READ Pinellas, Inc.
Mini-Grant Application 2023 - 2024

GUIDELINES

This grant is intended to fund expenses for **adult students** 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 within 30 days of the end of the project or by May 22, 2024, whichever comes first. Applications are subject to board approval and availability of funds. *Mini-grants can only be submitted during the following time periods:*

Submission Dates:	**August 28 – September 11, 2023**
	November 27 – December 8, 2023
	February 9 – 22, 2024

To apply for this mini-grant, you must be a current member of READ Pinellas (fiscal year is 7/1 – 6/30). Members may submit more than one mini-grant during a calendar year, as long as the total expenditures do not exceed $500 (unless otherwise noted below).

Please check the grant category for which you are applying:

☐ Educational Materials or Supplies
  Up to $500 per year limit

☐ Instructional Software/Hardware
  Up to $500 per year limit

☐ 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
  Up to $250 per year limit

☐ **Other -** Up to $500 per year limit
  Contact Jennifer Harrington (727-588-6298)

APPLICATION INFORMATION

Application Date: _____

Applicant Name: _____

　　　Individual Member _____　　　Organizational Member _____

PCS School and Site or Organization Affiliation: _____

Address: _____

Telephone: _____　　Email: _____

Title of Mini-Grant Proposal: _____

Population to be served by project: _____

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, 2024.

The number of grants approved in a fiscal year will be determined by availability of funds.

> Submit completed application form to:
> **readpinellas@outlook.com** (preferred)   or mail to:
> **READ Pinellas, Inc.   P.O. Box 53   Largo FL 33779**