

**North Carolina Reading Association (NCRA)  
Mary Ellen Skidmore Project Grant  
DEADLINE: November 1, 2011**

**APPLY for Mary Ellen Skidmore Project Grants**, available for 2011-2012. The funds support projects that advance literacy by meeting needs that NCRA councils identify in their local communities. Support literacy in your community and, working with other NCRA councils, improve literacy across all of North Carolina.

Project Grant money is not intended for use by local councils to promote membership or for use in just one school. Grants will be awarded according to the number of applicants meeting the outlined requirements, so all councils that apply will be eligible to receive funds.. Councils may request up to **\$300.00** from NCRA to help carry out their projects.

**Requirements for each council:**

- Must be in good standing with IRA—three officers and ten current IRA members. (Please list ten IRA members & include with or attach to your application.)
- Must send its first membership list to Membership Director Ken Sheldon ([ksheldonreading@aol.com](mailto:ksheldonreading@aol.com)) no later than October 31<sup>st</sup> 2011.
- Must have at least 30 members in the local council as of October 31<sup>st</sup>.
- May send completed project grants earlier than November 1, but all grants must be postmarked no later than November 1, 2011.

Project coordinators will receive notification by email stating that the grant application has been received. The selection committee will review applications and notify winning councils by December 15, 2011.

Questions—email me at [sandrajoycook@gmail.com](mailto:sandrajoycook@gmail.com) Subject Line: **MESPGGrants**

**Guidelines for completing the *Mary Ellen Skidmore Project Grant* application:**

When filling out your project sheet, please provide the following information:

**Title and Description of Project:**

Provide a clear picture of the entire project. Answer key questions: What is the project? Who carries out the effort? Who benefits? When and where will it take place? How does it advance literacy? How much does it cost? Where does all support come (in-kind and financial)? How will your local council use the NCRA funds?

**Budget:**

An itemized budget must accompany the proposal. Please include all funds, including matching funds, anticipated/available for the proposed project—(monies requested from NCRA, monies from local council treasury and financial assistance through other sources).

**Participants:**

How many members will be involved in this project? How many people will this project benefit? Remember, involving your members increases your chances for success!

**Project Coordinator:**

Provide the name(s) of the President and Project Coordinator. Include home addresses, email addresses and phone numbers. The email addresses will be used for communication—notification, questions, etc. Applications may be submitted early. Submitting an application early will ensure time for clarification if needed.

- Please submit grant document in WORD format both by post mail and by email.
- Mailed document must include signatures of President and Project Coordinator to certify that the information contained in proposal is accurate and the project will be conducted as stated in proposal. INCLUDE contact information—email address and phone number, to receive questions and updates.
- Include or email a list of at least ten current IRA members who belong to your council. Memberships must be up-to-date. IRA will be asked to verify the memberships of the ten who belong to your council on November 1, 2011, the deadline.
- A summary of the project and photos with its results will be requested after the project is completed. For publication in the NCRA newsletter, send photos to Jean House, [jhouse52@bellsouth.net](mailto:jhouse52@bellsouth.net), (*Plan to create a display board to share at Leadership in June 2012.*)
- All grants MUST be postmarked no later than November 1, 2011. Grants postmarked after November 1, 2011 will not be considered.
- Incomplete proposals cannot be considered.

_____		_____	
President’s signature		Coordinator’s signature	
_____	_____	_____	_____
Email address	Phone number	Email address	Phone number
_____	_____	_____	_____
date		date	

Deadline: November 1, 2011

Proposed Project begins \_\_\_\_\_ Proposed Project ends \_\_\_\_\_  
date date

Return to: Sandra Cook, President Elect NCRA  
NCRA Project Grants  
111 Lariat Lane, Chapel Hill, NC 27517  
919.967.5269 (home); 919.843.5648 (work)

OR, scan your completed application and email the completed form to Sandra Cook. Please send the completed application and any other communication to both email addresses: [sandrajoycook@gmail.com](mailto:sandrajoycook@gmail.com) (personal) and [sandynie@unc.edu](mailto:sandynie@unc.edu) (professional)

**NCRA, Mary Ellen Skidmore Project Grant; DEADLINE: November 1, 2011**

**NCRA--Mary Ellen Skidmore Project Grant Application, DEADLINE: November 1, 2011**

<b>Council Name:</b>	<b>Project Title:</b>
<b>Council President &amp; Contact Information (include email address and phone number):</b>	<b>Project Coordinator &amp; Contact Information (include email address and phone number):</b>
<b>Amount of funds requested from NCRA:</b>	<b>Amount of other funds available:</b>
<b>Brief description of project (include second page if needed to complete description):</b>	

Return to: Sandra Cook, President Elect, NCRA  
NCRA Project Grants  
111 Lariat Lane, Chapel Hill, NC 27517  
919.967.5269 (home); 919.843.5648 (work)  
[sandrajoycook@gmail.com](mailto:sandrajoycook@gmail.com) (personal) [sandynie@unc.edu](mailto:sandynie@unc.edu) (professional)

## Mary Ellen Skidmore Project Grant (guide sheet)

The grant requires the council to include ten current members of IRA. Note that memberships must be up-to-date. IRA will be asked to verify the memberships of the ten who belong to your council on November 1, 2011, the deadline.

When identifying ten members, ask each member three key questions:

1. Are you a member of IRA? *Must answer YES.*
2. What is your IRA membership number? *Must give number.*
3. Will your IRA membership extend through Nov. 1, 2011? *Must answer YES.*

**Local members &  
IRA members**

**IRA  
membership #**

**IRA member on  
November 1, 2011  
Yes            No**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**CHECKLIST**—Evaluate your application. Is it complete?

\_\_\_ 1. Described the project: What's the activity? Who does the activity serve? Who carried out the project? Where and when does the project take place? Why did the council choose this project? How will it be carried out? How much does the project cost? (time and money, donated and in-kind)

\_\_\_ 2. Included a budget (donations, in-kind contributions and other).

\_\_\_ 3. Listed ten members of local reading council who belong to IRA, effective Nov. 1, 2011.

\_\_\_ 4. Met the November 1, 2011 deadline.

\_\_\_ 5. Emailed the completed form to the chair of project grants, President Elect Sandra Cook, [sandrajoycook@gmail.com](mailto:sandrajoycook@gmail.com) and [sandynie@unc.edu](mailto:sandynie@unc.edu).

\_\_\_ 6. Mailed the completed form with two signatures, signature of person who wrote the grant and the president's signature: Sandra Cook, 111 Lariat Lane, Chapel Hill, NC 27517.