission on Literacy in 1989 to promote the importance of early literacy in the Harrisburg School district and to help get books in the hands of children who may not have the opportunity to own a book of their own. The commission reorganized to become the Capital Region Literacy Council, and expanded our service area to cover the Capital Region. Today, our mission is to be a catalyst for enriching lives in the Capital Region by improving literacy skills through advocacy, education, and distribution of books. Since 2011, our primary focus has been focusing on Pre-K and elementary school children in low-income areas of the Capital Region. In 2017, we have partnered with Hamilton Health Center to provide the "Reach Out and Read" program, a national program where children receive a free book at each well visit to promote literacy and establish a foundation for school success.
- B. **Population and Geographic Area Served:** Cumberland, Dauphin, and Perry Counties. Within our service area, 60-75% of our work is within the Harrisburg School District, which is low income. 100% of students in the Harrisburg School District receive free breakfast and lunch and are designated as Title 1 schools. Title 1 schools are designated based on the percentage of low-income children within the school. Capital Area Head Start is another area of focus for CRLC. Families qualify for the program based on the established federal guidelines with income falling below the poverty line. CRLC serves the Head Start programs in the three counties stated above.
- C. **Current programs, activities, and accomplishments:**

For the 2021 year, CRLC will be offering the following programs:

**Starter Library for Head Start Families:** We provide starter family libraries for Head Start families in the Capital Region. CRLC purchases four high quality books for each family. The teachers distribute the books to families throughout the year at home visits. Providing the time and opportunity to model and explain to families the importance and impact that reading to their child has on their future success. To ensure that quality books are distributed, there is a panel consisting of: early education specialist, reading specialist, and curriculum/ instruction specialist that choose which books to purchase.

**Hoot Distribution:** We provide a copy of the book Hoot to each fifth grader in Harrisburg and Steelton school districts. The teachers use the book as a unit and aligns the books with the PA Learning Standards, established by the Department of Education. Since the inception of using the books in 2016, both schools have incorporated the book into their curricular program. They focus on skills learned throughout the year in 5<sup>th</sup>

grade and incorporated skills they would need to have in 6<sup>th</sup> grade, like working in cooperative groups with a strong focus on small group discussion.

From 2017-2019 we have provided the Wonder Book to these school districts to ensure that each student receives their own copy of the books. In 2020, we provided the book Bud, Not Buddy. Under current school budgets, Harrisburg School and Steelton districts are unable to provide a copy of the book to each child. The students would have to share or rotate books between classrooms. Some schools and classrooms may not have the opportunity to participate. Instead of just a select school receiving the books, we felt it is important for all fifth graders to be have the opportunity to read the books and learn the valuable lessons portrayed in the book.

In addition to the valuable life lessons, they learn valuable study skills necessary for future educational success. Students are able to write and make notations in the books. If the students were sharing books, they would risk having torn or missing pages, which would diminish the skills and experience. As an added bonus, the children are so excited and thrilled to have a book of their own. For a majority of the children, this is the first hard copy and only book in their house. Again promoting the important role literacy plays in their lives and future success.

**Hamilton Health Reach, Out and Read Program:** In 2017 we collaborated with Hamilton Health Center so they could participate in a national program “Reach Out and Read” to promote literacy. The purpose of the program is to provide a book to every child at each well visit to promote early literacy and build a foundation for school success. This is another way to help families build a family library. We provide the books for Hamilton Health Center to distribute to families. Hamilton Health Center serves low-income families. They have come to us, because the volume of books needed, they could not provide enough books for each child at every well visit. They have opened a facility in Perry County, where they will also incorporate this program.

**Book Distributions:** CRLC distributes books throughout the year to schools for family - churches, community events, and community organizations.

**Accomplishments-** CRLC has distributed over 462,000 books since 2004 to over 125 schools & organizations. From 2011-2018, 51,340 kids and their families received new books.

**Briefly describe the project for which you are requesting funding:**

For the 2021 year, CRLC is requesting funding to purchase books to distribute to families participating in our four core programs. These programs and books will be distributed in Cumberland, Dauphin, and Perry counties.

A. **Project Goals:** Our goal is to distribute books to the following:

Capital Area Head Start ages 3-5	1150 Children
Harrisburg School District K – 5 <sup>th</sup> Grade	4200 Children

Steelton Highspire School District K – 5<sup>th</sup> Grade 700 children

Hamilton Health Center (birth -5 years old)

7500 Children

**Our objectives for these programs are to:**

- Establish starter libraries for Head Start Families
- 5<sup>th</sup> grade skills that were covered were: vocabulary (with a strong emphasis of defining the words from the context), main ideas, summarizing, predicting, making real-life connections, writing journals, acting out favorite parts in small groups, writing out their favorite precepts and explaining the significance, writing fictional letters to the main characters, writing letters to the author, etc.
- a select group of students put on a play, summarizing the book
- Providing a book to every child at each well visit

**Through this project, we aim to offer the following planned activities:**

- Provide 4 books for a family starter library for each Head Start Family
- Provide a copy of Hoot for each 5<sup>th</sup> grader in Harrisburg and Steelton school districts.
- Provide books for Hamilton Health Center to distribute at well visits for each child they see.

**B. Project Timetable and budget:**

**Our timeline for the project is as follows**

- Fall 2020 group gets together to pick out picks for families for distribution. The group consists of educators, reading specialist, curriculum specialist and medical specialist working with the families.
- Books are purchased and shipped to CRLC for distribution.
- Winter 2021 deliver books to Head Start for staff to distribute to families during the 2019-20 school year.
- Winter 2021 deliver books to Hamilton Health Center to be distributed to children during well visits
- Winter 2021 deliver Hoot books to Harrisburg and Steelton School District

**Budget:**

Please note that CRLC is a completely volunteer organization, there are no salaries paid. Money we take in is spent on books to be distributed to families.

Head start:

4 book libraries: 1150 kids x 12.40 set = \$14,260

Harrisburg and Steelton 5<sup>th</sup> graders

Hoot Books: 700 books x \$6.20 book = \$4,340

Hamilton Health Center Books: 1000 books @ \$3 book = \$3,000

Total: \$21,600

**C. Our programs and this project will serve:**

Families enrolled in the Capital Area Head Start programs. To participate in Head Start family's income must fall below the Federal Established Poverty Line.

5<sup>th</sup> graders from Harrisburg and Steelton School Districts (both schools have 100% free/reduced lunch participation)

Families in Harrisburg and Perry counties that access Hamilton Health Center; Hamilton Health Center now serves Perry county through a new medical facility and we are pleased to serve this location.

**D. The following funding sources and amounts have been committed for the year:**

\$5,000 from Stabler Foundation and \$10,000 from Wells Foundation

**E. Project Benefits and anticipated results:**

Through this project, CRLC will serve families by providing books for the family library, whether it is the first book in their family library or a first copy of a hard cover book a child owns. By introducing the families to a library of books, we are helping to establish a love for learning and to help close the achievement gap for children entering school. Research shows the number one activity you can do to help ensure a child is successful in school is to read to them. Unfortunately, we cannot give a different book for each day, but we can help to start their family on the right path. Head start surveys the parents every year, and 91% of the families have said they have started reading at home to their children because of the books given to them by Head Start, which are provided by CRLC to promote family engagement.

Without the donations from CRLC, Head Start would not be able to provide the starter libraries. Head Start funding is limited, in fact, state and federal subsidies to cover cost of childcare has just been increased for the first time in 14 years. Unfortunately, the reimbursement rate does not cover the actual cost of care. Therefore, there is no additional money to provide the books for the families.

For the fifth grade students, who will receive the Hoot book, the benefits will be to work on the designated skills: vocabulary (with a strong emphasis of defining the words from the context), main ideas, summarizing, predicting, making real-life connections, writing journals, acting out favorite parts in small groups, writing out their favorite precepts and explaining the significance, writing fictional letters to the main characters, writing letters to the author, etc. It is also to introduce them to skills they will need in sixth grade, like working in cooperative groups with a strong focus on small group discussion.

**F. CRLC notes that while a book may be obtained through a back pack or church program, we are unique that we are providing:**

-We are providing books to each family either in Head Start and /or visiting Hamilton Health Center, that would otherwise not have financial capabilities to buy own books for family. Books would not be on a priority list for what the family budget could allow.

Children who receive books through Head Start will receive a starter library. Children receiving books through Hamilton Health Center will receive one book at each well visit, families will be able to build their own home library by attending each scheduled well visit.

-We are providing a book to each fifth grader in Harrisburg and Steelton High-Spire School districts, as this book has been designated in the curriculum in the schools of highest need. We are pleased to partner with these two school districts as the provider of the one to one book partnership for each child to have their own book. Without this partnership, the majority of classrooms would not be able to provide an individual book for each child. By doing this the students do not have to share or rotate books. We are placing ownership of book in their hands, which can influence their future education. Everyone can be working on the book at the same time, allowing for group discussions, social interactions and social media discussions at the same time.

## Capital Region Literacy Council~ Board of Directors

Joe Bedard, Chair (Share Kids Books Founder & NAI CIR agent)  
Jeanne Predmore, Vice Chair (TFEC Early Education Specialist)  
Janel Leymeister, Treasurer (Conrad Siegel Actuaries, Partner)  
Sue Smith, Secretary (Head Start – Director Childhood Development)  
Debbie Hervitz, Retired Reading Coordinator - Harrisburg SD  
Simone Heisey, Teacher - 5<sup>th</sup> grade Teacher – Steel High SD  
Nate Gadsden, United Way Community Impact Director  
Iris Brown, Teacher & Administrator – Harrisburg SD  
Jeff Woodyard, OIC Executive Director  
Jan Baumgardner, Teacher - York Haven Elementary School  
Leann Cox, Retired Teacher – Consultant Steelton-Highspire SD  
Marie Drazenovich – Middletown School District Elementary Principal



## Capital Area Head Start



*It takes a community to raise a child*  
Keystone Human Services

July 31, 2020

To Whom It May Concern:

On behalf of Capital Area Head Start, I am writing a letter of support for Capital Region Literacy Council (CRLC) .

Thank you for the opportunity, CRLC provides every Capital Area Head Start child and family with at least 4 new, quality books each year to read over and over at home.

Since 2008, CRLC has provided new relevant books to the children and families in our program. Dauphin County's support is instrumental in energizing teachers, students and families to focus on supporting literacy at home as well as at school. Our teachers and home visitors are very supportive of CRLC's Great Book Adventure and have been integral in making the books count with the children, who many times do not have books at home. Both children and parents enthusiastically receive the books which has stimulated their eagerness to read together as a family.

This simple yet effective educational program:

- 1) Supports Capital Area Head Start's commitment to fostering literacy in classrooms and homes
- 2) Establishes a delivery system where the children receive their own book(s) for home libraries.
- 3) Provides teachers and families reading sources separate from the Head Start curriculum.

Capital Area Head Start is excited about CRLC receiving funding so this valuable educational program continues to grow and enhance our student's "Literacy Health".

Sincerely,

Susan Smith  
Early Childhood Director, Capital Area Head Start

3705 Elmwood Drive, Harrisburg, PA 17110 - Tel: 717.541.1795 Fax: 717.541.8226



[www.keystonehumanservices.org](http://www.keystonehumanservices.org)

July 30, 2020

Dear Capital Region Literacy Board,

I continue to be a proud member of the Board and a teacher whose students greatly benefit from the mission of "...putting a book into the hands of every child." As a fifth-grade teacher who has spent the last 23 years teaching in urban schools in the Harrisburg and Steelton-Highspire school districts, I see, firsthand, the benefit of your quality selections for our children. Thanks to you and the donors for making reading a priority and helping me do my job as a Language Arts teacher more effectively.

Over the past years, I have supplemented my reading program with literature books to encourage silent reading. My classroom library is full and readily used by my students and it's stocked with an exciting assortment of varied genres. I give out books to my students as prizes or rewards and they often pick from my book closet for books to keep and take home. My districts, nor I, would ever be able to afford the amount of supplemental materials that your donors help make possible. Thank you.

Each year, I use a chapter book to read with my students and teach techniques for being a better reader. The CRLC has donated brand new books for each fifth grader to own and write in. Annotating one's literature is a major comprehension technique where, as you read, you write symbols and comments (questioning, connecting, new words, favorite sentences, etc.) to aid your understanding of the passage. It keeps the student active in the process. I have seen a dramatic increase in comprehension and involvement in classroom discussions because of our use of books. Each fifth grader has received a copy of Wonder by RJ Palacio and this year we will be using Hoot by Carl Hiaasen. Additionally, I act as the liaison person in our building to disperse books a few times a year to all 800 students in our building, donated by the CRLC and donors and chosen based on grade level abilities and interests. My students and I are most grateful for your generosity. Thank you.

Sincerely,

Simone T. Heisey

Fifth Grade Teacher

Steelton-Highspire SD

Capital Region Literacy Council  
Annual Budget  
July 1, 2020 to June 30, 2021

Revenue/Fundraising

Grants, Foundations	45,000.00
Donations, Corporations and Businesses	3,700.00
Donations, Individuals	<u>2,500.00</u>
Total	<u>\$ 51,200.00</u>

Expenses

Book Purchases	47,550.00
Book Bash Fundraising Event	
Caterer	1,200.00
Awards	200.00
Accountant and BCO Filing Fees	1,000.00
P.O. Box Fees	150.00
D&O Insurance	<u>1,100.00</u>
Total	<u>\$ 51,200.00</u>