

# KSRA Financial Assistance Grant Application

This application should be sent to the vice president of KSRA no later than October 31.

- A. Name of Council: \_\_\_\_\_
- B. Person submitting: \_\_\_\_\_  
Address: \_\_\_\_\_
- C. Phone: \_\_\_\_\_
- D. Total Number of Members: \_\_\_\_\_
- E. Amount of Council Dues: \_\_\_\_\_
- F. Balance of Treasury October 31: \_\_\_\_\_
- G. Anticipated revenue through dues or other projects: \_\_\_\_\_
- H. Please provide a description of your proposed program for the year for which you are requesting funds. This should be an overview of the number of programs and the cost for each program. Documentation of event or program calendar must be included.
  
- I. Specify how you plan to use these funds in relationship to either justification 1 or 2. Are the funds to be used for one specific program or speaker?
  
- J. Total funds requested: \_\_\_\_\_
- K. Have you received a previous grant? \_\_\_\_\_
- L. Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Council President  
  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Regional Director  
  
Signature: \_\_\_\_\_ Date of approval: \_\_\_\_\_  
KSRA Vice President

# KSRA Financial Assistance Grants

## Guidelines

The Keystone State Reading Association recognizes a responsibility to new and existing councils **experiencing financial difficulties** and will endeavor to assist those councils by providing financial assistance. KSRA will provide grants up to \$400 to help a new or existing council. The number of yearly awards will be determined by budgetary allocation. Councils who have a balance of \$800 or less at the time of application are eligible to apply for a grant. A council president may request consideration for a KSRA Financial Assistance Grant by submitting an application to the Vice President of KSRA by October 31 of each calendar year. Such request may be for the current or for the upcoming fiscal year. Application can be made once every two years, since the goal is to have the council become self-sufficient. A screening committee will consider the application based on the criteria set by the Executive Committee and will make appropriate recommendations to the Committee. The KSRA Executive Committee will make the final decision to accept, reject, or amend the Screening Committee's decision. Council presidents will be informed in writing by the KSRA Vice President of the Executive Committee's decision. This communication will include the check for the approved amount. The Vice President will announce the yearly awards at the spring meeting of the KSRA Board of Directors since the Board of Directors does not meet at the winter meeting. The Vice President will sign the approved application and submit it to the KSRA Treasurer for documentation.

Monies need to be expended on or before June 30 of the year for which the grant was approved. The council president must submit the SUMMARY REPORT OF EXPENDITURES form to the KSRA Vice President on or before June 30 of the year for which the grant was approved.

Criteria set by the Executive Board includes:

- A. Eligibility
  - 1. Local council is in good standing by having a representative at the KSRA board meeting.
  - 2. Local council has demonstrated a need for financial assistance (information given on the application form).

## B. Justification for Funding

1. "Seed" money for a new council that has just been chartered or reinstated and is attempting to develop a professional program for the coming year.
2. Money for an existing council to develop program(s) that are innovative and may lead to increased membership.  
(Examples: small conferences and/or special speakers)

### Screening Committee

The KSRA Council Grant Screening Committee will meet to consider the applications for KSRA Financial Assistance Grants. The Screening Committee shall be composed of KSRA Executive Committee members, specifically, the Vice President, who will serve as chairperson; the Treasurer; and the Membership Chairperson. The committee will convene at such time to allow opportunity to evaluate all applications received by October 31 and to make recommendations to the KSRA Executive Committee at the winter meeting.

The Screening Committee, in their deliberations, will follow the criteria set by the Executive Committee and those listed in the KSRA Policy Statement for financial assistance to local councils. The Screening Committee will prepare a report for the Executive Committee which will include: 1) the number of council presidents who made application; 2) the number of applications recommended for approval, with rationale and recommended grant amounts; and 3) the number of applications denied, with rationale for denial.

The Executive Committee will consider the report of the Screening Committee and make the final decision by voting to accept, reject, or amend the Screening Committee's individual recommendations.

## SUMMARY REPORT OF EXPENDITURES

(Must be returned on or before June 30 to the KSRA Vice President.)

As council president I hereby certify that the grant monies were expended as per the grant allocation.

Council Name \_\_\_\_\_

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

Print name

\_\_\_\_\_

Signature

Justification (list #1 or #2, as submitted on the grant) \_\_\_\_\_

Expenditures (Write a summary which includes specific details about how the grant monies were spent.)