



1210 Fort Jesse Road, Suite B2
Normal, IL 61761
(888) 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 Guidelines and Application Forms are available. There is no specific amount per grant. The amount awarded for each grant may be less than the amount requested. Application deadline will be **May 1, 2009**. Grants will be awarded for the fiscal year ending June 30, 2010. Awards will be announced by July 1, 2009.

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:

Sheree Kutter, Chair
IRC Literacy Support Grant Committee
B 815-539-6888
H 815-223-8763
Email literacysupportgrant@illinoisreadingcouncil.org

or

IRC Grants
Illinois Reading Council
1210 Fort Jesse Road, Suite B2
Normal, IL 61761
Toll-free 1-888-454-1341
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
2. agree to acknowledge the Illinois Reading Council as a cosponsor on all publicity.
3. agree to complete the program or project by June 30, 2010.
4. within thirty days of the conclusion of the program or project, submit a written report which includes an itemized list of income and expenditures. Include also a written explanation of how money was spent.
5. plan to make a presentation of the program or project at the **ILLINOIS READING COUNCIL** Conference, or submit an article to the IRC Communicator or IRC Journal.
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 1, 2009**. 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 1, 2009. Grants will be awarded for the fiscal year ending June 30, 2010. Applications must be **POSTMARKED NO LATER THAN May 1, 2009**.

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 for the fiscal year ending June 30, 2010 may be less than the amount requested.

**ILLINOIS READING COUNCIL
LITERACY SUPPORT GRANT**

Cover Page

(Grants for the Fiscal Year Ending June 30, 2010)

(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 is being submitted for a school, it requires a signature of the principal or administrator.

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
(Grants for the Fiscal Year Ending June 30, 2010)**

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 or larger. 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.

I. Program/Project Title:

Date of Program/Project

II. Statement of Purpose:

III. Needs Statement: Including population served.

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. 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.)

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
1210 Fort Jesse Road, Suite B2
Normal, IL 61761
or fax to: (309) 454-3512**

**YOUR PROPOSAL MUST BE POSTMARKED ON OR BEFORE
MAY 1, 2009.**

IRC Literacy Support Grant Rubric

_____ Title: _____ Amount Requested: \$ _____

Reminders: Five (5) page limit, not counting the cover page; no identifying information within text of the grant proposal; no projects deemed to be part of a curriculum budget will be rated.

CRITERIA	1 Below Average	2 Average	3 Above Average	4 Outstanding
NEEDS	Need for a literacy project is inferred	Some needs are described but not complete	Description of project group identifies the need for a literacy activity	Description of the project group strongly indicates the need for a literacy activity
PROJECT DESCRIPTION	Project is incomplete with no time line	Project & timeline are sketchy with insufficient detail	Project & timeline are realistic and attainable	Project & timeline are well thought out & implementation plans are detailed
SCOPE OF PROJECT	Involves a limited number of participants	Impacts one classroom	Involves participants beyond one classroom	Involves school/institution and community
IMPACT ON LITERACY	Little or no impact on improving literacy. Substandard literature or methods	Some impact on improving literacy. Adequate literature or methods.	Strong impact on improving literacy. Quality literature or methods.	Impact promotes life-long learning. Quality literature and methods.
PUBLICITY	Local announcements	Local announcements including reference to IRC support	#2 announcements + Will present at annual conference in March OR write for The Communicator/Journal	#2 announcements + Will present at the annual conference AND write for The Communicator OR IRCJ
EVALUATION	No evidence of evaluation process described	Simplified evaluation process is described	Evaluation process well thought out and described	Unique evaluation process described
BUDGET	Cost per participant is unreasonable	Cost is reasonable and budget is general	Cost is reasonable and budget is specific	Budget is detailed & demonstrates outstanding stewardship of funds.