

New Matching Literacy Grant Process Brings Customers Back Into Your Stores

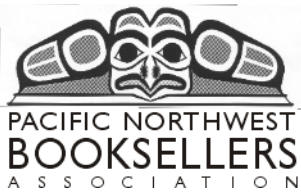
To participate in PNBA's Matching Literacy Grant program, a member retail bookseller must follow the same process as in the past, by filling out a request for a matching grant and submitting that request to PNBA. The Literacy Committee will review all correctly submitted applications and approve those that meet the guidelines for a matching grant by PNBA. Then, PNBA will issue a "gift certificate" to each recipient literacy group in the amount of the approved grant. The recipient's gift certificate will be sent by PNBA to the member store, which will then give the certificate to the literacy group, and invite the group to send a representative to the store to select the books they would like to receive as their match. A store employee will then ring up the sale of those books at the register, and SEND THE CASH REGISTER RECEIPT TO PNBA, with a signed and dated statement from the bookstore employee and the representative of the literacy group, assuring that the books have been received by the literacy group. Upon receipt of that statement and cash register receipt, PNBA will send to the Bookstore a check for the amount of the matching grant.

- 1) Print, fill-out, and submit the Application for a Matching Literacy Grant (page 2 of this pdf).
- 2) Upon Committee approval and receipt of PNBA's gift certificate, notify the literacy organization of the credit at your store in the amount of the grant.
- 3) Process the books for the matching grant through your cash register, print, fill-out, date and sign, and have a representative of the literacy group also date and sign, the Confirmation of Receipt of Matching Grant books (page 3 of this pdf), and send that to PNBA.
- 4) PNBA staff will process your request for reimbursement and send to the store a check for the full amount of the matching grant and sale.

Thom Chambliss
Executive Director

Larry West
Executive Assistant

Brian Juenemann
Marketing Director



THOM CHAMBLISS
EXECUTIVE DIRECTOR

LARRY WEST
EXECUTIVE ASSISTANT

BRIAN JUENEMANN
MARKETING DIRECTOR

338 West 11th Ave., #108
EUGENE, OR 97401-3062

TEL (541) 683-4363
FAX (541) 683-3910

email: info@pnba.org
www.pnba.org

Literacy Grant Requirements

- Applicants must be current PNBA retail bookstore members.
- A 'donation' is defined as books, merchandise, or money given to a literacy program. Advanced reading copies do not qualify.
- A discount given on a purchase does not qualify as a donation.
- Stores may apply for more than one grant but are limited to a total of \$300 per season.
- Proof of donation must accompany form. Proof of donation must be one of the following: a receipt or invoice with the donation's retail value AND recipient's signature; or a letter of acknowledgement from the literacy program, stating the retail value of the donation; or a copy of a cancelled check.

A literacy program is defined as any project conducted by a not-for-profit organization for the purpose of teaching or encouraging reading in a PNBA member state.

Submit your application to the PNBA office by Friday, September 30, 2011.

Fax the completed form(s) to PNBA at (541) 683-3910.

BOOKSTORE INFORMATION

Amount Requested \$ _____

Please fill out completely, attach proof of donation and return to PNBA by deadline date.

Bookstore Name _____

Contact Person _____

Store Address _____

City _____ State _____ Zip _____

Phone Number _____

Fax Number _____

Email _____

Name of Literacy Organization _____

Describe the literacy program, how your store contributed and the retail value of your donation:

LITERACY ORGANIZATION INFORMATION

Please fill out completely, and include your not-for-profit number in the space above.

Name of Literacy Organization _____

NON-PROFIT # _____

Address _____

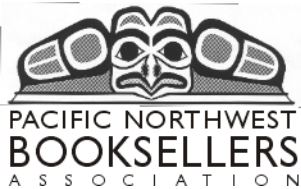
City _____ State _____ Zip _____

Phone Number _____ Fax Number _____

Email Address _____

Contact Person _____

Please describe the purpose and focus of your organization:



PACIFIC NORTHWEST
BOOKSELLERS
ASSOCIATION

THOM CHAMBLISS
EXECUTIVE DIRECTOR

LARRY WEST
EXECUTIVE ASSISTANT

BRIAN JUENEMANN
MARKETING DIRECTOR

338 West 11th Ave., #108
EUGENE, OR 97401-3062

TEL (541) 683-4363
FAX (541) 683-3910

email: info@pnba.org
www.pnba.org

Literacy Grant Requirements

- Applicants must be current PNBA retail bookstore members.
- A 'donation' is defined as books, merchandise, or money given to a literacy program. Advanced reading copies do not qualify.
- A discount given on a purchase does not qualify as a donation.
- Stores may apply for more than one grant but are limited to a total of \$300 per season.
- Proof of donation must accompany form. Proof of donation must be one of the following: a receipt or invoice with the donation's retail value AND recipient's signature; or a letter of acknowledgement from the literacy program, stating the retail value of the donation; or a copy of a cancelled check.

A literacy program is defined as any project conducted by a not-for-profit organization for the purpose of teaching or encouraging reading in a PNBA member state.

Submit your application to the PNBA office by Friday, September 30, 2011.

Fax the completed form(s) to PNBA at (541) 683-3910.

CONFIRMATION OF RECEIPT OF MATCHING GRANT BOOKS

In order to issue reimbursements for the matching grants, PNBA must receive written proof (for the IRS) that your store has fulfilled the matching grant by providing the full value of the matching grant as books to the recipient organization. After PNBA has received this confirmation, we will issue a check to the store for the full amount of the retail price of the books donated as a PNBA match.

Bookstore Name: _____

Contact Person: _____

Amount Requested \$ _____

Name of Literacy Organization: _____

List here, or attach a separate, ORIGINAL cash register receipt showing, all of the titles and retail prices of the books provided to the recipient literacy organization as PNBA's match and the total of all books provided in the matching donation:

Dated signature of Bookstore representative, affirming that the list and retail prices above are accurate, and that the books represented have been donated to the recipient literacy organization:

Dated signature of recipient Literacy Group representative, affirming that the books listed above is accurate and that the books represented have been received by the recipient literacy organization:
