



Read Around Perry/Perry Family Literacy Center 2020-2021 MINI-GRANT PROGRAM GUIDELINES

Read Around Perry (RAP)/Perry Family Literacy Center announces its inaugural Mini-Grant Program for all Perry Central School District employees. The Mini-Grant Program supports the community literacy initiative's goals: To instill an understanding that literacy is an essential life skill, to ensure children are prepared for school and to encourage everyone to read. The RAP/Perry Family Literacy Center Mini-Grant Program can be used to help fund literacy- based programs, projects, items, and/or events that benefit individual classes, grades, all students, teachers or the Perry School Community.

RAP/Perry Family Literacy Center has approved \$2,000 for Mini-Grant Projects for the 2020-2021 school year. Applications will be accepted from Sunday, March 1, 2020 to Friday, April 3, 2020. The Grant committee reserves the right to ask for additional information or clarification from the applicant. We intend to award Mini-Grants on or before May 1, 2020. The maximum amount granted per application is \$500.00. Please complete the application. You can find a link for the application form on <https://www.perry.k12.ny.us>.

All items purchased with grant funding becomes property of the Perry Central School District. Supplies purchased for a specific teacher's use will remain with the teacher during his/her tenure at the Perry Central School District. Supplies or technology purchases to support a grade level curriculum must remain within the Perry Central School District.

Awardees must sign a media release form to allow RAP to publish information on the grant recipient and the grant's use in conventional and social media.

Funding Process:

Awardee will be reimbursed for actual expenses up to but not exceeding the grant amount. Original invoices and receipts are required for all reimbursements.

Grant recipients have two options for reimbursement:

Option 1:

Awardee will purchase the product, then will submit a reimbursement request form (with original receipts attached) to the RAP/Perry Family Literacy Center treasurer. Request for reimbursements must be submitted within 30 days of purchases. All purchases will need to be made by December 31, 2020.

Option 2:

Complete a reimbursement request form. The RAP/Perry Family Literacy Center treasurer will work with the awardee to pay the vendor. All purchases will need to be made by December 31, 2020.

Future Funding and Future Use:

Repeat grant applications are permitted. However, when RAP/Perry Family Literacy Center meets a grant request, it is not a guarantee of future funding (such as funding the same initiative the following year).