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**2016 COMMUNITY GRANTS PROGRAM**

**REQUEST FOR PROPOSALS**

**Announcement: September 16, 2016**

**Application Deadline: 5 PM, November 18, 2016**

Portland Literacy Council (PLC) invites applications for our Community Grants program.

* These grants are available to Portland metro-area literacy programs that advance Adult Basic Education, GED preparation, or English-as-a-Second Language instruction.
* Grants support existing projects or programs, and may cover operational or program expenses.
* Grants are limited to $500.
* Previous recipients are eligible to apply for the same or another program/project.
* To be eligible, organizations must provide proof of non-profit status.
* Agencies receiving grants must consent to be profiled in Literacy*Links*, PLC’s online newsletter.
* The deadline for applications to be received is 5 PM, November 18, 2016.

**To apply**: Submit a letter (email or hardcopy) describing, in 500 words or less, the literacy project for which funding is requested. Your letter should cover the following information:

* Name of the program or project and the name of the sponsoring organization
* Name and phone number of the person to contact if we have questions about the grant proposal
* Students served
* Project’s goals
* How a community grant will advance the project mission

Be sure to include a copy of your organization’s IRS 501(c)(3) tax exemption letter or other acceptable evidence of nonprofit status. Applications will not be considered without this documentation.

**Contact:** Cheryl Thoen, PLC Board of Directors

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| **Email:** | grants@portlandliteracy.org | **US Mail:** | Community Grants Program  Portland Literacy Council  P.O. Box 2872  Portland, OR 92708 |

Portland Literacy Council (PLC) is a nonprofit organization founded in 1993. PLC is dedicated to promoting literacy programs throughout the Portland metropolitan area. PLC efforts include: delivering volunteer tutor training programs, hosting an annual literacy tutor conference, publishing the Literacy*Links* newsletter, and sponsoring local literacy projects. Our mission is to support literacy programs throughout the Portland metropolitan area. We strive to ensure that a basic education is available to everyone.

**Visit the Portland Literacy Council web site,** [**www.portlandliteracy.org**](http://www.portlandliteracy.org)**, for more information.**