



**READ NB**  
Laubach Literacy New Brunswick

**READ NB (LAUBACH LITERACY NEW BRUNSWICK)  
COUNCIL INFORMATION FOR 2025 GRANT APPLICATION  
DUE: JANUARY 30, 2026**

READ NB (Laubach Literacy New Brunswick) is a non-profit charitable organization whose trained volunteers help adults in New Brunswick improve their basic reading, writing and math skills through a free, confidential tutoring program. Our tutors work one-to-one with learners using materials and resources relevant to the learners' literacy level and daily life. They also provide other community programs to promote literacy and engage new learners and tutors.

All our activities including the allocation of grants to affiliated councils, are guided by our Mission, Vision, and Core Values:

**Mission**

To provide programs that improve the literacy skills of New Brunswickers.

**Vision**

To empower New Brunswickers to change their lives and build stronger communities by improving literacy - one adult, one goal, at a time.

**Core Values**

- We recognize that literacy is a basic social value.
- We recognize the right of all New Brunswickers to improve their skills, to access learning opportunities and enjoy a better quality of life.
- We believe that it is the right of the learner to receive a consistent quality service.
- We offer learning plans that are contextually relevant to a learner's goals.
- We will maintain consistent literacy training standards and behave in all matters in a way that trust is preserved.
- We value the dedication and responsiveness from all LLNB volunteers and staff.
- We engage with trusted partners and supporters to achieve our purpose.
- We seek the perspectives of our stakeholders in the development of programs and services.

## **GRANT PROCESS**

You know as well as we do that council needs are increasing. We want to provide to government an accurate reflection of the support that is needed via READ NB grants to our councils.

As we had last year, the grants will be allocated based on our fiscal year – April 1 to March 31. By asking for your submission on or before January 30<sup>th</sup>, it will allow us to include the ‘real’ council requirements for support for the upcoming year in our final budget, and advocate to government for that support. Grants will be awarded once our grant request from WorkingNB is approved. This usually occurs between March 15 and April 15.

We will discuss your grant request with you prior to our submission to government, the amount we intend to advocate for, however READ NB will not be able to provide a final approved grant amount, per council request, until such time as our own grant has been approved.

Once we receive the first installment of our funding from WORKING NB (90%) you will receive 90% of your approved funding request. The final 10% will be sent out once we have received your Annual Reporting documents in December 2026 and our board has reviewed them (late December/early January).

## **SUBMISSION GUIDELINES**

What projects/initiatives will the council grant be used towards—please provide a brief description including:

- Time Frame
- Budgeted Amount / Source of Funds
- Estimated Number of Participants
- Whether you plan to obtain any additional external funding specific to this project or initiative
- Explain how this project coincides with our/your organizational Mission, Vision and Values

**Please provide the following information in your READ NB grant application:**

1. A copy of your budget as it pertains to the grant you have requested, for the upcoming year (draft is acceptable)
2. A copy of the income statement template (as provided with your annual reporting in December 2025)
3. A copy of your council’s bylaws (this specifically applies to those of you who are your own registered charities.)
4. A report detailing how the council grants you received *last year* were used (if applicable). Include the following:
  - Date the activity or activities occurred
  - Budget details
  - Number of participants
  - Existing and new partners involved
  - Explain how this activity coincided with READ NB’s Mission, Vision and Values.

5. Any additional council activities – highlights and achievements over the past year – that support adult literacy services in your community and that you would like READ NB to be aware.

Please note that Working NB requires us to provide to them a report on how your grant dollars were used. The more information we can provide to them, the better narrative for support we can create. If there are any metrics or key learnings that were developed as a result of those grants, please share that with us in your reporting.

**If you have any questions, please contact Carol. Final submission should be sent to [info@readnb.ca](mailto:info@readnb.ca) by January 30, 2026.**