**Indiana State Reading Association**

**LOCAL COUNCIL SUPPORT PROGRAM**

**Program Guidelines and Application**

**2015-2016**

**The Indiana State Reading Association may provide up to $250.00 to 15 Local Councils on a FIRST COME FIRST SERVE basis. If two councils' applications are received simultaneously, eligibility and past ability to meet program support requirements will also be considered to determine the recipient.**

**Eligibility**:

1. The Council must have been represented at the Pre-conference Leadership Workshop by at least one officer.
2. The officer report form had to have been turned in on time to IRA and state coordinator.

**Program Support Requirements**:

1. The program which is to merit state funds should: (a) attract a wide audience, (b) generate council growth at the local, state, and international levels, and (c) reflect the perceived needs of the council members and/or further the interest of reading in the community.
2. Programs supported might include: (a) workshops, (b) speakers, (c) public awareness programs or projects, (d) special parent programs (e) or original council ideas. Financial support will NOT include FOOD.
3. The program must be designed by the local council members, council officers **and** the Area Coordinator.
4. Recipients must be willing to share project. All publicity for the program must include the name Indiana State Reading Association as a co-sponsor of the event.
5. Within 30 days of program completion, submit: (a) evaluation of the effectiveness of the funded program or project; (b) actual expenditures; (c) picture of event.

**Instructions:**

1. Contact and involve Area Coordinator in planning of project. Gain his/her approval.
2. Complete application.
3. Acquire Area Coordinator approval signature.
4. Within 30 days of program completion, submit: (a) evaluation of the effectiveness of the funded program or project; (b) actual expenditures; (c) picture of event.

**Application requirements:**

1. The design and purpose of the program
2. Plans for publicizing the program
3. Present membership and potential for attendance
4. Method to be used for evaluation
5. Itemized budget for including anticipated income and expenditures
6. After the program, summary report submitted to State Coordinator

**Application for Local Council Support Program Funds**

Name of Council:

Present Membership Numbers: \_\_\_ Activity Attendance Potential:

Activity/Program:

Location:

Funding Amount Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Outline the design and purpose of the program:

Explain how you will evaluate the success of the program:

Share your plans for publicizing:

Estimated budget amount:

Council President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: Office: Home:

Email:

Send Application to: Emily Keifer, 1905 North Old Mill Road, Muncie, IN 47304

Emily@indianareads.org Cell: 765-702-1949

**Evaluation of Effectiveness for Local Council Support Program Funds**

**Within 30 days of program completion, submit:**

Name of Council:

Activity/Program:

Actual Expenditures: Actual Program Attendance:

Attach or explain assessment tools used evaluate the success of the program:

Attach or explain evaluation results:

Discuss future plans for or changes needed surrounding this program:

If possible, attach a picture of event

Council President:

Telephone: Office: Home:

Email:

Send Evaluation to: Emily Keifer, 1905 North Old Mill Road, Muncie, IN 47304

Emily@indianareads.org Cell: 765-702-1949