**Louisiana**

**Reading**

**Association**

**Literacy Grant**

**Application Packet**

**Due: April 1**

**Susan Gardebled**

**1315 Beachcomber Rd**

**Sulphur, LA 70665**

**E-MAIL: susan.gardebled@cpsb.org**

(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 of LRA and their local council (for two or more consecutive years) 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: Susan Gardebled, LRA Grants Chairperson; 1315 Beachcomber Road; Sulphur, LA 70665; or e-mail to: susan.gardebled@cpsb.org and 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 school bookkeeper) 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. REQUIRED:
	1. Grant recipients must submit the results of their project in a PowerPoint presentation (1 – 2 minutes long). Presentation should be e-mailed to Susan Gardebled.

 (PowerPoint presentations may be presented at an LRA meeting).

1. OPTIONAL:
	1. Grant recipients may write an article for the LRA newsletter or journal.
	2. Grant recipients may present their project at the LRA State Conference.

**IMPORTANT DATES**

April 1 – Deadline for receiving proposals

June – Grant recipients notified

July – Grant recipients recognized at LRA Awards Banquet

August – April – Implementation of grant

End of School Year – Submit receipts and PowerPoint

**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: Susan Gardebled, LRA Grants Chairperson; 1315 Beachcomber Rd.; Sulphur, LA 70665; or
	2. E-mail to: susan.gardebled@cpsb.org (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 Susan Gardebled through e-mail. Please identify all correspondence as “LRA Grant” in the subject heading.

**LITERACY GRANT IDENTIFICATION COVER SHEET**

Name:

Address

City/State/Zip Code

Phone Number

E-mail

Reading Council

Title of Proposal

School/Office

Address

City/State/Zip Code

Work Phone

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 local council member for two or more consecutive years. If I am awarded this grant, I agree to submit a Power Point presentation.

*Signature of grant writer / Date*

I verify that is now, and has been, an LRA and local council member for two or more consecutive years.

*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.
2. A representative of the fiscal agent must sign this form along with the grant writer.
3. Copies of all receipts for items purchased must be returned to the LRA Grants Chairperson at the end of the school year after the literacy grant has been awarded and implemented.

(Mail to: Susan Gardebled; LRA Grants Chairperson; 1315 Beachcomber Rd.; Sulphur LA 70665

1. At the end of the school 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:

Email:

Phone: