



Mini-Grant Application for the Councils of READ Polk

Requests of up to \$1000 from each council are accepted by February 21 and July 21 of each year. Please email your application and required attachments to susana.copeland@polk-fl.net

Please send her a hard copy of this cover page with a signature as well.

July 2010 Grant Application

Name of Organization (Council): _____

Amount Requested: _____

Contact Person: _____

Contact Person's Phone Number: _____ E-Mail _____

Organization's Address: _____
Street Address/ or Post Office Box Number

City

Zip Code

On behalf of _____ (Organization or Council),
I agree with and approve of the submitted mini-grant application. I understand that a brief Final Report (form available) will be required, dependent upon the completion time indicated in the timetable submitted for this need/project. For Councils, completed monthly Literacy Council Reporting Forms during the time of the grant are required.

Typed or printed name of Organization's (Council) President/Chairperson

Signature of Organization's (Council) President/Chairperson

Date

For Questions or Information, contact: susana.copeland@polk-fl.net

Besides the cover sheet, please attach the following:

1. Brief Description of Need or project, which should include:

a. Narrative

1. History and purpose of the Organization/Council
2. Statement of needs and/or problems to be addressed; benefits to population served; benefits to Polk County literacy
3. Use or Implementation of Funds
4. Timetable

b. Proposed Budget with narrative

Itemized budget with a narrative that shows how each budget item relates to the need/problem/or project and how the budgeted amount was calculated. Awards will be based on total amount of budget, maximum \$500 request.

2. Attachments:

- a. Directory of officers/committee members/or governing board
- b. Copy of Organization's current annual operating budget, including expenses and revenues (include other funding sources and amounts)
- c. For Councils, completed copies of Literacy Council Reporting Forms (prior six months should be attached)