**Rotary Grant Application**

**Literacy Grant 2023-2024**

Application Deadline: October 31, 2023

The Literacy Grant money is funded through **“Rotary Family Day at the Ballpark.”**

Only clubs that have sold or have made a contribution to this year’s Literacy Fundraiser will be considered for a Literacy Grant. Applying for Literacy Grant money does not guarantee approval for funding.

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**HOW TO APPLY**: Complete and sign the application form with original signatures.

**NOTE:** This application is designed to be typed – please do so for ease of review.

**NOTE:** Literacy Grant money will be mailed to the recipient clubs by November 30, 2023

**Return Literacy Grant application to: Brian Barstead at**

**bribaraxp@yahoo.com**

**\*\*Due date reminder:**

**Final report deadline is July 1, 2024**

 **Rotary Literacy Grant**

**Information Page (Do not send)**

Key components for grantees and grant reviewers:

1. Must submit a complete application on the correct form, including club name, appropriate signatures and all requested information provided.
2. Grants will be scored on several factors, including submitted by deadline, overall quality of application, clearly stated direct impact on literacy and overall merit of the application. Sales of Baseball Tickets and Matching Funds provided by club will also be factored in. **Baseball Ticket sales/or funding of the Literacy Program is Mandatory** to qualify for the Literacy Grant.
3. Other scoring criteria:
	1. Number of people who will directly benefit from the literacy project.
	2. How this project directly improves literacy.
	3. Basic project budget plan/financial need- **examples**,
		1. Grant funds will be used to purchase 50 age-appropriate books, at a cost of $5 per book for a total book cost of $250.
		2. Grant funds will be used to purchase 20 books at a cost of $15 per book to be distributed to the 10 school district libraries for a total book cost of $300.
		3. Matching club funds of $50 will be used to purchase Rotary bookmarks.
		4. Matching club funds of $100 will be used to purchase snacks for this project.
	4. Partnership with Others- clearly explain how your local club with work with others to complete this project. **Examples:**
		1. Our club will work with the elementary school principal and teachers to choose the most appropriate books for the classrooms.
		2. Our club will work with our local Interact Club to include these students in implementing the reading program at our elementary school.
		3. Our club will work with the local Head Start Center to determine the most appropriate books for this age group. Head Start teachers will help distribute these books to each family in their program.
	5. Need in the community.
	6. Special populations included **examples:**
		1. This project will include all the special education students in the elementary school.
		2. This project will include 40 home schooled children.
		3. This project will include all the children who qualify for free and reduced lunches.

**Evaluation criteria:**

1. The chair will make sure all applications are complete and will notify grant contact person if any information is missing.
2. Upon receiving applications, committee members will review and rate each application.
3. After rating, a composition number will be totaled.
4. Clubs receiving highest totals will receive grants, based on money available.
5. Each Rotary Club submitting grants will receive notification of the status of the grants.

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Although Literacy Grant proposals will be accepted from all clubs throughout the district that have sold tickets and/or contributed to the Literacy Fund, the Literacy committee will rate all projects according to project quality. The committee will determine if the project can be completed. A rating chart summary will be available for all clubs, if interested. **Dictionary projects will NOT be accepted** by the committee.

**FINAL REPORT**

After your money is spent and the project is completed, please send me a FINAL REPORT email with a brief summary of the results and a copy of your expenses for the project. We want this grant to be simple to administer. Retain receipts as record according to normal accounting standards in case we have questions. If your project doesn’t happen or doesn’t use the full amount of the grant, you must return the unused money to the District 6460 Foundation Literacy account by July 1, 2024, with an explanation in your *FINAL REPORT*.

Sincerely,

Literacy Committee Chair

Past District Governor 2018-19,

Past Rotary District Rotary International Foundation Chair 2020-2023

Rotary Literacy Grant

Application Due Date: 10/31/2023

Name of Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Club President\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Starting Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Individuals benefitting (est.) \_\_\_\_\_\_\_\_\_\_\_\_

(Please be realistic – ex: do not put the entire town census – we are looking for direct benefit)

Project Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phones (h) \_\_\_\_\_\_\_\_\_\_\_ (c) \_\_\_\_\_\_\_\_\_

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street City Zip

Requested amount from application: $ \_\_\_\_\_\_\_\_\_\_\_

Matching money $\_\_\_\_\_\_\_\_\_\_\_\_\_ (from club or outside source-recommended for grant approval)

Did your club or club members sell tickets to this year’s ballgame and or did anyone donate money to the Literacy Fund this year? \_\_\_\_\_\_yes \_\_\_\_\_\_\_no

Project Mission: Write a concise statement of intent of no more than three sentences. This will be used for the media and other publications. Please limit this statement to **no more than 50 words.**

Project Description: Narrative for the grant proposal. **(No more than 500 words)**

Describe the need for Financial Assistance. **(No more than 500 words)**

Targeted Audience for the Literacy Project **(No more than 250 words)**

Give a brief history of other Literacy projects funded and completed by your Rotary Club (if applicable) (**No more than 250 words)**

**ONLY E-MAIL APPLICATIONS WILL BE ACCEPTED**

**Please e-mail your signed application to** **bribaraxp@yahoo.com** **by October 31, 2023**

**Final Report Reminder: Due by July 1, 2024. All successful grants must be completed with a Final Report.**

**Name of grant writer (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of grant writer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Rotary Club President (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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