



# The Ludington Literacy Fund

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The St. Croix Foundation was established in 1990 to improve the quality of life for St. Croix residents. The Foundation administers the Ludington Fund that awards grants to organizations serving low-income individuals residing on St. Croix.

The goal of the Ludington Literacy Fund is to promote reading ability and skills in the English language among the residents of the island of St. Croix.

## Ludington Fund Guidelines

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To be eligible for a grant from the Ludington Fund, all applicant organizations must be located on St. Croix. Funds are restricted to supporting nonprofits, community-based organizations, and schools implementing literacy initiatives.

Limited funds are available. Maximum grant amount is \$2,500.

### Highest Priority Will Be Given to Requests for:

- Specific equipment and resource needs, including training expenses related to the request

### Proposals Ineligible for Funding Include:

- Religious organizations where funds would be used to further the organization's religious purposes. Religious organizations are welcome to apply, however.
- Organizations that discriminate on the basis of age, race, national origin, ethnicity, gender, disability, sexual orientation, political affiliation, or religious belief.
- Individuals
- Endowments
- Production of books, films and videos
- Conferences or seminars
- Special fundraising events
- Fundraising feasibility project

## How to Apply

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All grant applicants must submit an application (*mailed or sent via email; see below for address info*) in the form of letter which must include the following information:

### 1. Applicant Information Sheet

### 2. Narrative

- Name of the group or organization administering the grant including the name(s) and qualifications of key staff and volunteers. A program director responsible for the administration of the program must also be identified.
- Number and kind of individuals to be served.
- Purpose of grant including the following information:
  - ❖ statement of problems to be addressed
  - ❖ description of project goals and plans to accomplish these goals
  - ❖ timetable for implementation (include beginning and end dates)

2. **Budget** (on a separate sheet of paper; see sample budget attached)
  - Show how each budget item relates to the project.
  - List all matching and in-kind funding sources. Matching funds are required for approval.
3. **Evaluation**
  - Identify the method(s) to be used for evaluating the success of the program

*Please do not send any video or audiotape with the application.*

## **Proposal Review and Approval**

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Each grant application is thoughtfully considered by the St. Croix Foundation Education Committee on a bi-annual basis.

Grant cycles open on September 15, with all applications due by October 15 and again on March 15, with applications due by May 15. Awards recipients will be contacted by mail.

## **Grant Reporting Requirements**

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If funded, the St. Croix Foundation will send you a grant agreement letter. The recipient organization is required, within 30 days, to return the grant agreement letter prior to the receipt of funds. An interim report (refer to Reporting Guidelines in the acceptance package) is due midway through program activity (Summer programs are exempted). A full report (refer to Reporting Guidelines in the acceptance package) of how funds were used is due within 30 days of program's completion. Any funds not used for the purpose specified should be returned to the St. Croix Foundation.

## **Questions**

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If you have any questions please contact:  
St. Croix Foundation  
(340) 773-9898  
staff@stxfoundation.org

### **Ludington Fund Application Deadline:**

**Applications must be Postmarked on or before:  
May 15**

### **Completed application should be sent to:**

**St. Croix Foundation  
72 Flag Drive  
Gallows Bay, St. Croix 00820  
or staff@stxfoundation.org**



**APPLICANT INFORMATION SHEET**

**Date:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Organization/Project Director:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Alternate Phone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

*Certification:*

I certify that the information provided in this application is true and correct as of the date set forth opposite my signature on this application and acknowledge my understanding that any intentional negligent misrepresentation of the information contained in this application may result in civil liability and/or criminal penalties.

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## The Ludington Literacy Fund Sample Budget Sheet

**Include a description of each budget item on a separate sheet of paper and the source of funding. Be sure to identify all matching and in-kind funds for each budget item.**

Category	Detailed Description of Budget Item	Amount Requested from this Organization	Total Project Expenses
<b>Personnel Expenses</b>			
Salaries and Wages			
Fringe Benefits			
<b>Non-Personnel Expenses</b>			
Contract Services/Professional Fees			
Office Space			
Equipment/Supplies			
Staff/Board Development			
Travel/Related Expenses			
Indirect Costs			
Other			
Total Project Expenses			