

# Literacy Grant Application 2011 - 2012

## ROTARY GRANT APPLICATION

**APPLICATION DEADLINE: October 1, 2011**

## ATTACH THIS PAGE TO APPLICATION

**FINAL REPORT DEADLINE: JULY 1, 2012**

ROTARY CLUB OF \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

PROJECT STARTING DATE: \_\_\_/\_\_\_/\_\_\_

PROJECT CASH INCOME: \$ \_\_\_\_\_

INDIVIDUALS BENEFITTING: (EST.) \_\_\_\_\_

PROJECT MANAGER \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONES: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

HOME CELL

ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

### USE ONLY THE TWO PAGES PROVIDED WITH THIS GRANT APPLICATION

PROJECT GUIDELINES: Include information about the project and the need within the community. Detail the literacy project planned for your community. Relate how the project will reach out to the individuals being addressed. Explain collaboration or partnership with another organization within your community.

Write any other information deemed important.

- > Describe the need for financial assistance for the proposed project. Will project still take place without full funding or funding assistance?
- > What is the target audience for the proposed literacy project? (Mention age, gender, special population if significant).
- > Give a brief history of other literacy projects funded and completed by the Rotary Club.

THE LITERACY GRANT MONEY IS FUNDED THROUGH THE "ROTARY FAMILY DAY AT THE BALLPARK". CLUBS HELPING TO SELL BASEBALL TICKETS WILL HAVE A HIGHER PRIORITY FOR FUNDING. ALL CLUBS ARE ELIGIBLE FOR FUNDING. APPLYING FOR LITERACY MONEY DOES NOT GUARANTEE RECEIPT OF FUNDING.

**HOW TO APPLY:** COMPLETE THE APPLICATION FORM AS ATTACHED. SIGN APPLICATION FORM WITH ORIGINAL SIGNATURES!

RETURN GRANT APPLICATION TO: ROD BUFFINGTON – 2001 BARBERRY DRIVE – SPFLD, IL 62704

**CLUBS RECEIVING GRANTS WILL BE RECEIVING THEIR GRANT MONEY AT THE DISTRICT CONFERENCE. A REPRESENTATIVE FROM THE CLUB NEEDS TO BE IN ATTENDANCE.**

**DUE DATE: ON OR BEFORE OCTOBER 1, 2011**

## **EVALUATION CRITERIA**

**DO NOT SENT THIS PAGE WITH COMPETED APPLICATION**

- > THE CHAIR WILL MAKE SURE ALL APPLICATIONS ARE COMPLETE.
- > WILL NOTIFY GRANT CONTACT PERSON IF ANY INFORMATION IS MISSING.
- > UPON RECEIVING APPLICATION EACH COMMITTEE MEMBER WILL REVIEW/RATE APPLICATION
- > AFTER INDIVIDUAL RATING A COMPOSITION NUMBER WILL BE TOTALED.
- > CLUBS RECEIVING HIGHEST TOTALS WILL RECEIVE GRANTS DEPENDING ON MONEY THAT IS AVAILABLE.
- > THE ROTARY CLUB WILL RECEIVE NOTIFICATION OF AN APPROVED GRANT.
- > ALL GRANTS MAY OR MAY NOT RECEIVE FUNDS DEPENDING AGAIN ON MONEY AVAILABLE.

## **THE FOLLOWING POINTS WILL BE CONSIDERED WHEN REVIEWING APPLICATIONS:**

- > The extent and quality of the literacy project as indicated in the description of the project.
- > Number of people directly affected by the project
- > Opportunities for literacy improvement through the grant proposal.
- > Financial needs for the project. Will project take place without granting money?
- > Organizational collaboration (Partnership with another entity, such as another school, a business, another professional granting agency, etc.).
- > Need in the community for the proposed project (as stated in project description).
- > How the literacy project is unique or innovative.
- > The merit of the project.

Although all literacy proposals will be accepted from all clubs throughout the District Literacy Committee will first rate all projects according to project quality. The committee will determine if the project can be completed. The rating chart will be evaluated on the points listed above. A rating summary will be available for all clubs if interested.

As stated the committee will give merit to those clubs participating in baseball sales.

Looking forward to your completed literacy grant proposal.

Thank you,

*Rod Buffington*

**Literacy Committee:  
Rod Buffington - Chair**

**Tom Micetich – Rotary Club of Havana  
Sharon Zuiderveld – Rotary Club of Jacksonville  
Larry Thompson, PDG – Rotary Club of Alton-Godfrey**

**CLUB RESPONSIBILITY: FINAL REPORT DUE DATE: JULY 1, 2012** –The grant writer is responsible to complete the final report before or on July 1, 2012....Your club will not receive funds the following year if report is not filed. **THIS IS YOUR NOTICE FOR FINAL REPORT FILING – SEE FINAL REPORT SHEET ATTACHED,**

**PROJECT APPLICATION**      **APPLICATION DUE DATE: OCTOBER 1, 2011**

**IF APPLICATION IS RETURNED BY E-MAIL AN E-MAIL ATTACHMENT WILL BE SENT BY CHAIR WITHIN 5 DAYS.....IF YOU DO NOT RECEIVE AN E-MAIL STATING THE GRANT WAS RECEIVED YOU NEED TO CALL IMMEDIATELY. NOT RESPONSIBLE FOR E-MAILS THAT DO NOT ARRIVE.**

REQUESTED AMOUNT FROM APPLICATION \$ \_\_\_\_\_ MATCHING MONEY \$ \_\_\_\_\_  
(CLUB/Outside source – if applicable)

Matching money or outside money (from another organization) should be listed. There is no required amount for granting approval.

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**PROJECT MISSION:** WRITE A CONCISE STATEMENT OF INTENT! (NO MORE THAN THREE SENTENCES) A SUMMARY STATEMENT THAT CAN BE USED WITH THE MEDIA/OTHER PUBLICATIONS.

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**PROJECT DESCRIPTION:** NARRATIVE FOR THE GRANT PROPOSAL (Please pay attention to the guidelines when writing) –

> DESCRIBE THE NEED FOR FINANCIAL ASSISTANCE OF THE PROPOSED PROJECT!

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GIVE A BRIEF HISTORY OF OTHER LITERACY PROJECTS FUNDED AND COMPLETED BY THE ROTARY CLUB (if applicable).

What is the targeted audience for the proposed literacy project:

Signature of Grant Writer \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Rotary Club President \_\_\_\_\_ Date: \_\_\_\_\_

**FINAL REPORT: FILE ON OR BEFORE JULY 1, 2012**

**Grant Writer's responsibility**

Describe the completed Literacy Project. Include the involvement of the Rotary Club members. Indicate the number of recipients. Please attach a photo and a caption with the photo for possible publicity.

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Completed Budget:

\$ \_\_\_\_\_ Total Cost of Project

\$ \_\_\_\_\_ Grant Amount given to the Club from the "Rotary Family Day at the Ballpark

\$ \_\_\_\_\_ Matching money from club to meet success of the project

\$ \_\_\_\_\_ Matching money from other organization within the community

\_\_\_\_\_ Number of children receiving benefits from this project.

\_\_\_\_\_ Number of individuals participating to secure the success of the project

\_\_\_\_\_ Number of tickets your club sold for the 2010 game on August 14, 2010

**NEXT YEAR'S MONEY WILL NOT BE AVAILABLE TO CLUB IF REPORT IS NOT RECEIVED ON OR BEFORE JULY 1, 2012**

Thank you for your participation in the Rotary District 6460 granting program. The money you have used comes from the annual "Rotary Family Day at the Ballpark. Please help sell tickets for our game next baseball season.

SIGNATURE OF CLUB PRESIDENT \_\_\_\_\_ DATE: \_\_\_\_\_

**Mail this report to:** ROD BUFFINGTON, CHAIR - 2001 BARBERRY DRIVE, SPRINGFIELD, IL 62704

