



Children's Book Network



# Children's Book Network

PUTTING CHILDREN AND BOOKS ON THE SAME PAGE

FUNDING PROPOSAL - 2020



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## CHILDREN'S BOOK NETWORK

### OUR DUE DILIGENCE

The Children's Book Network is a registered non-profit organization, and as such, all donations to our programme are tax deductible. All documentation is complete, and can be provided on request.

- The Children's Book Network Trust No. IT20964/2014
- NPO 163-927
- PBO 930054855/Section 18A
- **Trustees:** Anthony Gregorowski (Chair), Lesley Beake (Director), Dave Mohr, Hildegard Witbooi
- **Physical address:** 14 Long Market Street, Stanford, Western Cape, 7210
- **Postal address:** P.O. Box 121, Stanford, Western Cape, 7210
- **Bank account details:**
  - Account Name: The Children's Book Network Trust
  - First National Bank: Tokai Branch
  - Branch number: 200409
  - Account Number: 625 70 830 458 (Cheque account)
  - Swift code FIRNZAJJ

## ABOUT CHILDREN'S BOOK NETWORK

### INTRODUCTION

#### General Information

Children's Book Network (CBN) is about children, books and friends. Our aim is to promote joy in reading to the extent that children will come to love books. We provide a safe space for our children to let their imaginations fly and give them cultural stimulation and access to knowledge outside of their everyday experience.

CBN passionately believes that all children should have the chance to read books that interest and excite them. All children should have access to books that take them into other worlds, other lives. All children deserve books and stories.

### MISSION

To provide reading resources to children from Stanford, Hermanus, Franschhoek and Mitchell's Plain, encouraging them to read more and improve their comprehension, reading skills – and love of books. And then to expand our work to other areas.



## GOALS

### Short-term:

- To provide reading resources and books to at least 2 000 underprivileged children between the ages of 9 and 12 in 2020
- To distribute ten more reading toolboxes during 2020
- To create an exciting, well-resourced book club in Stanford that will also enhance our monitoring and evaluation programme
- To continue evaluating children's reading ability at the start and end of a year cycle
- To increase the number of children we reach through our workshop programmes

### Long-term:

- To promote a love of reading
- To improve children's reading ability and comprehension skills
- To increase the imagination, intellectual skills and cultural awareness of our target readers
- To expand our programme to other communities in the Western Cape, and eventually the rest of South Africa

## HOW OUR PROGRAMME WORKS

### Our Children

We work with children from under-resourced communities between the ages of 9 and 12. Our children can read but don't enjoy reading or books and seldom have access to age-appropriate books that will excite a desire to read for pleasure.

Our voluntary participants attend CBN workshops during weekends and school holidays. We work in English, and our enthusiastic volunteers (community members and core CBN Team) are always close by to help with any translations.

### Workshops

Our most important work is achieved through themed reading workshops. These are held over weekends and in school holidays - sometimes over several days if funding allows. The children self-select to attend by returning a permission form signed by their parent or carer. The theme can include anything that will expand their imagination, including games, team-building activities, arts and crafts and as much reading as possible – hearing extracts from interesting non-fiction as well as fiction, reading aloud, paired reading, book club and quiet reading.



## Toolboxes

A CBN reading toolbox is a sturdy book-carrier called a 'Cadi' filled with about 60 books. We supply these 'mini libraries' to communities and organisations who focus on reading with children. Toolboxes are used by teachers, librarians, social workers and organisations after school, at weekends and in school holidays to run their own workshops. With each toolbox comes a handbook explaining our methods and activities – including the CBN reading game, and many suggestions about how to develop the theme.

## MONITORING AND EVALUATION

We monitor the number of children who participate in our programme, recording their names, grade and how many workshops they attend. We have also started a book club, that interested participants can join. This is currently running for our Stanford children, as we have a library of books at our venue in Norfolk Square. Children choose a (secretly graded) book that grabs them, and then have until the next workshops to finish their book. One returning it, they answer a set of questions so that we can establish their level of comprehension, and recommend books that are more appropriate for their level. This is the only time we make use of 'grading' of books – to ensure that our children are enjoying the books they take home, they need to be able to read and understand their Book Club books.

## REQUIRED FUNDING

CBN has been building bridges between children and books for nine years now. It is time for us to grow and develop. In order to do so, we require the following funding:

- **LOCATION:** Currently, we have a home at Norfolk Square in Stanford, and we hope this continues well into the future.
- **WORKSHOPS:** We can expand our programme to other areas and train facilitators if we have the funds.
- **TOOLBOXES:** These reading kits are the way in which we can expand and extend our reach to more children. For this we need funding for research and development and somewhere to store and assemble the kits.
- **OPERATING COSTS:** We have a core team of people who run CBN on the ground. While operating costs are often not as appealing to contribute towards, our programme would not be able to run without this. We require funding for:
  - Our team
    - Our Director/Project Manager
    - An Administrative Assistant and Board Secretary
    - Communications – Social Media and Fundraising
    - Book-keeping, accounting and auditing fees
    - Fees for workshop facilitators
    - Local helpers to be trained for aspects of CBN work
  - Equipment and renewables including art and craft materials, stationery
  - Books



## THE FIGURES

<b>PROJECTED BUDGET FOR ALL PROJECTS AND ADMINISTRATION</b>		
<b>FULL DAY CHILDREN'S WORKSHOP X 4 (1 per quarter)</b>		
<b>1 DAY - 25 Children + 15 Little CBN</b>		
	<b>PER WORKSHOP</b>	<b>ANNUAL</b>
Art Materials	1 000,00	
Facilitators (x2 @ R2000)	4 000,00	
Community Facilitator	1 000,00	
Community assistants (x2 @R300)	600,00	
Admin assistant	1 000,00	
Printing and stationery	1 500,00	
Telephone/Internet	500,00	
Transport for facilitators	1 500,00	
Transport for children	500,00	
Catering	1 500,00	
15% Administration	1965,00	
<b>TOTAL - FULL DAY WORKSHOPS</b>	<b>15 065,00</b>	<b>60 260,00</b>
<b>SATURDAY WORKSHOP / BOOK CLUB X 20 (5 per quarter)</b>		
<b>2.5 Hours 25 children + 15 Little CBN</b>		
	<b>PER WORKSHOP</b>	<b>ANNUAL</b>
Art Materials	200,00	
Community Facilitator (Leader)	400,00	
Community assistance (x2 @R200)	400,00	
Transport for children	500,00	
Catering for children + facilitators	400,00	
Books for book club	400,00	
15% Administration	345,00	
<b>TOTAL - SATURDAY WORKSHOPS</b>	<b>2 645,00</b>	<b>52 900,00</b>



<b>TOOLBOXES X5 PER QUARTER FOR DISTRIBUTION PROVINCIALY</b>		
<b>1 Per teacher/librarian or storyteller: estimated 150 children involved</b>		
	<b>PER TOOLBOX</b>	<b>TOTAL</b>
Books	3 500,00	
Toolbox	1 000,00	
Printing	1 200,00	
Labour assembling	500,00	
Training	1 000,00	
15% Administration	1 080,00	
<b>TOTAL - TOOLBOXES</b>	<b>8 280,00</b>	<b>165 600,00</b>
<b>RUNNING COSTS AND ADMINISTRATION</b>		
<b>Monthly costs for running organization</b>		
	<b>MONTHLY</b>	<b>ANNUAL</b>
Rent	2 000,00	
Public liability insurance	600,00	
Director's Fee (60 hrs per month @ R250 per hour)	15 000,00	
Book-keeping	3 000,00	
Auditing	600,00	
Admin assistance	4 000,00	
Communications and fund-raising	4 000,00	
Bank charges	500,00	
Website and Internet / Telephone	1 500,00	
Courier	500,00	
Printing	500,00	
Stationery	500,00	
Equipment	500,00	
<b>TOTAL - RUNNING COSTS</b>	<b>33 200,00</b>	<b>389 400,00</b>
<b>RESEARCH, DEVELOPMENT AND TRAINING</b>		
	<b>MONTHLY</b>	<b>ANNUAL</b>
Management	2 500,00	
Website development and maintenance	2 000,00	
General Overview and materials production	2 500,00	
Writing special materials	1 500,00	
General planning	500,00	
Community Staff Training 4 hours per month	1 000,00	
15% Administration	1 500,00	
<b>TOTAL</b>	<b>11 500,00</b>	<b>138 000,00</b>





GRAND TOTAL FOR 2020		
Includes:	Number of Children impacted	
4 Full day Workshops	160	
20 Saturday Workshops	800	
Toolboxes reaching 20x150=	3000	
<b>TOTAL CHILDREN REACHED</b>	<b>3960</b>	
<b>GRAND TOTAL FOR 2020</b>		<b>815 160,00</b>

In order to run our programme for the year, reaching nearly 4000 children (our goal is to reach a minimum of 2000 – 4000 would be our 'best case' scenario) and running all the workshops we have planned, we would require **R815 160**.

Any and all donations to our programme would go a long way in helping us realise this goal.

## FINAL THOUGHTS

### REPORTS AND RECORDS

Please have a look at our website for:

- **Reports** – where we post news and reports from our programme
  - <https://www.childrensbook.co.za/reports>
- **Records** – find our financials, annual reports and other important documents here
  - <https://www.childrensbook.co.za/records>

### DONATIONS

Donations can be made either by direct bank deposit (click [here](#) for our banking details), or through our [GivenGain](#) platform.

### THANK YOU

Thank you for taking the time to consider this funding proposal. Please do not hesitate to contact us should you have any further questions.

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