



## THE GREATER WASHINGTON READING COUNCIL

### **Community Outreach Grant Application**

#### **Description/Overview:**

The Greater Washington Reading Council (GWRC) is committed to helping its members further their professional development in the field of literacy. The Community Outreach Grant is awarded twice a year to eligible GWRC members who wish to enhance the literacy work within their schools and communities. The GWRC Grants Committee will review all information received, convene a selection meeting, select recipients, and will inform recipients of the amount awarded. More than one GWRC Community Outreach Grant may be awarded with the total amount not to exceed \$500.00 of the \$1000.00 available fall and spring.

#### **Eligibility:**

The Community Outreach Grants are open members in good standing with GWRC and who have been a member for at least one year prior to selection (*e.g.* last membership year and the current membership year). At least one of the leaders of the outreach project must fulfill the membership requirement. An applicant can only apply and/or receive this grant as a leader once in a membership year. A membership year begins on the 1<sup>st</sup> of September and ends on the 31<sup>st</sup> of the following August.

**Due Date Fall Grant Award: December 15** and is awarded by the following February 1<sup>st</sup>.

**Due Date Spring Grant Award: April 15** and is awarded by the following June 1<sup>st</sup>.

**Instructions/Requirements:** Applications need to be typed in at least 12 point font size. Application should be submitted in this order.

**A. Application for Community Outreach Grant:** Contact Information (Part I)

**B. Application for Community Outreach Grant:** Grant Proposal (Part II)

GWRC has provided guiding questions for each applicant to use while writing an individual application. The grant proposal **MUST** include: title, summary, rationale, plan/timeline, perceived outcomes, and budget.

**C. Signed Agreement Page:** As a grantee, you agree to write up a review of how you used the grant money and how this has impacted you as a literacy leader in your classroom, school, and/or district. This write up, part or whole, will be used as part of GWRC publications, electric and written.

**D. Digital and print photographs.** One photograph on digital disc and one printed copy must include candidate's name, address, and local council on the back. Photographs may be used with permission for GWRC publications, electronic and written.

**F. Membership Verification Form.** This form will be completed by the current GWRC President and Membership Chair and added to the completed candidate packet. The verification assures that the candidate has been a member of the local and state councils for the year prior to application and during the current year of application.

*If you are awarded a grant, a written reflection  
and digital photo must be submitted.*

**Send your application to:**

Ro Hochkammer or Barbara Bundy  
21000 Education Court  
Loudoun County Public Schools  
Department of Instruction  
Ashburn, VA 20148



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## Community Outreach Grant (Part I)

Name of Leader Applicant: \_\_\_\_\_

Name of Project: \_\_\_\_\_

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

School Division: \_\_\_\_\_

Phone Number: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Email Address: (H) \_\_\_\_\_ (W) \_\_\_\_\_



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### Community Outreach Application (Part II)

**A. Name of Project:** \_\_\_\_\_

**B. Summary**

The proposal should include a brief summary statement of what, why, and how. Indicate how many people will be served/affected.

**C. Rationale**

The proposal should include a rationale that addresses the following:

1. What are the identified needs, problems or concerns that generated the need for this professional growth activity?

**D. Plan/Timeline**

The proposal should explain how the project will be implemented.

1. How will you conduct the program?

**E. Perceived Outcomes**

1. What are the expected results from this project?

2. How will you determine the success?

**F. Budget**

The proposal should include the amount of money requested for the project and a brief itemization of expected expenses. (Money for personnel is not part of the grant.) GWRC will only grant funding for materials that directly impact the literacy growth and development of the participants and will not fund food, personnel, or the like.



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### **GWRC Grantee's Agreement**

**Year** \_\_\_\_\_

Should I be awarded all or a portion of the amount requested, I agree to submit a write up, not to exceed one page, along with a digital photo (jpg file on disc) and printed photo for GWRC's use for publication, electronic and/or written.

**Applicant's Name (printed):** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

*This document is part of the application process and must accompany the grant application.*



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## GWRC Membership Verification

Year \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

### Verification:

I verify that the above named nominee is a member of the Greater Washington Reading Council (GWRC).

Local Council President's Signature \_\_\_\_\_

Local Council President's Printed Name \_\_\_\_\_

*This document is to be completed by the current GWRC President and Membership Chair.*