

# CCIRA Community Service Grant Committee

**Ad Hoc**

	<p>Request approved grant money from the CCIRA treasurer by filling out a funds request form; the treasurer will then send the awarded money to the local council</p> <p><b>May:</b> Contact councils who were awarded grant funds to inquire about the impact and outcome of the service project.</p> <p>Submit an End-Of-Year Report to the CCIRA President by May 15.</p>
	<p><b>Required Meetings</b></p> <p><b>Chairperson:</b>  <b>April &amp; August:</b> Leadership Meetings  <b>August, October and February:</b> Board of Directors' Meetings</p> <p><b>Committee:</b>  <b>As Needed:</b> Committee meetings to fulfill charges</p>

## Application Guidelines and Information

In order to encourage local councils to develop and implement community service projects, CCIRA has developed the Community Service Grant. **Successful applicants will receive up to \$300** to fund community service projects that directly impact students within their community.

**Application can only be made once a year.**

1. The completed application form and proposal **must** be postmarked one week prior to the August, October, or February 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.
3. You may apply for only one Community Service Grant each year.
4. Grant money must be requested before the Community Service Project 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 Community Service Project 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 Community Service Project.



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## Grant Money APPLICATION FORM

Please type or print clearly.

Please follow the *Community Service Grant Guidelines* found on the preceding page.

Photographs, brochures, correspondence, etc., can be submitted (optional).

Mail to: **Becky Nelsen, 8228 Newland Ct., Arvada, CO 80003**

General Information		
Contact Person		
Active CCIRA Membership #		
Address		
City/State/Zip		
Telephone Number (home & work)		
Email address		
Council and others responsible for Community Service Project		
Community Service Project Information		
Title		
Description of project		
Target Audience of project		
Description of involvement in the project of other community groups		
Evidence of impact on the community		
Proposed Budget	Expenditures	Other Income
Total amount requested		
Do you plan to continue this project?		

CCIRA COMMITTEES

You can also retrieve an application form electronically at [www.ccira.org](http://www.ccira.org)



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## IRA Local Council Community Service Grant DIRECTIONS

This is NOT the application for the CCIRA Community Service Grant. See previous page.

**A. Please complete the following information on a separate piece of paper.**

1. Name of local council/national affiliate
2. Area served by council
3. Number of members in council
4. Date submitted
5. Council president's name, address, business phone number, home phone number, and fax number
6. Project chairperson's name, address, business phone number, home phone number, and fax number
7. Project title
8. Number of council members involved in project
9. Description of project (50 words or less)
10. Target audience of project
11. Description of involvement in the project of other groups, agencies, or associations involved in the project (one letter of support or endorsement per group may also be included)
12. Costs associated with project including cost to complete, funds obtained through sponsor or other sources, and proceeds, if any, council realized
13. Evidence of impact on community (number of people served or affected by project)
14. Will this project be continued? Why or why not?
15. Additional comments or information about the project

**B. List and describe two to six items that provide the best evidence of your local council's/national affiliate's community outreach effort. These items may include the following:**

- |                                |                                |
|--------------------------------|--------------------------------|
| Audiotape (10 minutes or less) | Newspaper/Magazine articles    |
| Brochures                      | Pictures/Slides                |
| Correspondence/Communications  | Videotape (10 minutes or less) |
| Handouts                       | Other items of similar nature  |

Label each item with the project title and an item description.

**C. Send ten (10) copies of the application information and ten (10) sets of your supporting items to the address below. Be certain that all items are complete and collated.**

Local Council Community Service Award  
International Reading Association  
800 Barksdale Road, PO Box 8139  
Newark, DE 19714-8139 USA

**Application due October 31**