



1100 Beech Street
Building 8, Suite 2
Normal, IL 61761
(309) 454-1341 :: Phone
(309) 454-3512 :: Fax
irc@illinoisreadingcouncil.org :: Email
www.illinoisreadingcouncil.org :: Web

IRC Literacy Support Grant

The Illinois Reading Council will award financial grants to local and special interest councils and individual council members for the purpose of promoting literacy development in the school and community, and/or providing professional development opportunities related to the improvement of reading and writing instruction. If fulfilling one of the above stated purposes requires a joint effort with another school, district or other agency, letters stating their intended involvement are required from these agencies.

The amount awarded for each grant varies and may be less than amount requested. Application deadline is **May 1st**. Grants will be awarded for the fiscal year from July to June. Awards will be announced by July 15th.

Awards will be reviewed in a blind selection process and scored on a criteria rubric. **If there are any identity-revealing references in the text of the grant application, the grant will be immediately disqualified.**

For more information or application form requests, contact:

Pat Braun, Chair
IRC Literacy Support Grant Committee
Email literacysupportgrant@illinoisreadingcouncil.org

or

IRC Grants
Illinois Reading Council
1100 Beech Street
Building 8, Suite 2
Normal, IL 61761
Phone: 309-454-1341
Fax: 309-454-3512
Email irc@illinoisreadingcouncil.org

IRC LITERACY SUPPORT GRANTS PROGRAM

Guidelines

PURPOSE

The Illinois Reading Council will award financial grants to local and special interest councils and individual council members for the purpose of

1. promoting literacy development in the school and community, and
2. providing professional development opportunities related to the improvement of reading and writing instruction.

Note: If fulfilling one of the above stated purposes requires a joint effort with another school, district or other agency, and the success of the project is dependent upon this cooperation, letters of intent from these agencies must be submitted. **All submitted proposals must list specific anticipated expenditures and projected income in the itemized budget.**

GUIDELINES

Each grant applicant will

1. submit a proposal for the program or project **not to exceed five pages plus the cover page** which includes
 - a. a statement of purpose
 - b. a needs statement, including population to be served
 - c. a description of the program or project, including a time line
 - d. an itemized budget which projects income and expenditures, including fees, donations or joint funding
 - e. a plan for publicizing the program or project
 - f. a plan for evaluating the program or project, including how you will share success of the program or project
 - g. if previously funded or an ongoing project, please provide past results
2. **within thirty days of the conclusion of the program or project, complete and submit the Final Report Form available online at www.illinoisreadingcouncil.org on the Literacy Support Grant page under the Committees tab.**
3. agree to acknowledge the Illinois Reading Council as a cosponsor on all publicity (submitting to the *IRC Communicator* or presenting at the conference is no longer required).
4. turn in all receipts by June 1st.
5. agree to complete the program or project by June 30th.
6. be a member of the Illinois Reading Council.

APPLICATION PROCESS

Councils and individuals applying for grants should submit proposals to the Grants Committee by the deadline, **May 1st**. Late proposals will not be considered. **You will be notified by email within two weeks of receiving your grant application verifying that it has been received.**

TIME LINE

Proposals will be reviewed, and the grant recipients will be notified by July 15th. Grants will be awarded for the next fiscal year from July to June. Applications must be **POSTMARKED NO LATER THAN May 1st**.

REVIEW PROCESS

The Grants Committee, which includes the committee chair and one representative from each region, will review each proposal using a blind review process. **If there are any identity-revealing references in the text of the grant application, the grant will be immediately disqualified.**

BUDGET

The maximum expenditure per grant and the total grant expenditure shall be determined each year. The amount of each grant may be less than the amount requested.

ILLINOIS READING COUNCIL LITERACY SUPPORT GRANT

Grant Application Checklist/Tips

- Proof read your application. (Is it accurate? Does it explain what you want to do?)
- Check your math.
- Be specific. (What are you doing? What are you buying?)
- In the “Needs” portion, explain why this project is needed, include local statistics like:
test scores (ISAT, MAP, AIMSWEB, etc.)
special populations (ELL, special needs students, etc) that will be included in this project
trend data for your service population
(Just stating low socio-economic level or high mobility is not enough to justify need.)
- Be cost conscious, especially with supplies and refreshments.
(Paper from a local store is just as good and often less expensive than paper from a specialty retailer. Refreshments are nice to have, but they should not be a major expense.)
- Limit the number of incentives you ask for—think of intrinsic values and low/no cost useful items. (homework passes, pencils, etc.—rather than trinkets.)
- Be creative in your ideas! Even on-going projects need a fresh breath now and again.
- When using “cut and paste” from year to year or application to application, re-read the information to be sure:
it ALL transferred (no missing words/phrases)
it is accurate (dates, statistics, etc.)
the demographics between buildings will not be the same
- NO IDENTIFYING information means just that—no names (people, places, media outlets, councils). Stating the name of an author you would like to have visit is fine, specifying the airport they arrive at, the hotel and city they will stay at is not.
- If you have local support (of any kind) state it in the grant application. Some places have community groups that share some of the costs, some have volunteers, and some have additional funding support. Share those additional partnerships (not by name though).
- Have someone who isn’t familiar with your project read over your application. (Does it make sense to them? Do they have suggestions or comments to improve your application?)
- Maximum requests should not exceed **\$1,500**.
- Grant requests with matching funds from other sources will be given greater consideration.
- Make sure to acknowledge the Illinois Reading Council on all publicity.
- If previously funded or an ongoing project, please provide detailed results from past projects.

ILLINOIS READING COUNCIL LITERACY SUPPORT GRANT

Cover Page

(Please type or print clearly.)

Program/Project Title _____

Amount Requested _____

Please check those that apply to your project.

- _____ This project is a new project.
_____ This project is on ongoing project.
_____ This project has been previously funded by IRC.

I am a member of the following Illinois Reading Council(s): _____

Grant Applicant Contact Information: *(Must be an IRC Member)*

Name _____

Home Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Email _____

I verify that all submitted information is accurate. _____
Signature of Grant Applicant

If the grant project will take place within a school building, the application must have an administrator's signature.

Signature of School Administrator

Position

Any identity-revealing references beyond this page will result in the grant being disqualified.

ILLINOIS READING COUNCIL LITERACY SUPPORT GRANT APPLICATION

Please type or generate on a computer. The review will be a blind review process.

Avoid ANY identity-revealing references in the text.

Identifying information will result in the grant being immediately disqualified.

The body of the grant application needs to include the following sections. This page should not be returned with your application. It is a guide only.

Print in 12 point font. Do not double-side pages. Faxing is not recommended since identifying information is often on each page and may be poor quality of print for duplicating. Please proof read before submitting your grant application.

I. Program/Project Title:

Date of Program/Project

II. Statement of Purpose:

III. Needs Statement: Including population served and estimated number of participants.

IV. Description of Program or Project:

V. Itemized budget: (Please be specific) Amount requested _____

Include expenditures, fees, donations, or joint funding and anticipated income.

(Non-acceptable budget items: Conference registration fees and related expenses; professional memberships; substitute teachers; salaries; stipends; and capital outlay, such as furniture and computers (or like equipment). Food and meals will be considered only if they are an essential part of the project. Miscellaneous cannot be considered a category for budget proposals. No projects deemed to be part of a curriculum budget will be funded.)

VI. Plan for Publicity: Include pre-publicity as well as culminating activities.

VII. Plan for evaluation: Include how you will measure the success of the project.

Send this completed form to:

**IRC Grants Committee
Illinois Reading Council
1100 Beech Street
Building 8, Suite 2
Normal, IL 61761
or fax to: (309) 454-3512**

YOUR PROPOSAL MUST BE POSTMARKED ON OR BEFORE MAY 1ST.

