



Alameda County Reading Association

Literacy Grant Guidelines \$250 Mini-Grant Application

Please print or type all information:

Name _____ Home Phone (____) _____

Teaching Position or Grade Level _____ Years Taught _____

Address _____ City _____ Zip _____

School _____ District _____

School Address _____ City _____ Zip _____

Applicant's Signature _____ Date of Application _____

The applicant must:

- be a credentialed teacher with a minimum of three years teaching;
- be a current member of the Alameda County Reading Association;
- be a kindergarten through twelfth grade public or private school teacher;
- plan to use the Mini-Grant funds to improve or strengthen literacy; and
- complete this form and submit it along with the following information:
 - a paragraph (250-300 words) describing his or herself professionally,
 - a letter of support/recommendation from a colleague or school administrator,
 - a statement of the purpose or learning objective for the use of the funds,
 - a description of how the Mini-Grant money will be used to improve or promote literacy, and
 - an approximate itemized budget.
- Proposal Guidelines:
 - All completed applications must be received by December 15.
 - Only one grant proposal can be submitted per ACRA member this year.
 - Four \$250 Mini-Grants will be available for the current academic year.
 - Applicants and recipients will be notified by January 15.
 - Mini-grants can be used for appropriate tuition, registration, professional or classroom materials, etc., but may not be used for travel or living expenses.
 - The award of Mini-Grant funds is determined by the ACRA Executive Board and decisions are final.
- Submit completed application to: Dr. Sybil Hoffman, 4403 Lorren Drive, Fremont, CA 94536