



YEAR OF THE BOOK: Grant Requirements and Expectations

For CLiF's Year of the Book to have the greatest positive impact on a school's students, staff, and parents/caregivers, each sponsored school must do the following:

1. GRANT MANAGEMENT

- **Coordinator:** Identify an enthusiastic and organized individual to serve as local coordinator and to collaborate with CLiF on planning, organizing, and scheduling Year of the Book events. This person will spend many hours in this role, and CLiF will provide a stipend of \$800 for their time and help. It is okay to have co-coordinators and they can split the stipend.
- **Advisory Committee:** Create a literacy advisory committee (if one does not already exist) of at least five people, including the coordinator and ideally including a school administrator, who can brainstorm ideas, aid with event organization, engage with school staff, help to connect with curriculum, ensure family engagement, and maintain momentum in the school after the Year of the Book grant is complete.
- **Administrative Support:** Buy-in and support from school leadership is essential for success.

2. COMMUNICATION

- **E-mail List:** Provide CLiF with your list of staff emails in Fall 2026 so we can communicate directly with them about mini-grants, classroom book ordering, and relevant CLiF events.
- **School Sponsor(s):** We couldn't do this without our generous donors. We require sponsored schools to make an effort to periodically thank sponsors during the year through letters, notes from students, photos, or other materials.
- **Press:** Sharing stories about your Year of the Book successes benefits your school and us. CLiF provides a communications kit and is available for advice and training.

3. EVENT PLANNING

- **Virtual Meeting:** In Spring 2026, the CLiF program manager and director will host a virtual meeting with your advisory committee, principal, coordinator, and librarian to review the grant activities, discuss next steps, and answer any questions.
- **Kick-off Event:** The kick-off event is the first CLiF event that takes place during the upcoming school year. We will discuss the details at our spring meeting and it's helpful to select a few dates in advance for September or early October.

- **Book Giveaways:** Each school will receive new, high-quality books for students to take home. CLiF requires a giveaway at the kick-off, but then it is up to the school to determine when to schedule the remaining book giveaways.

4. FEEDBACK

- **Regular Feedback:** CLiF requires that *within a week* after every major event (e.g., author visit, writer-in-residence program) that the coordinator sends us a short description of the event with **at least five quality photos** and comments, quotes or feedback from the children or teachers (as applicable). This helps CLiF share this information with our sponsors, build a stronger database of great literacy program ideas, and improve our programs.
- **End-of-Year Evaluation:** Your feedback about the CLiF Year of the Book helps us gauge the grant's strengths and improve for the future.