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

GUIDELINES

This grant is intended to fund expenses 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. During the membership year, any READ Pinellas member may apply for one or more mini-grants, as long as his or her grand total does not exceed \$500. If curriculum funds are requested, the curriculum cannot be sold and must follow Federal Grant guidelines. 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 the RP fiscal 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		Instructionally - related Incentive Items Up to \$250 per year limit
Food Limit - \$50 Publix Gift Card; Only one application per member per year - if funds available		Other - Up to \$500 per year limit; contact Jennifer Harrington (727-588-6298)
APPLICATION INFORMATION		
Application Date:	_	
Applicant Name:		
Individual Member Organizationa	al 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):

<u>METHODS</u> (Describe plans for implementation – methods to achieve goals):

EVALUATION (Measurement of success of project):

<u>RECOGNITION</u> (How will READ Pinellas be recognized for their contribution? Examples: agenda, program, social media, event announcement):

<u>TOTAL FUNDS REQUESTED</u> (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: <u>readpinellas@outlook.com</u> (preferred) or mail to: Read Pinellas, Inc. P.O. Box 53 Largo, FL 33779