



Literacy Grant Program Competition

General Information and Instructions for Completing the Grant Application

INTRODUCTION

In fulfillment of the spirit of volunteerism and community service, Phi Kappa Phi offers grants of up to \$2,500 to campus chapters and individual members for projects relating to literacy.

Traditionally, literacy has been defined as relating to the basic skills of reading or writing. Because Phi Kappa Phi is a multi-disciplinary society of students and scholars from large and small institutions located in both urban and rural communities, applicants are encouraged to consider projects in literacy that have creative relevancy to their disciplines and to the needs of their communities. **Members should feel free to consider literacy either as a basic skill to be taught to those in need or a set of expanded skills including numeracy, computers, and the new media.**

The goal of this grant program is to provide an opportunity for Phi Kappa Phi chapters and members to reach out to local communities to share with them through a literacy project the “love of learning.”

Chapters or individual members may consider either: a) starting a literacy project on a campus or in the community, or b) contributing in some way to an existing literacy project. Duration of the project may be either a short term, one-time activity, or a longer ongoing series of activities. The following list of literacy activities is offered to suggest the range of possibilities that can be considered:

Ongoing Activities

- a tutoring program at a school, library, or community shelter
- a regular story hour at a local library or bookstore
- a series of workshops on computer literacy

Limited Duration Activities

- a book drive for a school system, library, shelter, or hospital
- a guided summer reading program
- a pen pal program between elementary students and college students

Applicants are encouraged to explore the literacy needs of their communities and to consider creative and appropriate ways to help. Applicants are also encouraged, although not required, to seek supplemental or matching funds from their universities, corporate foundations, local communities, state agencies, or other funding sources.

Those with questions not addressed in these guidelines should contact Maria Davis, national marketing development manager, at literacygrant@phikappaphi.org or 800-804-9880, ext. 35.

STATEMENT OF PURPOSE

The purpose of the literacy grant program is to mobilize members and resources of The Honor Society of Phi Kappa Phi and of the higher education community to champion literacy initiatives.

*Recognizing and Promoting Academic Excellence in All Fields of Higher Education and
Engaging the Community of Scholars in Service to Others*

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Before completing the Grant Application, carefully read all instructions and information.

RULES AND REGULATIONS

- **The definition of literacy should be considered broadly.** While literacy traditionally refers to reading and writing only, for the purposes of this grant, literacy should be understood to refer to applications of these skills within a variety of disciplines or contexts.
- Proposals may be for new projects or for support for existing projects.
- The project director applying for the grant must be an active (dues current) Phi Kappa Phi member.
- Target groups may include preschool children through adults.
- Any promotion, including announcements/publicity, for literacy projects must feature Phi Kappa Phi as the sponsor of the project.
- Grant applicants may request support up to a maximum of \$2,500.
- Budget can be used only for supplies and materials, publicity, postage, etc. No salaries or stipends may be included as part of the budget. Local travel to project site for target audience permitted.
- Applicants are encouraged to seek supplemental or matching funds from other funding sources.
- Project funds are not to be used to provide overhead costs to universities. Rather, project funds are meant to be funding opportunities for reaching out to the community and engaging human resources.
- Any unspent funds will be returned to the Literacy Grant Program budget within 30 days of program completion.
- A written report at the end of the grant period will be required. Reports should be limited to two or three pages and include the following:
 - Names of principal participants
 - Number of people reached or benefiting from the project
 - Generalized budget report explaining purchases
 - Receipts for purchases
 - Copies of any materials produced such as flyers or photos
 - Response to the following question: What recommendations would you offer to someone pursuing a project such as the one you have recently completed?
- Recipients must provide a high-resolution color photo and brief biographical description for publicity purposes, which may include, but not be limited to, press releases, advertisements, Phi Kappa Phi publications both print and electronic, and any other venues used to promote and educate about The Honor Society of Phi Kappa Phi and/or its awards programs
- To obtain application materials, visit PhiKappaPhi.org.

DEADLINES

- Original application should arrive at Society Headquarters on or before April 1, 2012. Any proposal received after this date will not be considered.
- Grant recipients will be announced by June 1, 2012.
- Funds will be disbursed by September 2012.
- Project should be completed by June 1, 2013.
- A report and receipts should be submitted to Society Headquarters by July 1, 2013.

Phi Kappa Phi does not discriminate on the basis of race, religion, national origin, disability, gender, age, or sexual orientation.

Phi Kappa Phi Literacy Grants are equal opportunity grants.