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To: IRC Members

Re: IRC Program Grants

The Illinois Reading Council will award program (speaker) grants to local and special interest councils for speakers to provide professional development opportunities related to the improvement of literacy. The Illinois Reading Council Office will provide support for obtaining outside speakers for local and special interest councils.

The guidelines and application forms are attached. Grants will be issued up to the amount of \$1,000. Application deadlines will be December 1, 2011 and June 1, 2012. Grants will be awarded for the fiscal years ending June 30, 2012 and June 30, 2013. Councils may apply for the IRC Program Grant once every three years.

Awards will be scored on the attached criterion rubric. For more information or application form requests, contact:

Roberta Sejnost, IRA State Coordinator  
1113 71<sup>st</sup> Street  
Darien, IL 60561  
H: 630-971-1565  
Email: [rsejnost@comcast.net](mailto:rsejnost@comcast.net)

IRC Program (Speaker) Grants  
Illinois Reading Council  
1210 Fort Jesse Road, Suite B2  
Normal, IL 61761  
Toll free: 1-888-454-1341

# IRC PROGRAM (SPEAKER) GRANTS

## Guidelines

**PURPOSE:** The Illinois Reading Council will award program (speaker) grants to local and special interest councils for speakers to provide professional development opportunities related to the improvement of reading and writing instruction.

Note: Any joint effort with a school district or other agency, if it would fulfill the purpose stated above, is acceptable. The itemized budget needs to specifically describe expenditures and projected income for the grant.

### **GUIDELINES:**

1. The grant proposal will include the following items:
  - a. a statement of purpose
  - b. a description of the population to benefit from the program
  - c. a description of the program
  - d. an itemized budget which projects income and expenditures, including registration fees, donations, or joint funding
  - e. a statement of the grant's benefit for council membership
  - f. a copy of the council's current operating budget
  - g. a plan for publicizing the program
  - h. a specific format (rubric, etc.) for evaluation of and reflection on the success of the program
2. The local or special interest reading council will agree to acknowledge the Illinois Reading Council as a co-sponsor on all publicity.
3. The council officers will submit a written report, which includes an itemized list of income and expenditures and evaluation within sixty days.
4. The council will submit a short article about the program to the IRC Communicator.

**APPLICATION PROCESS:** Councils applying for grants should submit proposals to the IRA State Coordinator by December 1, 2011 or June 1, 2012. Additional proposals may be submitted throughout the year if money is available.

**TIMELINE:** Proposals will be reviewed by the IRA State Coordinator and the regional directors. Grants awarded may be for use in the fiscal years of 2011-2012 or 2012-2013.

**ILLINOIS READING COUNCIL**  
**Program Grant**  
**(Grants for the fiscal years ending June 30, 2012, and June 30, 2013)**  
**Cover Page**  
(Please type)

**Program/Speaker** \_\_\_\_\_

**Council Name** \_\_\_\_\_

**Council President Signature** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**REVIEW PROCESS:** The IRA State Coordinator and the regional directors will review each proposal and make recommendations to the Executive Committee. The following rubric will be used in evaluating program grant applications.

### RUBRIC FOR GRANT SELECTION

Criteria	1	2	3
<b>Need</b>	<b>Little justification for professional development purposes</b>	<b>Project ties to adequate need and professional development</b>	<b>Need is well-defined and outlined project would support professional development</b>
<b>Description</b>	<b>Project is incomplete Timeline is insufficient</b>	<b>Project and timeline are realistic and accomplishable</b>	<b>Project and timeline are well-thought out and Implementation plans are detailed</b>
<b>Budget</b>	<b>Total amounts listed – no budget breakdown</b>	<b>Budget is well-outlined</b>	<b>Budget has detailed and realistic expenditures with matching contributions</b>
<b>Publicity</b>	<b>No specific plans</b>	<b>Plans are limited</b>	<b>Plans are well-thought out and implementation plans are detailed</b>
<b>Evaluation</b>	<b>Little or no evaluation</b>	<b>Evaluation is adequate</b>	<b>Evaluation will measure success including plan for sharing the project in the <u>IRC Communicator</u></b>

**ILLINOIS READING COUNCIL  
PROGRAM SUPPORT GRANT APPLICATION  
(Grants for fiscal years ending June 30, 2012, and June 30, 2013)  
(please type)**

**I. Program Title** \_\_\_\_\_

Date of Program \_\_\_\_\_

**II. Statement of Purpose:**

**III. Needs Statement (include population served):**

**IV. Description of Program (attach page if necessary):**

**V. Copy of current council operating budget (please attach):**

**VI. Itemized budget (please be specific): Amount requested \_\_\_\_\_ . Include expenditures and anticipated incomes, fees, registration, donations or joint funding (attach page if necessary).**

**VII. Plan for Publicity (include plan for contacting local school districts):**

**VIII. Plan for evaluation: (impact on audience – how many additional members resulted? How well was the program received by the school districts? Did the school districts support it? Were all local school districts contacted?)**

**Send this completed form to:**

**IRC Program/Speaker Grants  
Roberta Sejnost  
Illinois Reading Council  
1210 Fort Jesse Road, Suite B2  
Normal, IL 61761**

**Fax to: (309) 454-3512.**