



APPLICATION FORM
Ready, steady ... read and write!

GENERAL INFORMATION

Name of organisation/school:	
Landline phone number:	
Website (if any):	
Email address:	
Physical address:	
Postal address:	Postal code:
Province:	
Name of Education District:	
NPO Registration number (if registered):	
Name of primary contact person:	
Role in the organisation/school:	
Cell phone:	Email:
Email address:	
Name of secondary contact person:	
Role in the organisation/school:	
Cell phone:	Email:
Email address:	
Name of Director/Principal:	
Cell phone:	Email:

PROGRAMME INFORMATION

What are the home languages of the children that will receive support?	
What is the language of instruction at the children's school/s?	
Name of existing or potential co-ordinator of tutoring programme:	
Background and educational experience (if any):	
Cell number:	
Email address:	
Name of second co-ordinator:	
Background and educational experience (if any):	
Cell number:	
Email address:	

Answer the following section if you have an existing tutor programme for young children.

How long has the tutoring programme been running for?

How many tutors do you have?

Are the tutors volunteers or do they receive a salary or stipend?

Please list the number of children you work with in each grade.

Grade R: _____; Grade 1: _____; Grade 2: _____; Other: _____.

REFERENCE

Anyone that is familiar with your work can be listed as a referee (e.g. someone from another school or organisation or a funder).

Name	Phone	Email address

SUPPORTING DOCUMENTS

In addition to the application form, please provide a motivation letter to outline your eligibility, experience and reason for applying (one page max). Here are some suggested questions to address in your motivation letter:

- What led you to be interested in supporting young children’s literacy?
- Why are you applying for this opportunity and how do you think it will help your work?
- Why do you want to learn about and implement the *Ready, steady ... read and write!* Programme and model of tutoring?
- What are the challenges that you foresee in getting this programme started? What could you do to address these challenges?

DECLARATION

The applicant confirms that all information in this application form is accurate and true. We meet the following criteria:

<input type="checkbox"/>	Our management team and/or principal is supportive of a tutoring programme.
<input type="checkbox"/>	We have at least 1 part-time salaried person or a committed co-ordinator. S/he has ideally been involved in tutoring and is available for at least a year to set up and run the programme. This person will be trained by Wordworks to recruit, train and mentor tutors and manage administration and recordkeeping.
<input type="checkbox"/>	We have a suitable and secure venue for tutors to work with young children (aged 5 to 8 years).
<input type="checkbox"/>	We have a committed team of tutors that will attend training and work with children for at least 6 months OR
<input type="checkbox"/>	We have plans to recruit tutors that will attend training and work with children for at least 6 months.
<input type="checkbox"/>	We are committed to: <ul style="list-style-type: none">- the principles of one tutor working with two children in a supportive learning environment.- following the lesson structure in the guidelines for tutors- following organisational/school policies and procedures around child protection.- using Wordworks’ learner assessment tool and a template for collection of attendance records, test scores and other data to inform collective impact.

Signature of applicant:	Date:
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