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Illinois Reading Council 2010 Adult and Family Literacy Award

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.**)
3. Agree to acknowledge IRC as a cosponsor on all publicity
4. Agree to complete the program or project by one year from the date the grant is received
5. Submit a written report which includes an actual itemized budget describing how the funds were used (be specific) as well as detailed evaluation
6. Agree to serve on the grant review committee the following year (done electronically)

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.

Please review your grant thoroughly before submitting it electronically as directed above.

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Program/Project Title: _____

Amount Requested: _____

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.

Council Contact Person: _____ Council: _____
(Please print)

Mailing Address: _____

Email Address: _____ Phone: _____

Signature of Local Council President _____

Grants must be free of any identifiers. Identifiers include the actual names of schools, councils, towns, agencies, and people. Use pseudonyms. Grants with identifying information will be rejected.

Incomplete grants will not be reviewed. Please be certain to provide all requested information.

Email grants to the Chair.

Pam Ciway and Sue Sokolinski
Co-Chairs of the Adult and Family Literacy Committee
3074 Secretariat Ct.
Aurora, IL 60504
(630) 881-7299
adultandfamilyliteracy@illinoisreadingcouncil.org

Grants are due (**email only**) by November 1, 2009.
(Late proposals will be disqualified.)

Awards will be announced by December 15, 2009.

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