

**INTERNATIONAL READING ASSOCIATION
GUAM COUNCIL**

Grant Application 3/00

Deadline: Saturday, March 4, 11:30 AM

Limit: \$500.00

Deliver to:

- March IRA meeting, Pacific Star Hotel
- Sheryl Nixt, Maria Ulloa Elementary School

Please note this application must be typed or word processed.

Project Originator _____
(name) (position)

Project Title _____

Location of Project _____ \$ Requested _____

Work Phone _____ Home Phone _____

Mailing Address _____

Others Involved:	Names	Involvement
	_____	_____
	_____	_____

Please submit approval from your direct supervisor:

Name _____ Position _____

Signature _____ Date _____

- Applicants must be comprehensive members of the Guam Council of IRA.
- Submit 2 complete applications (cover sheet and pages 3-4), and 4 extra copies of pages 3-4.
- See page 2 for further instructions.
- Questions? Contact Sheryl Nixt, Maria Ulloa Elementary School

DO NOT WRITE HERE:

Grant number _____ Approved _____

\$ Amount _____

Disapproved _____

Comments; Suggestions:

Grant \$ Rec'd: Check # _____ Signature _____ Date _____

GRANT APPLICATION GUIDELINES

1. Submit 2 complete applications (cover sheet and pages 3-4) and 4 extra copies of pages 3-4. To be reviewed, applications must be typed/word processed with legible copies. You may put the format on your computer, but do not exceed space limits - 1 cover sheet, 2 pages of narrative, and budget attachments if needed.
2. Grants will be reviewed anonymously. Please do not use names of people or school within the narrative section of your grant or on the budget (pages 3-4, order forms, etc). Proposals will be disqualified if names are included.
3. Grants will be reviewed as soon as possible after the closing date. Grant recipients will be notified by telephone. Letters will be sent to individuals whose grants were not funded (the letter will include suggestions for strengthening the grant so that it can be resubmitted). Unless the committee makes other arrangements, checks will be distributed at the IRA meeting following the review.
4. Applicants must be comprehensive members of Guam Council IRA and membership dues must be current. UOG students who are comprehensive members may apply for a grant if they plan to use the books for student teaching and/or leave the books in the classroom. Members are restricted to one grant award per academic year. Members who have not received a grant in the previous 2 years will be given special consideration.
5. 10% of the total funding available, not to exceed a total of \$3000.00 per academic year, is available to Guam Council IRA members teaching in other Micronesian entities.
6. Money for equipment or supplies will NOT be granted, except in two areas: (1) purchase of CD-ROM books or writing software (\$100 limit) and student publishing materials (e.g., blank big books, book binding, etc., \$200 limit).
7. Grants over \$500 must be approved by the IRA Board.
8. Grants are reviewed very carefully. **Proposals are rated using these Selection Criteria :**

5 points	<u>Encourages and develops reading</u> and/or writing
4 points	<u>Clarity of proposal</u> : Clearly states goals & procedures. Procedures match goals.
3 points	<u>Budget</u> : Spending is defined, book samples included and/or representative authors/ titles listed.
3 points	<u>IRA involvement</u> : 1 point for attending at least 3 IRA meetings in the previous 12 months; 1 point for Readathon participation; 1 point for other IRA involvement, such as Readathon representative, committee work, help with book tables, program presenter, etc.
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15 point total	
9. The GUAM IRA GRANT RESOURCE BOOK , by Carolyn Kollmeier of GWHS, is a terrific source of ideas and strategies for writing award-winning grants, including samples of successful grants. One copy is available at the Teachers' Center; another copy is available at the IRA monthly meetings.
10. Books purchased with IRA funds should have an IRA Readathon sticker (see Board members for stickers).
11. Grants recipients are required to submit a final project evaluation report. The written report is due to the Council by the April meeting. It should describe how the project encouraged reading and/or writing, as well as other positive outcomes, lessons learned, etc. Submit All invoices, receipts, cancelled checks indicating payment and return of monies not spent. **FAILURE TO SUBMIT A FINAL REPORT WILL PROHIBIT YOU FROM APPLYING FOR ANY FUTURE GRANTS.**
12. **ALL GRANT PURCHASES ARE FOR THE BENEFIT OF THE CHILDREN OF GUAM AND MICRONESIA AND MUST REMAIN IN THE SCHOOL DISTRICT.**

PROJECT TITLE _____
Grade Level _____

1. Project Goals

2. Description of Project (Describe the procedures for carrying out this project. Be specific and clear).

3. How many students will benefit from the project?

4. Time-line for your project.

5. IRA Involvement. Please put a check next to each that applies.

I attended at least 3 IRA meetings in the last 12 months

I participated in Readathon last year

Other IRA involvement in the last 3 years and this year (e.g., Readathon rep., committee member, book table helper, program presenter, etc.). Please describe:

6. Have you received IRA grants before?

When?

What?

\$ Amount funded?

PROJECT TITLE _____

7. (OPTIONAL) Technology Funds Request (CD-ROM books, writing/publishing software). The goals and procedures sections should explain how this technology will benefit your students' reading and/or writing development (note drill and practice software and games will not be funded). In addition, please attach copies of the catalog descriptions of the software to the budget and provide the following information:

What kind of computer access do you and your students have?

What type and number of computers will be available to be used?

How often will students be able to use the computer(s)?

Where are the computers located (classroom, lab, both)?

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8. Budget. Itemize the costs of what you will need to carry out your project. Be as specific as possible. If possible, copy order forms (**with your name deleted from the form**) or sample titles of books. We encourage the purchase of paperback books; if you plan to buy hardcover books, please include your rationale.

Total Budget Requested: _\$_____

Budget Itemization: