

**Lend A Hand Society
Book Mission
Grant Application Guidelines**

Geographic Focus

Grants are made to non-profit organizations in the United States.

Type of Support

Grants are made for the acquisition of books for educational institutions and libraries serving low-income individuals. Grants are made for the purchase of books for libraries to be used on a lending basis.

Application Deadline

Proposals must be submitted by October 15th

Grant Range

The average grant size is \$500 to \$2,000

How to Apply

All applications must include:

1. A cover letter describing the amount and purposed of the grant being requested.
2. A proposal narrative describing the project or program to be funded.
3. As Exhibits:
 - a. A copy of the IRS Determination Letter under Section 501 c (3).
 - b. Personal resume of the principal administrator of the project or program.
 - c. A program and agency budget
 - d. A list of other sources of support for the project or program.
 - e. Current list of board members
 - f. Audited financial statements for the most recent year.

A grantee is expected to provide a report on the use of funds at the end of the grant period. Grant reports may be submitted along with new requests for funds. Reports should clearly state the goals and objectives of the project and the progress made toward achieving these goals and objectives.

Contact Information

Proposal submissions should be mailed to:

Nancy Cooper
Executive Director
Lend A Hand Society
89 South Street, Suite 203
Boston, MA 02111

