



## Grants for Literacy 2018/19 Requests for Proposals

Altrusa is an international non-profit organization dedicated to making our local communities better through leadership, partnership, and service. For over 40 years, the Altrusa International Ocala Chapter has served our local community through projects that improve literacy and foster leadership. Some of our current projects include scholarships that allow students to meet their education goals, teacher/school grants, support of our high school Astra Clubs, books and supplies for the Tools 4 Teaching store, supplies for the Ritz Veteran's Village, Little Free Libraries and much more. For More information go to <https://districtthree.altrusa.org/ocala/>

### **Purpose**

The Purpose of the Grants for Literacy funding is to support classrooms and schools in implementing and advancing evidence-based strategies that lead to improved student subject comprehension and the ability to apply lessons learned. Literacy is broadly defined and not limited to a specific subject area.

### **Eligibility**

Proposals will be accepted from elementary and middle school teachers/instructors and principals located in Marion County.

### **Funding**

Teachers may request up to \$1,000 for their classroom, grade or school-wide project. Funded applications will be announced by September 28, 2018. Grants are for one-year only.

### **Cost Sharing/Matching**

Cost sharing or matching funds from other sources is encouraged.

### **Collaboration**

Collaboration with other departments, parents, and or community organizations is encouraged.

Each grant application must:

- Be received by 12 a.m. (midnight) ET on **Friday, August 31, 2018**.
- Only complete applications will be reviewed.
- Be approved and signed by the school principal in addition to the submitting teacher.
- Include measureable objectives, success metrics, timeline, budget and project description.
- Agree that, if funded, an interim report will be submitted by January 15, 2019 and a final report will be submitted by May 15, 2019.
- Agree that, if funded, a representative of the school will attend the Altrusa International of Ocala Trivia night on **March 9, 2019** to provide an update of the funded project.
- Agree that, if funded, will provide images/photographs of students actively participating in the project with appropriate media releases.



**Literacy Grant Application Form  
Submission Deadline August 31,  
2018**

Please complete application in MS Word. May submit in Word or as a PDF file.  
Expand sections as needed to accommodate your responses.

School Name:

Contact Name, Phone, Email:

Title of Project:

Amount Requested:

Measureable Goal for Project:

Project Description. (Fully describe your grant project in 750 words or less – what are you planning to do and how will you do it. Include target audience, e.g., grade(s), number of students impacted. Project activities should align with the budget and explain why budgeted items are essential for the success of the project.

Need. (Why is this project important and what need will it meet, in 300 words or less.)

Measurable Goal(s) and objectives. (What will success look like and how will you measure progress.)  
Please complete the chart below.

<b>Objective: improvements in student knowledge</b>	
	Percentage of project participants who will improve their grade in specific subject areas (specify subject area)
	Percentage of project participants who will improve their overall grade(s) in school.

	Percentage of project participants who will show increased interest in performing well in school.
	Other measures (specify)
Describe how the above outcomes will be measured (what tests/surveys/data sources will be used).	
What additional improvements are expected from the project?	
Are there other objectives that will be met by this project? If yes, please explain and give measures.	

Implementation Timeline (indicate key milestones and activities, including required reports, spanning October 2018 – May 2019. May use chart format.)

**BUDGET**

Allowable expenses: classroom materials, books, computer software, other equipment, program supplies, printing.

Non-Allowable expenses: administrative expenses, decorative or promotional items, fund raising.

Please use quotes from approved District vendors ONLY. Include any shipping charges. (Expand chart as needed to list all items to be purchased with grant funds.)

Items to be purchased	Quantity	Vendor	Total Amount

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Total Amount Requested: \_\_\_\_\_

Other resources/In-kind contributions	Amount

Sustainability. How will this project be continued after this funding year?

Acknowledgement of Altrusa International of Ocala. (Describe how you will acknowledge Altrusa International of Ocala for support of our project.

I, \_\_\_\_\_, do hereby certify that the facts presented in this report are true and that my Principal has approved and agreed to support this project. All applicable MCPS policies for fiscal control and records maintenance will be implemented to ensure proper accountability of funds distributed for this project. I understand Altrusa International of Ocala has the right to inspect all records related to this project including receipts of purchases made with Literacy Grant funds.

Applicants Name: \_\_\_\_\_

Applicant's signature \_\_\_\_\_

Principals Name: \_\_\_\_\_

Principals Signature: \_\_\_\_\_

**Please submit completed application by August 31, 2018 to [joan.l.coke@ampf.com](mailto:joan.l.coke@ampf.com).**

Contact Joan Coke at 352-509-2173 or Maclyn Walker at 352-877-7364 or [Maclyn.walker@myhfhc.org](mailto:Maclyn.walker@myhfhc.org) for grant application and program related questions.