

MONTANA STATE LITERACY ASSOCIATION

COMMUNITY ASSISTANCE GRANT APPLICATION

The Montana State Literacy Association will award a maximum of \$1000 to a MSLA member working with a local, state or national organization(s) to promote literacy within their community and/or school. **All MSLA members are eligible after one full year of membership.** The project narrative must include the following:

1. **Need for project:** (20 points) State the need for the project/activity.
2. **Goals and objectives:** (30 points) State the overall goals and objectives of the activity(s). Objectives should be measurable and have assessment in place.
3. **Activity(s):** (30 points) What activities will be undertaken and how will they **promote literacy in the community and/or school.** Also include a timeline of events. All activities should relate to an objective.
4. **Evaluation:** (10 points) How will the activity(s) be assessed for success.
5. **Budget:** (10 points) Provide a budget outlining how the expenditures will promote literacy in the council area.

Applications are due **by MARCH 31, 2020** to:

Ann Ellsworth
MSU-Bozeman-Department of Education
213 Reid Hall
Bozeman, MT 59717

Email: ann.ellsworth@montana.edu
Phone: 406-994-5793

The Montana State Literacy Association Community Assistance committee will score all applications. Successful applicants will be notified.

The Executive board of MSLA reserves the right to split funds among one or more applications of equal merit. Based on the merit of applications complete, partial or no funding may be awarded.

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PLEASE NOTE:

- An electronic version of this document is available by contacting whitney.hamand@gmail.com.
- Applications for equipment such as computers will be closely scrutinized for relationship to goals and objectives. Any individual equipment purchase over \$500 will become the property of the Montana State Literacy Association.
- One budget modification may be submitted to the Committee Chair by December 1 of the awarded year.
- All expenditures must be completed by June 30 of the year following the award. All remaining budgeted funds must be returned to MSLA by October 1 of the year following the award.
- **All grantees must submit an article about their project to the MSLA Literacy Voices.**
- **All grantees must agree to present their project at the MSLA Literacy Conference.**
- **All grantees need to send expenditure receipts to the MSLA treasurer.**

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Cover Sheet (must be attached to application)

Project Title: _____

MSLA Member Name: _____

Organization(s) Name: _____

MSLA Member

Address: _____ City/Zip _____

Email: _____

Phone: _____

Signature of MSLA member:

Signature of organization official:

Date: _____

Attach ABSTRACT OF PROPOSED PROJECT (up to one double-spaced page)