FICTIONAL SAMPLE

Neighborhood Reading Lab ; foundation application

Harbor Learning Collective

FOLIOWORKSSTUDIO / FOUNDATION APPLICATION

Application at a glance

Harbor Learning Collective seeks an illustrative $45,000 contribution toward a $72,000, 12-month Neighborhood Reading Lab. The proposed program serves 120 learners at two neighborhood locations. This fictional application demonstrates how existing program facts can become a coherent submission. It is not a real funding request.

Sources: S1, S2, S3, S4

Organization and experience

Harbor Learning Collective is a fictional community learning organization. Its illustrative 2025 program involved 120 learners, 36 volunteer tutors and 48 sessions. Tutors recorded 960 volunteer hours. These figures describe participation and activity; they do not establish a causal improvement in literacy.

The next program builds on the same small-group model. Staff coordination, tutor orientation and monthly support will provide a consistent operating structure. The organization remains responsible for confirming every fact and attachment before any real application.

Sources: S1

Community need

The proposed program offers regular paired-reading opportunities in two neighborhood locations. The supplied brief identifies the intended service but does not contain population-level evidence of local literacy need. A real submission should add approved local evidence and explain how learners are referred.

This sample deliberately does not invent a prevalence statistic, waiting-list size or barrier reported by participants. Those details belong in the organization's evidence register before the narrative is finalized.

Sources: S1

Program activities

Over 12 months, the Neighborhood Reading Lab will serve 120 learners. Volunteer tutors will receive orientation and monthly support. The two-location structure is intended to make the program locally accessible.

The core activities are reading sessions, tutor support, attendance tracking and participant feedback. A real implementation calendar should identify session frequency, staff responsibilities and the confirmed locations. Those operational details must come from the approved program plan.

Sources: S1

Intended outcomes and measurement

The program will use attendance records, participant feedback and beginning/end reading assessments. Attendance will measure participation; assessment results will describe changes in reading performance after data collection.

In the illustrative prior year, 84 of 120 learners attended at least 75% of sessions, equivalent to 70%. This is an attendance measure. No literacy-gain result is available in the supplied brief and none is claimed.

For a real application, specify the assessment instrument, target outcomes and reporting schedule before submission.

Sources: S1

Budget explanation

The illustrative annual budget totals $72,000: program coordination $30,000; tutor orientation $6,000; learning materials $9,000; space and utilities $12,000; evaluation and administration $15,000.

The requested foundation contribution is $45,000. The remaining $27,000 requires a confirmed funding plan. Prior-year example income is not treated as a commitment to the proposed year.

Budget categories must be reconciled with the foundation's eligible-cost rules and the signed-off financial plan.

Sources: S1, S2, S4

Sustainability and stewardship

The fictional prior-year funding mix included foundation support, individual contributions and local sponsors. That diversity suggests possible channels for future support but does not prove future income.

A final application should identify confirmed commitments, responsible staff and the program's contingency plan if the full budget is not secured. Reporting should distinguish activity completed, resources spent and outcomes actually measured.

Sources: S1

Submission checklist

Before a real submission, the organization must verify the funder's current criteria, narrative limits and deadline; approve the full budget; supply the board list and nonprofit determination letter; confirm participant privacy; and review every final answer.

This demonstration includes a narrative structure and an evidence register. It does not include legal attachments or evidence of eligibility, and it will not be submitted.

Sources: S1, S3

Supplied budget / data

Amounts in USD. Calculated from supplied rows; not audited.

Program coordination $30,000

[redacted]

Tutor orientation $6,000

[redacted]

Learning materials $9,000

[redacted]

Space and utilities $12,000

[redacted]

Evaluation and administration $15,000

[redacted]

TOTAL $72,000

Review & provenance

FICTIONAL SAMPLE

Fictional demonstration only. No submission or funding claim.

Real applications require complete eligibility evidence and client-approved attachments.

Source register

S1 - Approved source material

S2 - Project goal

S3 - Opportunity / output requirements

S4 - Budget or chart data

S5 - Audience

Full source text is included in the editable document and evidence-register.json.