

MONTANA STATE READING COUNCIL

CREATIVE ASSISTANCE GRANT APPLICATION

The Montana State Reading Council will award a maximum of \$1000 to a local reading council or councils. This grant is to encourage local councils to undertake a project that will promote literacy throughout their schools and communities.

1. **Need for project:** (20 points) State the need for the project/activity. (Maximum of one double-spaced page)
2. **Goals and objectives:** (30 points) State the overall goals and objectives of the activity(s). Objectives should be measurable and have assessment in place. (Maximum of one double-spaced page)
3. **Activity(s):** (30 points) What activities will be undertaken and how will they **promote literacy in the community and/or school**. Also include a timeline of events. All activities should relate to an objective. (Maximum of two double-spaced pages)
4. **Evaluation:** (10 points) How will the activity(s) be assessed for success. (Maximum of one double-spaced page)
5. **Budget:** (10 points) Provide a budget outlining how the expenditures will promote literacy in the council area.

Applications are due **by January 30** to:

Jerry Guay
1129 Range View Drive
Hardin, MT 59034

Email: theguays@q.com

The Montana State Reading Council- Creative Assistance committee will score all applications by April 15. Successful applicants will be notified by **May 1**.

The Executive committee of MSRC reserves the right to split funds among one or more applications of equal merit. Based on the merit of applications complete, partial or no funding may be awarded. *All applications must be submitted by an active local council that has submitted officer reports to the IRA Coordinator for the year of the application and had at least one member attend MSRC summer leadership during the year of the application.*

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PLEASE NOTE:

- An electronic version (Microsoft Word) of this document is available by contacting Jerry Guay at theguays@q.com.
- Applications for equipment such as computers will be closely scrutinized for relationship to goals and objectives. Any individual equipment purchase over \$500 will become the property of the Montana State Reading Council.
- One budget modification may be submitted to the Committee Chair by December 1, of the awarded year.
- All expenditures must be completed by June 30th of the year following the award. All remaining budgeted funds must be returned to MSRC by October 1st of the year following the award.
- **All grantees must agree to serve on the Creative Assistance committee for two years.**
- **All grantees must submit an article about their project to the Montana State Reading E-Journal.**
- **All grantees must agree to present their project at the Montana State Reading Conference.**
- **All grantees need to send expenditure receipts to the MSRC treasurer using the Expenditure form.**

Cover Sheet (must be attached to application)

Project Title: _____

Council Name: _____

Contact Person: _____

Address: _____ City/Zip _____

Email: _____ Phone: _____

Signature of local council president: _____

Date: _____

Attach ABSTRACT OF PROPOSED PROJECT (up to one double-spaced page)

