

Council Development Grant

Ad Hoc

Purpose:

To promote and support activities directly related to literacy instruction/ and or promotion of literacy in Colorado Schools.

Budget: \$3,500

COMMITTEE MEMBERS

Jessica Endres, Chairperson

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Molly Rauh, Executive Committee Liaison

Charges

- Encourage local councils to seek grant money for council-wide events
- Encourage councils to seek other community groups to co-sponsor events
- Evaluate submitted proposals for CCIRA funding and make recommendations to the CCIRA Board of Directors for approval
- Assist councils, as needed, in developing initial plans for activities related to instruction and/or promotion of literacy
- Collect expenditure receipts from the previous year's grant recipients, reconcile, and submit to CCIRA treasurer.

Timeline

June: If you are a new committee chairperson, meet with the prior chair to review past committee procedures and activities and to receive the committee records

July, August, February, April: By the 15th of these months, send brief promotional statement to editor of *The Colorado Communicator* (Marketing Chair).

Grant submission deadline: One week before Board of Directors Meeting

August/September: Present submitted applications received by the August/September deadline at the Fall Board of Directors meeting for review and approval by the CCIRA Board of Directors.

Request approved grant money from the CCIRA treasurer by filling out funds request form; the treasurer will send the awarded money to the local council.

February: Present submitted applications received by the January/February deadline at the February Board of Directors' meeting for review and approval by the CCIRA Board of Directors.

Request approved grant money from the CCIRA treasurer by filling out funds request form; the treasurer will send the awarded money to the local council.

April: Present submitted applications received by the March/April deadline at the April Board of Directors meeting for review and approval by the CCIRA Board of Directors

Request approved grant money from the CCIRA treasurer by filling out funds request form; the treasurer will send the awarded money to the local council.

May: Contact councils who were awarded grant funds to inquire about the impact and outcome of the service project.

Submit an End-Of-Year Report to the CCIRA President by May 15.

Required Meetings

Chairperson:

April & August/September: Leadership Meetings

August/September, February and April: Board of Directors' Meetings

Committee:

As Needed: Committee meetings to fulfill charges

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Application Guidelines and Information

To promote and support activities directly related to literacy instruction/ and or promotion of literacy in Colorado Schools.

1. The completed application form and proposal must be received by the chairperson at least one week prior to the August/September, February or April Board of Directors' meeting to be considered. Applications will not be returned to the applicants.
2. Please do NOT send applications requiring signature of recipient at post office. This includes registered, insured, etc. Only submit applications through this form.
3. You may apply for only one Council Development Grant each year.
4. Grant money must be requested before the Event is implemented. Money can be requested to aid costs for honorariums, presenters, transportation, accommodations, printed materials, publicity, rent, supplies and materials. Grant money cannot be used for refreshments or gifts.
5. The Council Development Grant must have direct impact on students and the community and be directly related to the promotion of literacy.
6. Application must be outlined in detail according to the application form guidelines.
7. The maximum amount granted to a particular council each year is \$300.
8. CCIRA expects the project to be implemented in accordance to the submitted proposal, or the council will be expected to return the grant money.
9. Grant recipients must submit receipts for expenditures in the amount of the grant to the Committee Chair within 30 days of the Event. If required receipts are not submitted, grant recipient will be ineligible for grant money the following year.