



## **Application Instructions Book Fair Foundation Grant**

The Book Fair Foundation collects book donations throughout the year and sells them at our annual November Dayton Book Fair. It is historically the largest used book sale in Ohio.

Net proceeds of the sale are divided among three beneficiaries. In the recent past, this amounts to awards of around \$10,000 each. If we have a wildly successful sale, the awards would be larger, and conversely, if it's not a good year for books, then more modest. Checks are presented after the sale, on or around February 2.

### **Here are a few important points to keep in mind...**

You must have your own 501(c)3 designation from the Internal Revenue Service to apply. We understand great groups do good works out there operating under the umbrella of larger organizations, but we must have a baseline. If you don't have this designation from the IRS, we cannot consider your application.

Your organization must be incorporated within 25 miles of Dayton. It is important to us that the money we raise stays in our own community.

Two deadlines are posted each year. One deadline for a post-mark and one for hand-delivery. Please don't mail on the hand-delivery deadline! With your application, please include a one-page cover letter—your opportunity to really make the case for why we should choose your organization.

Beneficiaries are chosen by a group of seven (7) board members. Please provide seven (7) copies of your application. Supplemental materials are welcome—we'll need seven (7) copies of those as well. (However, if you want to include a flash drive with video or photographs of your organization's work, one will suffice.)

It is a Herculean effort to make the Book Fair happen, and we have an all-volunteer staff. To that end, we require 60 hours of volunteer effort on the part of each beneficiary. Half of the hours should be at the 2025 Book Fair and at least six of those sixty hours must be fulfilled on Monday, November 10th, 2025 to help us tear-down the sale. The other hours can be fulfilled at the Book Fair, at our offices where we process our donations or at Rabbit Hole Books, our brick-and-mortar bookstore. Failure to complete the volunteer component could have unhappy consequences. This, and other considerations are spelled out in the letter we'll send you if your group is chosen. We love working with our beneficiaries and we've made lasting friendships through these partnerships.

The board meets several times during January to discuss the applications. It is remarkable to see how many fantastic non-profits there are in our community and what inspiring work you're all doing. It is very difficult to winnow down the choice to just three. Those chosen as beneficiaries will be notified via telephone in late January, with a letter to follow up. (Sad news comes via postcard.)

If you have questions, you are welcome to contact us by phone (937.999.4491) or email (daytonbookfair@gmail.com). And no matter what else, please accept our heartfelt thanks for doing what you're doing: people like you and groups like yours make our community a better place.

### **Application Submission Checklist:**

- ☐ Application form and attachments (7 copies)
- ☐ Cover Letter (7 copies)
- ☐ IRS letter of 501(c)3 determination (one copy of this is sufficient)
- ☐ Summary page from most recent IRS 990  
(If you file a 990-N e-Postcard, please check appropriate box)
- ☐ Supplemental materials of your choosing (please provide 7 copies) i.e.:
  - brochures
  - press coverage
  - photographs
  - videos (one flash drive for videos is fine)

**Please mail or hand-deliver as described below:**

**Postmark by January 3, 2025 and mail to:**

Book Fair Foundation  
2181 Embury Park Rd  
Dayton, OH 45414

**Hand-deliver by January 9, 2025 to:**

Book Fair Foundation  
2181 Embury Park Rd. Dayton, OH 45414  
Open Hours: Tuesdays/Wednesdays/Thursdays/Saturdays, 10am-4pm

Rabbit Hole Books  
29 W. First St. Dayton, OH 45402  
Open Hours: Every Day, 12pm-7pm

**APPLICATION**  
**2025 Grant Year**

Name of organization:

IRS Tax EIN:

Address:

Telephone:

Email:

Website:

Date established:

Date incorporated:

Name and title of person applying:

Which area or areas does your organization address? Check all that apply:

- ☐ animal welfare
- ☐ arts
- ☐ conservation
- ☐ cultural awareness
- ☐ education
- ☐ history
- ☐ human rights
- ☐ hunger
- ☐ justice
- ☐ literacy
- ☐ medicine
- ☐ peace
- ☐ poverty
- ☐ recreation
- ☐ social welfare
- ☐ wellness
- ☐ other, please specify:



**Mission**

Tell us a little bit about your organization's mission and projects.

(If you prefer, you can write a statement on a separate sheet and attach it to the application.)

What do you see as your organization's greatest accomplishments to date?

(If you prefer, you can write a statement on a separate sheet and attach it to the application.)

What is your organization's annual budget?

Does your organization have significant assets?

How many volunteers are involved in your organization?

How many paid staff (full-time and/or part-time) does your organization have?

Is this an independent organization, or a local chapter of a larger group?

If you are a local chapter of a larger group, what percentage of your financial support comes from the parent organization?

IRS 990 Filing Status:    ☐ Full Return    ☐ 990-N e-Postcard



If your organization has an annual budget over \$300,000 but still feels that \$10,000 from us would be an important contribution, please explain why.  
(If you prefer, you can write a statement on a separate sheet and attach it to the application.)

How does your organization communicate with the public? Please check all that apply:

- |  |                                      |                                    |
|--|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Facebook        | <input type="checkbox"/> Twitter (X) | <input type="checkbox"/> Instagram |
| <input type="checkbox"/> Newsletter      | <input type="checkbox"/> News media  | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Other outreach: |                                      |                                    |

If your organization is chosen, do you have a specific project in mind for the grant, and if so, what is that project?  
(If you prefer, you can write a statement on a separate sheet and attach it to the application.)

Would you be interested in having our board visit your organization as part of the application process?

