

**Be our Community Partner-
to build a world where all children are read to daily**

**Book Bag Library Program Application
Guide to Applicants**

Creating partnerships to inspire reading aloud to children is what we do. We strive to unite nonprofit organizations, business corporations, educational institutions and various community based groups to achieve our vision of a world in which all children read and succeed. The success of our programs and the depth of our impact rely on our community partners. Therefore, we will discreetly select our partners and all applicants are suggested to read the following guidelines before submitting application.

1) Scope of subvention

The mission of Bring Me A Book Hong Kong (BMABHK) is to provide easy access to the best children's books for social service organizations and educational bodies serving children of age 0 – 11. We also conduct and support the “First Teachers Training” to educate parents, teachers and childcare providers to read aloud with children for future success in school and life. For more details about the mission and programs of BMABHK, please visit our website at www.bringmeabook.org.hk

2) Eligibility for Application

Non-profit making organizations, education bodies and social service organizations registered under the laws of Hong Kong are eligible to apply.

3) Submission of Application

Applications can be submitted throughout the year. Interested parties please download the Recipient Request Form from our website www.bringmeabook.org.hk and submit the completed form by email, by post or by fax. Reply notice will be sent to the applicant once the application is well received. Provided that the applications submitted are complete and all eligibility

criteria are met, applications will be processed normally within one month and follow-up contacts with the applicants will be made.

E-mail : info@bringmeabook.org.hk

Fax : 2167 7181

Mailing address : 7/F On Lan Centre, No. 11-15 On Lan Street, Central

4) The Number of Application

Library donation will only be made to a location/ site once. If the applicants would like to apply for our library programs installed at its subsidiary sites, individual submission of application for each site is needed.

5) Selection Criteria

- a) The applicant's service delivery boundary is within Hong Kong.
- b) The applicant should clearly understand the missions and expectations of BMABHK and have the passion to ignite reading aloud to children.
- c) The applicant committed itself to fulfilling the agreement terms.

6) Agreement

This Agreement shall come into force on the date of library installation and shall continue in force for a period of **three years**. The beneficiary organization can keep the library continuously after the completion of the agreement.

7) Rights and Obligations

Rights :

- a) To obtain the training materials and gifts for parents from BMABHK while conducting the First Teachers Trainings in the agreement period.
- b) Not more than two staff of each recipient organization can join the "Train the trainer" workshop to deliver First Teachers Training in the

community. Those complete the whole training will be qualified as First Teacher Trainer by BMABHK. .

- c) To be given the priority to join the mass programs and publicity events of BMABHK.
- d) To be eligible to apply our voluntary service on reading-aloud to children

Obligation :

- a) To provide at least **2** First Teachers Trainings with a minimum attendance of **30** parents/caregivers per year within the Agreement period.
- b) To complete and submit an Annual Report and a Parent Survey Tally Sheet each year within the Agreement period. A copy of the completed Summary of First Teachers Training should also be submitted following each training. (all reports can be downloaded from our website www.bringmeabook.org.hk) Recipient Organization should take the initiative to contact BMABHK if they encounter any difficulties. BMABHK will pay visits to the Recipient Organization on need basis.
- c) To communicate the program on an on-going basis to all service users to increase the level of utilization and number of beneficiary.
- d) To develop networks with other community organizations in order to maximize the impact of the program
- e) To develop creative measures to sustain the read-aloud to children in our community
- f) To designate one staff to serve as a contact person to be responsible for maintaining regular communication with BMABHK. Any change of the contact person should be informed BMABHK as soon as possible. The Recipient Organization is responsible to ensure the new contact person understand and execute the agreement well.
- g) To provide the contact numbers, address and names of qualified trainers on the website of BMABHK for public enquiries. Special settings can be exempted.
- h) To maintain good quality of library program and ensure no other books placed in the Book Bag without the consent from BMABHK
- i) To seek the prior approval from BMABHK if there is any change of the address of the Library

- j) BMABHK has the copyright in all the submitted reports and pictures from the Recipient Organization.

Bring Me A Book Hong Kong
June 2010