

Rotary Grant Application Literacy Grant 2018-2019

Application Deadline: September 15, 2018

PROJECT GUIDELINES: Include information about the project and its need within the community. Provide details about the literacy project planned for your community. Relate how the project will reach out to the individuals being addressed. Explain collaboration or partnership with other organizations within your community.

1. Describe the need for financial assistance for the proposed project. Will the project still take place without full funding or funding assistance?
2. What is the target audience for the proposed project? (Mention age, gender, special populations, if significant).
3. Give a brief history of other literacy projects funded and completed by your Rotary Club.
4. Dictionary projects will be accepted by the committee, but they are considered the least likely project to be funded and will be funded only if money is available after all other grants are rated.
5. The grant project should not include money for food or snacks.

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The Literacy Grant money is funded through “**Rotary Family Day at the Ballpark.**” Therefore, in the event that there is limited funding and if requests are close in scoring clubs selling baseball tickets will have additional consideration. **ALL** clubs are eligible for funding. 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: Literacy Grant money will be distributed at the *District Conference*. A representative of your club needs to be in attendance.

**Return Literacy Grant application to: Suzanne Ellerbrock at
sellerbrock@rotarydistrict6460.org or mail to:
4950 CR 403 Palmyra, MO 63461**

****Due date reminder: September 15, 2018****

Final report deadline is July 1, 2019

Rotary Literacy Grant Information Page (Do not send)

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.

Points to be considered when reviewing applications:

1. The extent and quality of the literacy project as indicated in the grant description
2. Number of people directly affected by the project
3. Opportunities for literacy improvement through the grant proposal
4. Financial need for the project. Will the project take place without grant money?
5. Organizational collaboration (Partnership with another entity, such as a school, a business, or another professional granting agency)
6. Need in the community for the proposed literacy project
7. Is the literacy project unique or innovative?
8. Overall merit of the project

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Although Literacy Grant proposals will be accepted from all clubs throughout the District, 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 be accepted by the committee, but they are considered the least likely project to be funded and will be funded only if money is available after all other grants are rated. As stated above, the committee will give merit to those clubs participating in sales of baseball tickets.

Thank you.

Sincerely,

Suzanne Ellerbrock

Literacy Committee Chair
Rotary Club of Quincy

Rod Buffington, Past Literacy Chair, Literacy Committee Advisor

Rotary Literacy Grant
Application Due Date: September 15, 2018

NAME OF CLUB: _____
NAME of CLUB PRESIDENT _____
(Please print)

Project Title _____

Project Starting Date _____ Individuals benefiting (est.) _____

Project Manager _____

Contact person _____ Phones (h) _____ cell _____

Email address _____

Address _____
street city zip

Requested amount from application: \$ _____ Matching money \$ _____
(from club or outside source)
(Not required for granting approval)

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.

Describe the need for Financial Assistance

Give a brief history of other Literacy projects funded and completed by your Rotary Club (if applicable)

Targeted Audience for the Literacy Project

****Note: Please e-mail your signed application to sellerbrock@rotarydistrict6460.org by September 15, 2018. If you choose to mail the application please submit five (5) copies of the Grant Application to the Chair of the Literacy Committee by September 15, 2018. All single copies (5) should be stapled and sent in the same envelope to: Suzanne Ellerbrock at 4950 CR 403, Palmyra, MO 63461**

Final Report Reminder: Due by July 1, 2019. 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 _____

**Rotary Literacy Grant
Final Report
Due on or before July 1, 2019**

NAME OF CLUB: _____

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

Completed budget:

\$ _____ Total cost of project

\$ _____ Grant amount given to the Club from "Rotary Family Day at Ballpark"

\$ _____ Matching money from Club to meet success of project

\$ _____ Matching money from other organizations in the community

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_____ Number of children receiving benefits from this project

_____ Number of individuals participating to secure success of project

_____ Number of tickets your Club sold for the 2018 games

Name of grant writer (please print) _____

Signature of grant writer _____ Date _____

Email address of grant writer _____

Name of Rotary Club President (please print) _____

Signature of Rotary Club President _____ Date _____

Note: Next year's money will not be available to your Club if this report is not received on or before July 1, 2019.

Mail report to: Suzanne Ellerbrock 4950 CR 403 Palmyra, MO 63461 or submit to sellerbrock@rotarydistrict6460.org