

Author Visit Grant Application

- **School for which you are applying**
 - **School Address**
 - **Applicant Name and Position**
 - **Applicant Email**
 - **Applicant Phone Number**
- 1. Have you previously hosted an author at your school?**
 - 2. Author you are proposing to host**
If you do not have a single author confirmed list prospective authors you are considering.
 - 3. When do you plan to host your author visit?**
If you do not have a confirmed date, make a general guess as to when you hope to have your author visit.
 - 4. How do you plan to host your author?**
Virtually or In-person at my school
 - 5. Rescheduling Flexibility**
If planning to host your author in-person at your school site, please share your alternative plan if it becomes necessary to cancel and reschedule the visit.
 - 6. Student Population**
What grade level(s) and how many students will be included in this visit?
 - 7. Purpose and Outcomes**
Author visits serve many purposes. What is the primary purpose for this author visit?
Will you be collaborating with other staff or programs in your school or community?
What outcomes do you hope to achieve? (Suggested word count: 100 - 150 words)
 - 8. Maine State Standards**
What Maine State ELA/Literacy (or other content area) standards will this visit help you and your teachers achieve? (List 1-2 standards - copied & pasted bullets are welcomed)
 - 9. What county(ies) does your school serve?**
 - 10. Amount Requested**
Grant awards range between \$500 and \$1000
 - 11. What is the total cost of your visit?**
Categorize your request into author fee and travel expenses. If you are hosting your author virtually, please include this information in your budget. If you have yet to contract with an author, make an estimate based on information that is publicly available about your proposed authors.
Note: Grant funds are to be used for author hosting expenses (fees/travel/food costs, etc.), not for books for students or the library.
 - 12. What other funding sources do you have for this visit?**
 - 13. 501c3 Designation**
Does your school hold a 501(c)(3) designation letter, a tax exempt certification from the Maine Revenue Service, or tax-exempt status as a local government entity? Grants can only be made to nonprofit organizations that are tax exempt under section 501(c)(3) Internal Revenue Code.
 - 14. Upload a copy of your tax-exempt documentation.**