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. Approved applications will require an end of project report to be submitted before May 22th of the fiscal year. 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:*

<table>
<thead>
<tr>
<th>Submission Dates:</th>
<th>September 1 – September 17, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>January 1 – January 21, 2020</td>
</tr>
<tr>
<td></td>
<td>April 1 – April 10, 2020</td>
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</tbody>
</table>

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:

- [ ] Educational Materials or Supplies
  - Limit $500

- [ ] Instructional Software/Hardware
  - Limit $500

- [ ] Recognition/Awards Ceremony
  - (Total Limit $100 – Food Limit $50 Publix Gift Card)
  - (Only one application per member per year- if funds available)

- [ ] Instructionally - related Incentive Items
  - Limit $250

- [ ] Other- Contact Anne Morgan
  - (727-588-6326) Limit $500

- [ ] 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

Receipts must be submitted and funds must be expended by May 22, 2020.

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