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## Illinois Reading Council International Grant

The International Committee of Illinois Reading Council has created a grant to promote international literacy. There are many projects and ventures that councils have proposed to promote literacy. This grant will help alleviate the cost of these ambitious projects.

**This grant is designed to fund international literacy projects.** Studies indicate that poverty levels and literacy rates are inversely proportional. By supporting our international community in the areas of literacy, it in turn improves our universal society. Illinois Reading Council wants to support these efforts.

The situations, programs, and possibilities that could benefit from this grant are endless. Our committee is hoping that your council will add this cause to your outreach list. We eagerly await your ideas.

The Guidelines and Application Forms are attached. The maximum amount per grant is \$500. The amount awarded for each grant may be less than the amount requested. **Application deadline will be May 1st.** Grants will be awarded for the next 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:**

Carol Owles, Chair  
c/o Illinois Reading Council  
1100 Beech Street  
Building 8, Suite 2  
Normal, IL 61761  
Home: (815) 477-8187  
Work: (815) 459-9210  
Email: [internationalprojects@illinoisreadingcouncil.org](mailto:internationalprojects@illinoisreadingcouncil.org)

# International Literacy Grant 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 international literacy development, and
2. Providing professional development opportunities related to the improvement of reading and writing instruction in the area of international literacy.

Note: All submitted proposals must list in the itemized budget specific anticipated expenditures and projected income.

## **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
  - 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 30th.
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 1st. Late proposals will not be considered. An email will be mailed to you 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 fiscal year from July to June. Applications must be POSTMARKED NO LATER THAN May 1st.

## **REVIEW PROCESS**

The International Committee, which includes the committee chair and other regional representatives, reviews 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 no more than \$1000. The amount of each grant for the fiscal year may be less than the amount requested.

# ILLINOIS READING COUNCIL INTERNATIONAL GRANT

Cover Page

**(Please type or print clearly.)**

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

## **Grant Applicant Contact Information:**

Name: \_\_\_\_\_

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.**

# INTERNATIONAL LITERACY 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. If there are any identity-revealing references in the text of the grant application, the grant will be immediately disqualified.

- 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:

Carol Owles  
International Projects Chair  
c/o Illinois Reading Council  
1100 Beech Street  
Building 8, Suite 2  
Normal, IL 61761

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

## IRC International Grant Rubric

# \_\_\_\_\_ Title: \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

**Reminders:** Five (5) page limit, not counting the cover page; no identifying information within text of the grant proposal.

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 or 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.	Some impact on improving literacy.	Strong impact on improving literacy.	Impact promotes life-long learning.
PUBLICITY	Local announcements	Local announcements including reference to IRC support	#2 announcements + will present at the IRC Conference OR write for the Communicator	#2 announcements + will present at the IRC Conference AND write for the Communicator
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.