



## **SUPPLEMENTAL GRANT MONEY REQUEST**

### **Guidelines**

(Grant money is the amount of money requested from this Committee for a special event or conference.)

1. The current Application Form can be obtained from the CCIRA Leadership Handbook, local council president or CCIRA Supplemental Grant Committee Chairperson. Visit the CCIRA website to make a copy of the application form.
2. The application must be submitted **twenty days** prior to a Board of Directors' meeting in order for the committee to meet and review requests.
3. Grant money must be requested and approved **before** the activity takes place.
4. This event cannot be scheduled on a previously established CCIRA meeting date.
5. This meeting must be available to all members of council requesting funding.
6. Grant money can be requested to aid costs for honorariums, presenters, transportation, accommodations, printed materials, publicity, and rent for the conference or project. Grant money cannot be used for refreshments or gifts to the presenters.
7. The maximum amount, which can be granted to a particular council each year is \$300.00.
8. The activity must be directly related to the instruction and/or promotion of literacy.
9. After awarding the funds, CCIRA will expect the event to be implemented according to the submitted proposal or the council will be expected to return the grant money.
10. Grant recipients must submit receipts for expenditures in the amount of the grant to the Committee Chair within 30 days of the event for which the grant was awarded.

A check will be mailed to the sponsoring council after the CCIRA Board of Directors has approved the proposal recommendation. (Approvals are given at one of the four meetings (August, October, February, April).

If you have questions or want assistance in developing initial plans for your meeting, please contact the committee chairs.

NOTE: A request for grant money may receive a higher priority because a) the meeting location may have fewer speakers available, b) additional money for transportation or cost of speakers may be needed, c) council has obtained co-sponsorship from other sources.

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Please type or print clearly.

Please submit this request 20 days prior to a Board of Directors' meeting (August, October, February, April) to enable the committee to meet and review requests.

Please follow the guidelines found above.

<b>Grant Coordinator Information</b>	
Chairperson	
Address	
City/State/Zip	
Phone Number	
E-mail	
Proposal submitted by	
Address	
City/State/Zip	

**You can also retrieve a grant request form electronically at [www.ccira.org](http://www.ccira.org)**



CCIRA  
COMMITTEES

## SUPPLEMENTAL GRANT MONEY REQUEST

<b>Meeting Information</b>	
Council and others responsible for event:	
Financial Status of Local Council (amount of money in your treasury:   \$)	
Purpose:	
Type of Program::	
Date(s)/Time:	
Location (Town, County, Building):	
Targeted Population (Teachers, parents, administrators, school board members, etc.):	
Presenter(s) Names(s):	
Please * any CCIRA	
Talent Bank Presentor	

<b>Grant Money Budget Form</b>			
<b>Expenditures</b>		<b>Income</b>	
\$	Publicity	\$	Council Contribution
\$	Telephone Calls	\$	CCIRA Seed Money (requested amount)
\$	Postage	\$	Talent Bank Mileage
\$	Meals/Refreshments	\$	Registration Fees
\$	Location	\$	Exhibitors
\$	Mileage	\$	Donations
\$	Honorarium	\$	Meal Tickets
\$	Other	\$	Other
\$	Total Cost	\$	Total Income

**NOTE: Expenditures and Income totals must match.**

If approved, make check payable to:	
Council Name:	
Council Person:	
Address:	
Phone(s) & E-mail:	

Mail this form to:  
**Jackie Smutz / 8303 Union Ct. / Arvada, CO 80005-5275**

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