



## **VSLA Community Service Grant Application**

### **Description/Overview**

This is a local chapter grant in an amount of \$600.00 granted by the Virginia State Literacy Association. The application should show why a project will benefit literacy in your community, an implementation plan, and the anticipated results. Following the project, the grantees will submit a proposal for the VSLA Conference to share what occurred in the completed project and how others may replicate the program.

### **Eligibility**

Any local chapter of the Virginia State Literacy Association may submit a grant proposal.

### **Application Requirements**

- I. Chapter Information
- II. Local Chapter Verification
- III. Grant Proposal (including itemized budget and letters of support). Grant recipient must submit itemized receipts to the Awards chair by May 30 prior to monies being dispersed. Food costs are not eligible.

### **Timeline**

**Application Due: January 10**

**Name of Recipient and Rubric to Awards Chair: February 1**

**Notification of All Applicants: February 6**

**Presentation of Award: VSLA Annual Conference**

**Send your application form via Word Document, PDF or scanned document to VSLA Community Service Chair:**

Name: Kim Rosenbaum

Email Address: [kim.rosenbaum@vslatoday.org](mailto:kim.rosenbaum@vslatoday.org)

# VSLA COMMUNITY SERVICE GRANT APPLICATION

## I. CHAPTER INFORMATION

Year:

Name of Chapter:

Person Completing Application:

Mailing Address:

Phone: (work)

(cell)

Email:

## II. LOCAL CHAPTER VERIFICATION

I verify that \_\_\_\_\_ Chapter is involved in the Community Service Project described in this application. If granted, chapter representatives will present at a VSLA Conference.

President's Name \_\_\_\_\_

President's Signature \_\_\_\_\_

## III. GRANT PROPOSAL

### A. Title

**B. Summary:** Include a brief summary of who, what, where, when and how. Indicate how many people will benefit.

**C. Rationale:** What are the needs, problems, and concerns for this community project?

**D. Plan:** How will program be conducted; include timeline/calendar for completing each phase of project; what are possibilities for local continuation of project after the implementation period; how can another chapter replicate this project? The project must include a plan for chapter participation and community group

**E. Anticipated Results:** What are expected results of this project; How will you determine success of project?

**F. Budget:** Include an itemized account of planned expenditures (must include titles of books or items to be purchased and exact costs).

**G. Letters of Support:** Attach two letters of support, one should be from local chapter and one should be from member of community being served.

## Community Service Project Grant Rubric

**Requirements (Must have all “Yes” indicators in order to be considered for the grant):**

	YES	NO
Local Chapter of VSLA		
Application complete		
Verification Form completed		
Two Letters of Support Included		
Project directly addresses an aspect of literacy		

### SCORING RUBRIC

	Strong Evidence 4 Points	Some Evidence 3 points	Weak Evidence 2 Points	Not addressed 0 Points
<b>SUMMARY:</b> Proposal provides information on who, what, where, when and how of project. Indicate how many people will benefit.				
<b>RATIONALE:</b> Proposal includes clear explanation of the needs, problems, and concerns for this community project. Data supports project.				
<b>PLAN:</b> Proposal explains how the project will be conducted, timeline, continuation of project, and ease of replication of program in a realistic and achievable manner.				
<b>ANTICIPATED RESULTS</b> Proposal includes explanation of expected results and determination of success as well as impact on community.				
<b>BUDGET:</b> Proposal includes the amount of money being requested and itemize planned expenditures.				
<b>Total Points (Maximum 20 Points)</b>				