

READ Pinellas, Inc. Mini-Grant Application

GUIDELINES

This grant is intended to fund expenses that cannot be met through the regular agency or organization budgets due to lack of adequate funds, budgetary prohibitions or types of expenditures, etc. Reimbursement will be based on submitted receipts and disbursed to mini-grant applicants only. Current READ Pinellas members are entitled to apply for up to \$500 in mini-grants per membership year. Applications are subject to board approval and availability of funds. *Mini-grants can only be submitted and approved during the following time periods:*

**Submission Dates: September 1 – September 25, 2017
 January 1 – January 25, 2018
 April 1 – April 25, 2018**

To apply for this mini-grant you must be a current member of READ Pinellas.

Please check the grant category for which you are applying:

- | | |
|--|---|
| <input type="checkbox"/> Educational Materials or Supplies
Limit \$500 | <input type="checkbox"/> Instructional Software/Hardware
Limit \$500 |
| <input type="checkbox"/> Recognition/Awards Ceremony
(Total Limit \$100 –
Food Limit \$50 Publix Gift Card)
(Only one application per member
per year- if funds available) | <input type="checkbox"/> Instructionally - related Incentive Items
Limit \$250 |
| <input type="checkbox"/> Children's/Family Literacy Materials
Limit \$500 | <input type="checkbox"/> Other- Please contact Anne Morgan
before submitting (727)588-6326 |
| <input type="checkbox"/> Field Trips- Conferences
(Literacy Council tutors, Conference Presenters only)
Limit \$1,000 | |

APPLICATION INFORMATION

Application Date: _____

Applicant Name: _____

Individual member _____ Organizational member _____
Organization name

Address: _____

Telephone: _____ Email: _____

Title of Mini-Grant Proposal: _____

Request funds for start date: _____

Project end date: _____

Number of individuals expected to benefit from this project: _____

Individuals are: Students _____ Volunteers/Tutors _____

PROPOSAL SUMMARY (Overview of plans – goals of project):

METHODS (Describe plans for implementation – methods to achieve goals):

EVALUATION (Measurement of success of project):

RECOGNITION (How will READ Pinellas be recognized for their contribution? Examples: Agenda, Program, Social Media, Event announcement):

TOTAL FUNDS REQUESTED (see page #1 for maximum in this category); describe specifically how these funds will be used:

By submitting this proposal, I am certifying that my site administrator has been informed of my intention to apply for this mini-grant.

Signature

Date

Funds must be expended by May 30, 2018.

The number of grants approved in a fiscal year will be determined by availability of funds.

Submit completed application form to: readpinellas@outlook.com or mail to:

Read Pinellas, Inc. P.O. Box 53 Largo, FL 33779