



International Reading Association Guam Council Grant Application Guidelines

1. Submit **two complete applications** (pages 3, 4, and 5) and **four extra copies** of pages 4—5. Unless applications are typed/word processed with legible (no smaller font-size than 10 points) copies, the applications will not be reviewed. You may put the format on your computer, but do not exceed space limits—one page 3, two pages (4 and 5) narrative, and budget attachments if needed.
2. Grants will be reviewed anonymously. **Please do not use names of people or school within the narrative section (page 4) of your grant or on the budget (page 5, order forms, etc.).** Proposals will be **disqualified** if names are included.
3. Grants will be reviewed as soon as possible after the closing date. Grant recipients will be notified by telephone. Individuals whose grants were not funded will be notified and suggestions given for strengthening the grant so that it can be resubmitted in the future. Unless the committee makes other arrangements, checks will be distributed at the IRA meeting following the review.
6. Money for equipment or supplies will **NOT** be granted, except in two areas: (1) purchase of CD-ROM books or writing software (\$100 limit) and student publishing materials (e.g. blank big books, book binding, etc.).
4. Applicants must be members of Guam Council IRA and membership dues must be current. University of Guam students who are members may apply for a grant if they plan to use books for student teaching. If you leave Guam and will no longer teach in a Guam school, the books must be left in the classroom where you did your student teaching. Members are restricted to one grant award per academic year. Members who have not received a grant in the previous two years will be given special consideration.
5. Ten percent of the total funding available, not to exceed a total of \$3,000 per academic year, is available to Guam Council IRA members teaching in other Micronesian entities. (\$200 limit).
7. The IRA Board must approve grants over \$500.

8. Grants are reviewed very carefully. The selection criteria are as follows:
- 5 points **Encourages** and **develops** reading and/or writing.
 - 4 points **Clarity of proposal** — Clearly states goals and procedures. Procedures match goals.
 - 3 points **Budget** — Spending is defined, book samples included and/or representative authors/titles listed.
 - 3 points **IRA involvement** — 1 point for attending at least three IRA meetings in the previous 12 months; 1 point for Read-A-Thon participation; 1 point for other IRA involvement such as Read-A-Thon representative, committee work, help with book tables, program presenter, etc. **Be general when specifying, do not give specific titles that would take away from the anonymity for the grant readers.**

15 points total

9. The **Guam IRA Grant Resource Books**, which include samples of successful grants, are a terrific source of ideas and strategies for writing award-winning grants, including samples of successful grants. A copy is available at the Teacher’s Center and another copy is available at the IRA monthly meetings.
10. Books purchased with IRA funds should have an IRA Guam Council sticker. See Board members for stickers.
11. Grant recipients **are required** to submit a final project evaluation report. The written report is due to the Council by the spring meeting. It should describe how the project encouraged reading and/or writing, as well as other positive outcomes, lessons learned, etc. Submit all invoices, receipts, and cancelled checks indicating payment and return of monies not spent. **Failure to submit a final report by the given deadline will prohibit grantee’s eligibility for any future grants. If a grant evaluation with proper receipts is not submitted to IRA, the grant recipient is liable to the Council for the amount received.**
11. **All grant purchases are for the benefit of the children of Guam and Micronesia and must remain in the classroom in the event the grant recipient leaves the area.**