



Instructions for Application

Please read these instructions in full before filling out the application form. If you require additional guidance when filling out the form, please e-mail your questions to literacyawards@loc.gov.

The deadline for applying is **March 31, 2014**; all applications and supporting materials must be received by this date to be eligible for consideration.

Steps

1. Download the application form and instructions from www.read.gov/literacyawards and save the form as "OrganizationName_PrizeCategory," (i.e. Acme Book applies for the International Prize, the file name is AcmeBook_International.pdf)
2. Save letters of reference as "OrganizationName_Reference1" and "OrganizationName_Reference2" (i.e. AcmeBooks_Reference1.) PDFs are preferred for letters of reference, but text formats such as .rtf, .doc, etc. are also accepted. Please do not send .jpg or .jpeg files
3. Complete the application form
4. Copy and paste your essay into the appropriate box in the application. This essay may be no more than 750 words
5. Save all files
6. Email the application and the letters of reference to literacyawards@loc.gov. The subject line should read, "Organization name, Prize category, Application" (i.e. Subject: Acme Books International Application)

Additional Guidance

- When selecting which prize to nominate an organization for, please refer to the prize criteria provided above. An organization may be nominated in only one prize category. In the case of multiple nominations the board may review only one application. Outside nominators should coordinate with the nominee organization to ensure that a single application is submitted
- If you are applying on behalf of an organization with which you are affiliated select "self-nomination" in section 1. If you are applying on behalf of an organization with which you are not affiliated select "outside nomination." You are affiliated with an organization if you are an employee, contractor, volunteer, or board member of the organization
- Even if the nominator and the contact person are the same individual, fill out both sections in full
- Your essay should summarize why the organization should be considered for this prize, focusing on how it meets the evaluation criteria (innovation, sustainability, replicability, measurable results, and evidence-based practice.) Please include a brief description of organizational history and context
- Check links to make sure that they are correctly spelled and lead to active web pages