



## Carol Berry Memorial Literacy Grant Overview & Instructions for Submission



**Purpose:** The MID-State Reading Council will annually award a financial grant up to \$300 to individual council members for the purpose of promoting the literacy of children in the classroom.

### **Guidelines:**

Each applicant will:

1. **Be a current member of the MID-State Reading Council**
2. **Submit a complete proposal for the program or project which includes:**
  - a) A statement of purpose and needs
  - b) Scope of the project and information about the population to be served and the project's impact on participants
  - c) A description of the project, including a timeline
  - d) An itemized budget
  - e) A plan for program or project publicity
  - f) A plan for program evaluation

A committee of MID-State members will serve on the review committee using a blind review process. The rubric that will be used to evaluate the grants is attached to this proposal form. Grant proposals with identifiers will be disqualified. Grant recipients will be informed of their awards by email by the notification date of April 26. Those who submitted but did not receive grants will also be notified by email by April 26.

### **Submission:**

1. Complete the cover page with identifying information.
2. Complete the grant proposal on a new page with required information (NO IDENTIFIERS will be allowed in the grant proposal)
3. Mail or email your completed proposal to Janel Sebeny by the deadline of **April 20, 2019**.

**Grant Deadline: April 20, 2019** (by mail or email)

**Notification Date: April 26, 2019 and Award Date: May 1, 2019**

# MID-State Reading Council

## 2019 Carol Berry Memorial Grant Cover Page

(this page will be removed from proposal for the evaluation process)

Review of each grant submitted is contingent upon full completion of the cover page and every guideline item.

Program/Project Title: \_\_\_\_\_

Amount Requested: \_\_\_\_\_  
(Amount requested may not exceed \$300)

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Target Population:

Demographic descriptors:

\_\_\_\_\_

Age range of children:

\_\_\_\_\_

Please check applicable descriptions:

This is a new project.

This is an ongoing project.

This project has been funded previously by a MID-State Reading Council grant. If so, indicate the grant title and the year in which it was received. \_\_\_\_\_

Please include complete grant application on separate page(s).

**Grant proposal must be free of any identifiers. Identifiers include the actual names of schools, council, towns, agencies, and people. Use pseudonyms. Grant proposal with any identifying information will be disqualified. Incomplete grants will not be reviewed.**

Email grants to [sebenyj@myunit5.org](mailto:sebenyj@myunit5.org) or mail to Janel Sebeny at Kingsley Junior High School  
303 Kingsley St.  
Normal, IL 61761

**The Grant Deadline: April 20, 2019 (by mail or email)**

**Notification Date is April 26, 2019, and Award Date is May 1, 2019.**

## Grant Proposal

**From this point forward, any identifiers will disqualify the grant proposal. Please include the following in the grant proposal:**

- a. A statement of purpose and needs
- b. Scope of project and information about the population to be served
- c. Project description, including a timeline
- d. An itemized budget
- e. A plan for program or project publicity
- f. A plan for program or project evaluation