

**BI-STATE LITERACY COUNCIL
FUNDING REQUEST**

The Bi-State Literacy Council supports and encourages the development of supportive services for people with literacy needs. The Bi-State Literacy Council provides funding within the following considerations:

- *Applications are restricted to non-profit programs within Henry, Mercer and Rock Island Counties in Illinois, and Clinton, Muscatine and Scott counties in Iowa.*
- *Funding requests must be received by the close of business March 31 and October 31 to be considered in each cycle. Requests will be responded to within 30 days of the close of each cycle.*
- *Requests may range from \$100 to \$500. Total amount awarded per cycle is dependent upon availability of funds and quality of requests.*
- *Selection criteria includes evidence of need, anticipated benefits and extent of impact. Greater consideration will be given to organizations not funded during the previous two years. The Council will seek a balance of funding between Illinois and Iowa. School requests should not supplant their current curricular funding.*
- *Requests must meet deadlines and include all information requested.*
- *Requests may be submitted through any of the current board members, mailed to Bi-State Literacy Council, PO Box 1602, Bettendorf, IA 52722 or emailed to lroudebush@davenportlibrary.com.*
- *PLEASE SUBMIT THE FOLLOWING (use additional pages as necessary):*

I. Name of Organization (If different from organization, provide the name that check should be issued to):
Mailing Address: _____ Phone: _____

Description of Organization: _____

II. Funding recipient-Contact Person (for check purposes):
Address: _____ Phone: _____

III. Description of Activity, Event, Project or Service for which funds are requested:

Estimates from businesses or providers for purchases to be made:

Submit a Budget for Activity or Event:

Amount Requested: _____ Date Needed: _____

Time Line for Activity, Event, Project or Service: _____

IV. Evidence of Need:

V. Anticipated Benefits

VI. How will you acknowledge the Bi-State Literacy Council for their contribution?

Please Note: The contact person and/or the organization agrees to present a written report and receipts to the Bi-State Literacy Council immediately following the use of funds.

Signature: _____ Title: _____ Date: _____

Committee Action: _____	Date: _____
Board Action: _____	Date: _____