



**PSEA EDUCATION FOUNDATION**  
**BOOK DRIVE GRANT PROGRAM**  
**Adopted on January 31, 2017**

**I. ELIGIBILITY**

The purpose of the PSEA Education Foundation Book Drive Grant program is to assist PSEA local associations, PSEA regions, PSEA Divisions, or other PSEA membership groups with member-directed book drives providing books to students, families, or communities in need. PSEA Education Foundation Book Drive Grants (Grants) may be awarded by the PSEA Education Foundation so that Grant recipients can purchase books from First Book or a similar 501(c)(3) charity. Grant proceeds can only be used for the purchase of books. This program is consistent with the PSEA Education Foundation's tax-exempt status under Internal Revenue Code Section 501(c)(3) and its charitable purposes. Grants under the program are to be made on an objective and nondiscriminatory basis.

Those eligible to apply for Grants must meet all the following criteria:

- A. Must be a PSEA local association, PSEA Region, PSEA Division, or a representative of a membership category of PSEA.
- B. Must complete, sign, and submit a Grant application with an accompanying cover letter. The application must provide the following information:
  1. Identification of any 501(c)(3) charity, school, or program partnering with the Grant applicant;
  2. An explanation as to how the book drive will accomplish one or more of the following objectives:
    - a. Collecting books for distribution and engaging the community
    - b. Distributing books to children in need
    - c. Encouraging students to read
    - d. Increasing the number of persons who receive PSEA's Partners for Public Education (PPE) Post and distributing PPE materials
    - e. Building local capacity in a PSEA local association or PSEA membership category
  3. An explanation of the plan for book distribution to students, families, or communities in need. The plan for distribution shall include one or more of the following groups, entities, or programs:
    - a. Head Start
    - b. Title I or Title I eligible school
    - c. USDA Food and Nutrition Program
    - d. Federally Qualified Health Center

- e. Title VII recipient
  - f. Military family support program
  - g. Library with an E-rate of 90
  - h. A program primarily serving children with disabilities
  - i. A program where at least 70% of children come from low-income families
  - j. Any other program serving students, families, or communities in need as determined to be appropriate by the Foundation.
- 4. The type of books that will be distributed. While titles do not have to be provided in the application, a description of the target group for the books shall be included; and
  - 5. The requested Grant amount.
- C. The completed application must be signed by the local association president(s), PSEA region or division president, or PSEA member as appropriate, and by appropriate PSEA staff, which may include a PSEA UniServ, Region Advocacy Coordinator, Director, or Assistant Executive Director.
  - D. Within one month of the distribution of the books, the Grant recipient shall complete the written Book Drive Grant Program Response Form and submit it to the PSEA Executive Director (or his/her designee) which will report on the following: the number of books collected from the community, the number of books purchased, the number of books distributed, the number of recipients (if known), the number of new PPE members, any problems with the distribution of books, and suggestions to improve the program. A Grant recipient that does not complete the report form shall not be eligible to receive another Grant for no less than five years.
  - E. The maximum Grant award is \$1,000.

## II. ADMINISTRATION OF GRANTS

- A. Donations Received for Grants
  - 1. Donations received for Grants will be accounted for separately from other Foundation funds.
  - 2. Donations received by the PSEA Education Foundation for the Book Drive Grant Program will only be used for this program. Donations cannot be earmarked for any individual, association, or group.
  - 3. Letters documenting the tax-deductibility of donations for the Grant Program will be sent to donors by PSEA's Administrative Services Division, as per the Administrative Services Agreement between PSEA and the PSEA Education Foundation. (Note: PSEA and the PSEA Education Foundation have engaged in an Administrative Services Agreement that calls for PSEA to provide staff resources to assist with the administration of the PSEA Education Foundation, including administrative and financial assistance.)

B. Processing Applications

1. The completed application must be reviewed by the PSEA Region Field Manager and PSEA Region Advocacy Coordinator, and it must be reviewed by the Executive Director or his/her designee for compliance with eligibility requirements.
2. The PSEA Executive Director (or his/her designee) may recommend specific Grant Recipients, and maximum Grant amounts, for approval to the directors of the Education Foundation, however, the Foundation directors have the sole and exclusive authority to approve or disapprove Grant applications.
3. As a part of this application process, the directors shall approve an evaluation tool to be used to score all Grant applicants.

C. Processing of Grants

1. Upon approval of a Grant, the Grant recipient will order the books pursuant to the parameters outlined in the Grant application.
2. The Grant recipient must order the books within two months of being notified by the PSEA Education Foundation of the approval of the Grant or the Grant will be forfeited.
3. The PSEA Education Foundation will have payment made to First Book or a similar nonprofit organization or will reimburse the Grant recipient for the cost of the books. Payment will not be greater than the approved Grant.
4. The Grant recipient must distribute the books within six months of notification by the Foundation that the invoice has been paid or upon reimbursement by the PSEA Education Foundation.