**Louisiana**

**Reading**

**Association**

**Literacy Grant**

**Application Packet**

**Due: April 1**

**Linda Malloy**

**Metairie Academy**

**201 Metairie Road**

**Metairie, LA 70005**

**(504) 833-5539**

**FAX: (504) 838-6241**

**E-MAIL:** [**malloyla@gmail.com**](mailto:malloyla@gmail.com)

(For additional Literacy Grant forms visit the Louisiana Reading Association

website – lareading.org – and click the Awards & Grants tab.)

**LOUISIANA READING ASSOCIATION LITERACY GRANTS**

**PURPOSE**

LRA Literacy Grants, of $500 or less, are awarded to enable educators to implement literacy projects.

**ELIGIBILITY**

Applicants who are members (for two or more consecutive years) of IRA, LRA, and a local council are eligible. A past recipient may apply if all conditions have been met on the previously awarded grant.

**SUBMISSION**

Proposals must be received by April 1.

Mail to: Linda Malloy; Studies and Research Chairperson; Metairie Academy; 201 Metairie Rd.; Metairie, LA 70005; or e-mail to: [malloyla@gmail.com](mailto:malloyla@gmail.com) (when e-mailing, please identify as “LRA Grant” in the subject line).

**CONDITIONS**

1. Grant recipients are required to have a fiscal agent for the grant. This may be a school or the recipient’s local council. (See *Fiscal Agent Report Form*.)
2. Grant recipients must submit copies of receipts for the items that are purchased.

**GRANT RESULTS**

1. Grant recipients are invited (but not required) to share the results of their project in one of three ways.
   1. Grant recipients may submit a Power Point presentation (1 – 2 minutes long). (Power Point presentations may be presented at an LRA meeting or the presentation can be e-mailed or sent on a CD or flash drive to Linda Malloy.)
   2. Grant recipients may write an article for the LRA journal *Reading Exploration and Discovery*.
   3. Grant recipients may present their project at the LRA State Conference.

**IMPORTANT DATES**

April 1 – Deadline for receiving proposals August – April – Implementation of grant

June – Grant recipients notified October – Submit copies of receipts

July – Grant recipients recognized at LRA Awards Banquet

**PROPOSAL GUIDELINES**

1. Identify an idea for a project in the field of literacy.
2. Complete the Literacy Grant Identification Sheet. (Do not include any identifying information in the body of the proposal.)
3. State the proposal (no more than two to three pages) using the following format:
   1. TITLE
   2. OVERVIEW

(What is the project about? Cite research to support the need for this project. What learners will be targeted?)

* 1. GOAL & OBJECTIVES

(How do you expect to impact learning? How will the funds for this grant be used?)

* 1. TIMELINE

(When will each activity be performed?)

* 1. METHOD OF EVALUATION

(How will you determine that the project objectives have been met?)

* 1. BUDGET SUMMARY

(What is the estimated cost of each item needed?)

1. Complete the Fiscal Agent Report Form.
2. Submit proposal (including Literacy Grant Identification Sheet and Fiscal Agent Report Form) by April 1.
   1. Mail to: Linda Malloy; Studies and Research Chairperson; Metairie Academy; 201 Metairie Rd.; Metairie, LA 70005; or
   2. E-mail to: [malloyla@gmail.com](mailto:malloyla@gmail.com) (grant proposals sent through e-mail must be identified as “LRA Grant” in the subject line).
   3. If you have any questions regarding the literacy grant program, please contact Linda Malloy at Metairie Academy (504-833-5539) or e-mail: [malloyla@gmail.com](mailto:malloyla@gmail.com) (please identify all correspondence as “LRA Grant” in the subject heading).

**LITERACY GRANT IDENTIFICATION COVER SHEET**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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City/State/Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_(\_\_\_\_\_\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reading Council \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Proposal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School/Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City/State/Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone \_\_\_\_\_(\_\_\_\_\_\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FAX \_\_\_\_\_(\_\_\_\_\_\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teaching Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a past recipient of a LRA Grant? \_\_\_\_\_\_\_\_\_\_no \_\_\_\_\_\_\_\_\_\_yes (if yes, year \_\_\_\_\_\_\_\_\_\_\_\_\_\_)

To be considered for this grant, I am aware that at this time I must be a current LRA and IRA member for two or more consecutive years. If I am awarded this grant, I agree to submit a Power Point presentation.

LRA number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IRA number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature of grant writer Date*

I verify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is now, and has been, a LRA and IRA member for two or more consecutive years and that the LRA and IRA numbers above are correct.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature of council president or membership director Date*

**FISCAL AGENT REPORT FORM**

1. Either a school or local reading council must act as the fiscal agent for the grant (individuals may not act as the fiscal agent).
2. A representative of the fiscal agent must sign this form along with the grant writer.
3. A balance sheet must be kept by the fiscal agent showing credits and debits. This balance sheet as well as copies of all receipts for items purchased must be returned to the LRA Studies and Research Chairperson at the end of the fiscal year for which the literacy grant is awarded.

(Mail to: Linda Malloy; Studies and Research Chairperson; Metairie Academy; 201 Metairie Rd.; Metairie, LA 70005)

1. At the end of the fiscal year, any unused funds must be returned to the LRA treasurer.

I agree to comply with the above conditions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature of grant writer Date*

I agree to serve as the fiscal agent for the awarded LRA Literacy Grant.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature of fiscal agent Date*

If awarded this grant, the LRA check should be made payable to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Fiscal agent, school, or council*

Mailing address of fiscal agent:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_(\_\_\_\_\_\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_