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## Illinois Reading Council 2012 Adult and Family Literacy Award Grant Guidelines

**Purpose:** The Adult and Family Literacy Committee of the Illinois Reading Council will award annual financial grants up to \$750 to local and special interest councils and individual council members for the purpose of:

1. Promoting the literacy of adult learners
2. Promoting the literacy of children and their families

Note: If you are submitting a grant for partial funding of a program, letters of commitment and involvement by other partners must be attached.

**Guidelines:** Each applicant will:

1. Be an current member of the Illinois Reading Council
2. Submit a complete proposal for the program or project which includes:
  - a. A statement of purpose
  - b. A needs statement, including detailed information about the population to be served
  - c. A thorough description of the program including a detailed time line
  - d. An *itemized* budget which projects income (if applicable) and all expenditures, including fees, donations or joint funding
  - e. A plan for program publicity which includes (but is not limited to) submission of an article in the IRC Communicator or the IRC Journal or a presentation at the IRC Conference or a local council meeting
  - f. A comprehensive plan for evaluating the program (This part is critical. You must submit assessment tools that may include rubrics, surveys, tests, assessments, etc.) with your grant proposal.
3. Submit a completed Adult and Family Literacy Award Agreement and Checklist.

**Review Process:** Previous recipients of the IRC Adult and Family Literacy Grant Award as well as other IRC members will serve on the review committee using a blind review process. Grants with identifiers will be disqualified. Grant recipients will be informed of their awards by email by the notification deadline. Those who submitted but did not receive grants will be notified by email and will be provided with feedback.

**Budget:** The maximum expenditure per grant and the total grant expenditure shall be determined annually but the maximum expenditure per grant shall not be less than \$750. *Non-acceptable budget items: Conference registration fees and related expenses; professional memberships; substitute teachers; salaries; stipends; and capital outlay, such as furniture and computers. 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.*

**Please review your grant thoroughly prior to submitting it electronically.** A checklist is provided to insure that you have completed all required parts of the grant. The checklist and agreement forms must be submitted with the grant application. Incomplete grant proposals will not be reviewed.

**Illinois Reading Council  
2012 Adult and Family Literacy Award  
Checklist**

Program/Project Title: \_\_\_\_\_

Council: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
(Please print)

I am a current member of the Illinois Reading Council

I completed all parts of the cover letter including my council president's signature.

My grant includes:

A statement of purpose

A needs statement, including detailed information about the population to be served

A thorough description of the program including a detailed time line

An *itemized* budget which projects income (if applicable) and all expenditures, including fees, donations or joint funding

A plan for program publicity which includes (but is not limited to) submission of an article in the IRC Communicator or the IRC Journal or a presentation at the IRC Conference or a local council meeting

A comprehensive plan for evaluating the program including assessment tools (rubrics, surveys, tests, assessments, etc.)

A completed an Illinois Reading Council Adult and Family Literacy Award Agreement.

# Illinois Reading Council 2012 Adult and Family Literacy Award Cover Page

Review of each grant submitted is contingent upon full completion of the cover page, every guideline item, and the Illinois Reading Council Adult and Family Literacy Award Agreement and Checklist forms. Incomplete grants will not be reviewed.

Program/Project Title: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

*(Amount requested may not exceed \$750.)*

Contact Person: \_\_\_\_\_ Council: \_\_\_\_\_

*(Please print)*

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

*Signature of Contact Person* \_\_\_\_\_

Target Population:

Demographic descriptors: (e.g., low-income, single mothers, specific cultural group, etc.)

\_\_\_\_\_

Age range of children (if applicable) \_\_\_\_\_

Please check applicable descriptions:

\_\_\_\_\_ This is a new project.

\_\_\_\_\_ This is an ongoing project.

\_\_\_\_\_ This project has been previously funded by an IRC grant. If so, indicate the grant title and the year in which it was received. \_\_\_\_\_

Will the program be possible without full funding of this grant? \_\_\_\_\_ If yes, please explain on an attachment.

**Grants must be free of any identifiers. Identifiers include the actual names of schools, councils, towns, agencies, and people. Use pseudonyms. Grants with any identifying information will be rejected. Incomplete grants will not be reviewed. Please be certain to provide all requested information.**

Email grants to [irc@illinoisreadingcouncil.org](mailto:irc@illinoisreadingcouncil.org) to the attention of: Donna Monti, Chair of the Adult and Family Literacy Committee. You may fax the cover page to the attention of the chair of the IRC Adult and Family Literacy Committee at (309) 454-3512.

Grants are due (**email only**) by November 1, 2011.

*(Late proposals will be disqualified.)*

Awards will be announced by December 15, 2011.

A report of program results is due one year from the date of the grant issue.

**Illinois Reading Council**  
**2012 Adult and Family Literacy Award**  
**Agreement**

Program/Project Title: \_\_\_\_\_

Council: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
*(Please print)*

**Upon receipt of the grant funds I agree to** *(check each box):*

Acknowledge IRC as a cosponsor on all publicity.

Complete the program or project by one year from the date the grant is received.

Serve on the grant review committee the following year (done electronically).

Submit a written report which includes an actual itemized budget describing how the funds were used (be specific) as well as *detailed evaluation*.

Submit a detailed evaluation plan with copies of measurement tools (surveys, rubrics, tests, assessments, etc.)

*Signature of Contact Person* \_\_\_\_\_