



# Alameda County Reading Association

## Literacy Grant Guidelines \$250 Mini-Grant Application

Name \_\_\_\_\_ Preferred 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 educator with a minimum of two years' experience;
- be a current member of the Alameda County Reading Association;
- be working in kindergarten through twelfth grade public or private school;
- 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 short paragraph (250-300 words) describing his or herself professionally,
  - 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
  - a letter of support/recommendation from a colleague or school administrator,

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  
or [sybhoff@jps.net](mailto:sybhoff@jps.net)