

## Instructions for 2016 Literacy Awards Application

---

Please read these instructions in full before filling out the application form. If you require additional guidance when filling out the form, please e-mail your questions to [literacyawards@loc.gov](mailto:literacyawards@loc.gov).

The deadline for applying is March 31, 2016; all applications and supporting materials must be received by this date to be eligible for consideration.

### Steps

1. Download the application form and instructions from [www.read.gov/literacyawards](http://www.read.gov/literacyawards) and save the form as "OrganizationName\_PrizeCategory," (i.e. Acme Book applies for the International Prize, the file name is AcmeBook\_International.pdf)
2. Save letters of reference as "OrganizationName\_Reference1" and "OrganizationName\_Reference2" (i.e. AcmeBooks\_Reference1.) PDFs are preferred for letters of reference, but text formats such as .rtf, .doc, etc. are also accepted. Please do not send .jpg or .jpeg files
3. Complete the application form
4. Copy and paste your essay into the appropriate box in the application. This essay may be no more than 750 words.
5. Save all files
6. Email the application and the letters of reference to [literacyawards@loc.gov](mailto:literacyawards@loc.gov). The subject line should read, "Organization name, Prize category, Application" (i.e. Subject: Acme Books International Application)

### Additional Guidance

- When selecting which prize to nominate an organization for, please refer to the prize descriptions provided on the next page. An organization may be nominated in only one prize category. In the case of multiple nominations the board may review only one application. Outside nominators should coordinate with the nominee organization to ensure that a single application is submitted.
- If you are applying on behalf of an organization with which you are affiliated select "self-nomination" in section 1. If you are applying on behalf of an organization with which you are not affiliated select "outside nomination." You are affiliated with an organization if you are an employee, contractor, volunteer, or board member of the organization.
- The Nominator section does not need to be filled out for self-nominations
- Your essay should describe the organization's work and summarize why it should be considered for this prize, focusing on how it meets the evaluation criteria (innovation, sustainability, replicability, measurable results, and evidence-based practice.) Please include a brief description of organizational history and context. Essays that exceed 750 words may be disqualified.
- You may embed links to additional websites in your essay if you so choose. Check links to make sure that they are correctly spelled and lead to active web pages.

## Award Descriptions

---

*Note: All applications will be evaluated based on innovation, sustainability, replicability, measurable results, and evidence-based practice.*

**The David M. Rubenstein Prize (\$150,000)** will be awarded to an organization that has made outstanding and measurable contributions in increasing literacy levels and has demonstrated exceptional and sustained depth and breadth in its commitment to the advancement of literacy. The organization will meet the highest standards of excellence in its operations and services. This award may be given to any organization based either inside or outside the United States

**The American Prize (\$50,000)** will be awarded to an organization that has made a significant and measurable contribution to increasing literacy levels or the national awareness of the importance of literacy. This award may be given to any organization that is based in the United States.

**The International Prize (\$50,000)** will be awarded to an organization or national entity that has made a significant and measurable contribution to increasing literacy levels. This award may be given to any organization that is based in a country outside the United States.



**4. Nominator's Information** (*Outside nominations only*)

Title                      First Name (Given Name)                      Surname (Family Name)

Telephone Number                                      Email address

Relationship to nominee

---

**5. Reference 1**

Title                      First Name (Given Name)                      Surname (Family Name)

Telephone Number                                      Email address

---

**6. Reference 2**

Title                      First Name (Given Name)                      Surname (Family Name)

Telephone Number                                      Email address

---

## **7• Essay**

Maximum of 750 words

*Note: All applications become the property of the Library of Congress. They may be used in whole or in part as promotional, research, or educational materials. This includes possible distribution to the UNESCO Institute for Lifelong Learning.*