



203 Landmark Drive, Suite B  
Normal, IL 61761  
(888) 454-1341 :: Phone  
(309) 454-3512 :: Fax  
[irc@illinoisreadingcouncil.org](mailto:irc@illinoisreadingcouncil.org) :: Email  
[www.illinoisreadingcouncil.org](http://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, 2012**. Grants will be awarded for the fiscal year ending June 30, 2013. Awards will be announced by July 1, 2012.

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](mailto:literacysupportgrant@illinoisreadingcouncil.org)

or

IRC Grants  
Illinois Reading Council  
203 Landmark Drive, Suite B  
Normal, IL 61761  
Toll-free 1-888-454-1341  
Fax 309-454-3512  
Email [irc@illinoisreadingcouncil.org](mailto: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, 2013.
4. **within thirty days of the conclusion of the program or project, complete and submit the Final Report Form available online at [www.illinoisreadingcouncil.org](http://www.illinoisreadingcouncil.org) on the Literacy Support Grant page under the Committees tab.**
5. plan to make a presentation of the program or project at the ILLINOIS READING COUNCIL Conference and/or submit an article to the IRC Communicator. A summary article for the IRC Communicator should not exceed 350 words and will be published space permitting. Otherwise, articles may be posted on the IRC website.
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, 2012**. 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, 2012. Grants will be awarded for the fiscal year ending June 30, 2013. Applications must be **POSTMARKED NO LATER THAN May 1, 2012**.

### 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, 2013 may be less than the amount requested.

# ILLINOIS READING COUNCIL LITERACY SUPPORT GRANT

## Cover Page

(Grants for the Fiscal Year Ending June 30, 2013)

(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.

As part of my grant, **I will:** (*Check all that apply*)

- \_\_\_\_\_ Present a one-hour session at the conference.  
\_\_\_\_\_ Prepare a poster session and present it at the conference.  
\_\_\_\_\_ Write an article for the IRC Communicator.

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 project will take place within a school building, the application must have an administrator's signature. Please check with your administrator before agreeing to present at the conference.

\_\_\_\_\_  
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, 2013)**

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 and estimated number of participants.

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. No projects deemed to be part of a curriculum budget will be funded.)**

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  
203 Landmark Drive, Suite B  
Normal, IL 61761  
or fax to: (309) 454-3512**

**YOUR PROPOSAL MUST BE POSTMARKED ON OR BEFORE MAY 1, 2012.**

## 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 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.	Lasting impact on literacy
PUBLICILITY/ REPORTS	Local announcements only	Local announcements including reference to IRC support	#2 announcements + will present at the IRC Conference <b>OR</b> write for the <i>IRC Communicator</i>	#2 announcements + will present at the IRC Conference <b>AND</b> write for the <i>IRC Communicator</i>
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.