



LITERACY GRANT APPLICATION

INSTRUCTIONS

Please read instructions **carefully** before beginning the application process.

A. This is an evidence-based grant and you will be required to prove the success of your project/initiative with data and/or examples that describe how you measured that success.

Applicants may apply as an individual or as a team:

1. to implement a literacy-related project, event, or research initiative *to support literacy development or enhancement* of a Michigan citizenry at any age level;
2. to improve an educator's *literacy-related professional learning and teaching*. Professional learning may include attendance at a Michigan professional conference selected from a list approved by LLF Michigan.

B. Funding may be awarded in two increments. Beginning within one month of award notification up to one-half of the approved amount will be available as determined by individual grant needs, and the remainder awarded upon receipt of the final evaluation. Reimbursement will occur only with original receipts or evidence of payment for expenses.

C. Funds to attend any pre-approved professional development conference may be used for conference registration, hotel, parking, and materials. Purchase of professional publications must include a list of titles and authors as well as original receipts.

D. Applicants may have up to 8 months from notification of the award to implement, update, and evaluate the grant activity.

E. The applicant is required to complete a final written evaluation at the conclusion of the project. From the LLF Michigan website, applicants can find the format and instructions for completing their evaluations. If the evaluation is not complete and acceptable to the grantor, and completed by the established deadline, the recipient will lose funding. Four to six photos must accompany the evaluation and be sent electronically also.

F. BE SURE TO COMPLETE ALL SECTIONS OF GRANT APPLICATION. All 4 sections must be completed and submitted according to the format provided on the LLF Michigan website. Applicant's grant materials must be submitted electronically before approval will be granted. One copy of the assurance section (Section 3) with original signature(s) **in blue ink** must be mailed to the address below. The original and a second copy of the application may be submitted to: **LLF Michigan – Grants, 1314 Picnic Rocks Drive, Marquette, MI 49855.** Any exception to the amount awarded in advance (see Item B) or to Item D must be requested in writing by the applicant and approved in writing by the LLF Michigan Board.