

READ Pinellas, Inc.

Mini-Grant Application 2024 - 2025

GUIDELINES

This grant is intended to fund expenses for **adult students** seeking to improve their reading, writing, numeracy skills, or English language proficiency. To be approved, grant proposals must have an academic-based focus that assists adults to become literate and obtain the knowledge and skills necessary to reach their goals. READ Pinellas approves funding requests that cannot be met through the regular agency or organizational 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 2, 2025, whichever comes first. Applications are subject to board approval and availability of funds. **Mini-grants can only be submitted during the following time periods:**

<p>Submission Dates: August 6th to September 6th, 2024 November 1st to November 29th, 2024 February 3rd to February 28th, 2025</p>

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:

- | | |
|---|--|
| <input type="checkbox"/> Educational Materials or Supplies
Up to \$500 per year limit | <input type="checkbox"/> Instructional Software/Hardware
Up to \$500 per year limit |
| <input type="checkbox"/> Recognition/Awards Ceremony
Total Limit \$100
<i>Food Limit - \$50 Publix Gift Card;
only one application per member
per year - if funds available</i> | <input type="checkbox"/> Instructionally - related Incentive Items
Up to \$250 per year limit |
| <input type="checkbox"/> READ Pinellas can order items from Amazon tax-free and may include free shipping. If this mini-grant includes Amazon items, please check this box. | <input type="checkbox"/> 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 (no later than 6/30/25): _____

Number of individuals expected to benefit from this project: _____

Individuals are: Students _____ Volunteers/Tutors _____

PROPOSAL SUMMARY (Overview of plans / goals of project): **Please detail literacy activities included in the project that support academic goals.**

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 expended by May 2, 2025.

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