2023 Literacy Research Association
Capacity Building
More than a Conference Initiative

PURPOSE OF INITIATIVE

The purpose of the *LRA More than a Conference Initiative* is to implement innovative ways to strengthen relationships, create a culture of intellectual engagement, develop a supportive community that extends beyond our LRA conference, and increase LRA's visibility and digital footprint. To this end, we invite standing committees, ICGs, study groups and award committees to submit grant proposals that:

1. Support the goals of committees/groups by extending activities between conferences (general meetings are not funded).
2. Facilitate mentoring, research, and/or advocacy that aligns with the Strategic Plan. 3. Collaborate with other organizations, stakeholders, and partners to strengthen literacy related research and the LRA community (e.g., policies and practices via conversation, written documents, and events).

These grant proposals must also align with the entities' responsibilities as outlined in the *LRA Policy & Procedures Handboo*k. For example, the Ethics Committee should propose work related to the Ethics Committee's roles and responsibilities. Award committees should submit proposals specifically related to their awards.

Grant Proposal Information

GRANT AMOUNT
The typical grant award is expected to be between $100-$750, with a maximum grant award of $2500. This year (2022-23), a greater amount may be funded based on need established in the proposal. Collaboration across groups is encouraged.

TIMELINE
Application Deadline: Friday, January 15, 2023
Notification of Grant Awards: Friday, February 17, 2023
Project Implementation: February - November 2023
Final Report Due: On or before Friday, November 17, 2023

CRITERIA

Applications are reviewed on a competitive basis by the LRA Grants & Awards committee. Grant proposals will be evaluated based on:

 *Expected impact of the project
       *Alignment with the goals of this initiative
 *Alignment with the Strategic Plan
       *Implementation of the project with timetable
       *Project budget
 *Collaborative effort across groups

Possible Budget Requests (examples)

- Technology services or equipment directly related to the project.
- Compensation for speakers up to $500.
- Materials, such as books or licenses (e.g., for apps or videos)
- Administrative support, including student support
- Professional services related to the project (e.g., copyediting or graphic design)

Excluded Items

The following are items that will not be considered for funding:
- Video camera, computer hardware, or software not directly related to the project
- Travel
- Compensation for committee members and/or organizers and/or board members
- Committee meeting costs (i.e. food and beverage)
- Compensation for speakers is capped at $500

Evaluation

Grantees will submit a written report (of no more than 500 words) to the LRA Board of Directors at the conclusion of their project, but no later than Friday, November 17, 2023. This report should include a description and evaluation of the project with pictures and videos to share on the website. Grant recipients may be asked to present the summary outcomes of their projects in person at a LRA Board meeting, and/or present the information at a LRA conference.

LRA *More than a Conference* Grant Proposal Instructions

Please use the following guidelines in the development of your grant proposal.

Proposals should be submitted electronically using grants@literacyresearchassociation.org.

Proposal must not exceed <u>1,000 words excluding references and budget</u>. Proposals should be organized according to the following sections and should address each point.

1. PROJECT SUMMARY (5 points): Please provide a brief summary of your project, similar to an abstract.

2. GOAL(S) OF THE PROJECT (15 points): Please describe the goal(s) for this project, why it is needed and who it serves.

3. PROJECT OBJECTIVES & NARRATIVE (30 points): Describe how this project aligns with the goals of the initiative and the LRA Strategic Plan.

4. PROJECT PROCEDURE (25 points): Clearly describe how your project will be administered, materials needed and how they will be used, timeline, personnel involved, and other information pertinent to your project.

5. EVALUATION (20 points): Please describe how you will determine whether your project is successful, including the measures and methods that will be used.

6. ITEMIZED BUDGET (5 points): Please provide an itemized list of anticipated costs with the associated budget amount. This budget should include separate lines for materials, equipment, services, etc. If other funds support this project, include a description and the source.

The committee will review each proposal using the criteria and point system**.** Proposals deviating from the proposal guidelines will be disqualified.

FOR MORE INFORMATION

Specific questions related to the grant proposal or final reporting process should be sent to grants@literacyresearchassociation.org. If you receive an award notice, it is your responsibility to contact the LRA Executive Director VJ Mayor, to set up access to the awarded funds.

_____ _____

Applicant's Name Today's Date

_____ _____

LRA Committee Project Title

_____ _____

Cell Phone Number **$ $ Total Grant Request**

_____ _____

University Phone Number **# of LRA members directly involved**

_____ _____

Position **Estimated Completion Date**

_____

University Name

As an applicant for this grant, I understand:

(1) Grant funds may **only** be used for **projects as proposed** in the Grant Application list above.
(2) Receipts and remaining funds issued to the grant recipient are to be turned in to …..
(3) Final report must be submitted to ----- by November 17, 2023.

_____ _____

Signature of Applicant Date

_____ _____

Signature of LRA Board Liaison Date

*More than a Conference Initiativ*e **Rubric**

The purpose of the LRA *More than a* Conference Initiative is to implement innovative ways to strengthen relationships, create a culture of intellectual engagement, develop a supportive community that extends beyond our LRA conference, and increase LRA's visibility and digital footprint. To this end, we invite standing committees, ICGs, study groups and award committees to submit grant proposals that:

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See *More Than a Conference Initiative* Guidelines for complete information. These rubrics directly align to the full criteria stated in the guidelines.

Criteria	Exceeds Requirements	Meets Requirements	Does Not Meet Requirements
Project Summary (5 Points)	Proposal provides a comprehensive and innovative summary with a clear description of the overall project relative to the initiative focus.	Proposal provides a summary with an adequate description of the overall project relative to initiative focus.	Proposal summary lacks clarity and/or does not provide a clear description of the overall project. The proposal has little connection to initiative focus.

Goals of the Project (15 Points)	Proposal provides a comprehensive and clear description of the goal(s) for the project, why it is needed, and who it serves.	Proposal adequately describes the goal(s) for the project, why it is needed, and who it serves.	Proposal does not effectively describe the goal(s) for the project, why it is needed, and who it serves.
Project Objectives and Narrative (30 Points)	Initiative proposal highly aligns with the LRA strategic plan and includes clear and detailed evidence of the alignment with the goals for this initiative.	Initiative proposal aligns with the LRA strategic plan and includes evidence of the alignment with the goals for this initiative.	Initiative proposal does not align with the LRA strategic plan and/or is lacking detail, clarity, or goals for this initiative.
Project Procedure (25 Points)	Initiative proposal includes a clear And detailed plan for administration (e.g. materials, personnel) with a manageable timetable for the project.	Initiative proposal includes an adequate plan for implementation with a timetable for the project	Initiative proposal does not include a clear and detailed plan for implementation and/or a timetable for the project.
Evaluation (20 Points)	Initiative proposal includes a clear and detailed outlined on how to determine project success, including methods and measures used.	Initiative proposal includes an adequate outline on how to determine project success, including methods and measures used.	Initiative proposal lacks an adequate outline on how to determine project success, including method and measures used.

Itemized Budget (5 Points)	The proposal has a clear and detailed budget that is appropriate to the project and includes justification and overall funding available	The proposal has a budget that is appropriate to the project and includes justification and overall funding available.	The proposal is missing a budget or the budget is not appropriate for the initiative and/or is lacking or missing the justification and overall funding available