Chapters are allowed ONE application in any one year. Please use the current application form provided which is the Word Fillable Form (dkgwso.weebly.com). The form can be converted to a Google Doc.

**Each Action Grant Project will be evaluated according to the “Rubric for WSO Action Grant Application” found on dkgwso.weebly.com.**

**Each Action Grant Recipient must:**

1. **Send the Action Grant Project Expense Voucher with receipts and the Action Grant Self-Evaluation Form to the Action Grant Chair after July 1, 2024, but before May 1, 2025. Checks will be written at that time. Both forms can be found on dkgwso.weebly.com/Action Grants.**
2. **Write a short summary for the Wisconsin State Organization Newsletter within the 2024-2025 year and present a display of the project at the spring meeting.**

|  |  |
| --- | --- |
| **TITLE OF PROJECT** | Click or tap here to enter text. |
| **CHAPTER** | Click or tap here to enter text. |
| **CHAPTER PRESIDENT** | Click or tap here to enter text. |
| **CHAPTER ACTION GRANT COMMITTEE CHAIR** | Click or tap here to enter text. |
| **E-MAIL ADDRESS** | Click or tap here to enter text. |
| **MAILING ADDRESS** | Click or tap here to enter text. |
| **PHONE** | Click or tap here to enter text. |

**DEADLINE:**

**All applications must be emailed on or before December 1, 2023, to:**

 **Bobbi Momchilovich Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Action Grant Chair**

**bobbimomchilovich@hotmail.com**

|  |
| --- |
| **1. INTRODUCE the Project:** **a. state whether this is a new and innovative project or is building on a previous project,** **b. describe the chapter and the community,** **c. identify the target audience,** **d. list the community partners and** **e. present the data to support the NEED for the project in relation to the goals.**Click or tap here to enter text. |
| 1. **List the SMART Goals for the project that are specific, measurable, attainable, relevant and time bound. Identify the LITERACY ELEMENT. More information about SMART Goals can be found on** [**dkgwso.weebly.com**](https://dkgwso.weebly.com) **under Action Grants/SMART Goals).**

Click or tap here to enter text. |
| 1. **Describe the ACTION PLAN:**
	1. **construct the timeline,**
	2. **list each activity,**
	3. **report the involvement of chapter members, including the percentage of participation for each activity, and**
	4. **describe the involvement of community partners.**

Click or tap here to enter text. |
| 1. **Describe the EVALUATION METHOD:**
2. **determine whether the SMART Goals have been met and**
3. **indicate the potential IMPACT of the project including pertinent data. Attach the evaluation forms used as an addendum/addenda to the Action Grant Application.**

Click or tap here to enter text. |

5. Resources

A. BUDGET:

Estimate the anticipated expenditures for your intended project. List the TOTAL AMOUNT needed for the project. Itemize all anticipated expenditure categories, e.g., supplies, materials, printing, postage, etc. Be specific. Attach additional pages if needed. Action Grant monies should not include speaker fees, service fees, travel, lodging expenses or refreshments.

Itemize the literacy component materials & supplies:

|  |  |
| --- | --- |
| Click or tap here to enter text. | $Click or tap here to enter text. |
| Click or tap here to enter text. | $Click or tap here to enter text. |
| Click or tap here to enter text. | $Click or tap here to enter text. |
| Click or tap here to enter text. | $Click or tap here to enter text. |
| TOTAL FUNDS NEEDED FOR PROJECT | $Click or tap here to enter text. |

B. SOURCES OF FUNDING FOR PROJECT:

 List SUPPLEMENTAL monies from the chapter and from outside the chapter toward this project.

Do not include amount being requested through the Action Grant nor translate personal time contributions into a dollar amount. Supplemental monies from the chapter and from outside the chapter should be a minimum of 30% of the total funds requested and be directly linked to literacy activities. (For example, if the total budget request from WSO is $500.00, the amount contributed from the chapter and from outside the chapter should be a minimum of $[150.00](http://150.0.0.0/) (i.e. 30% of $500.00). Chapters who have concerns about this requirement should contact the Action Grant Chair.

LIST THE SUPPLEMENTAL MONIES FROM THE CHAPTER:

|  |  |
| --- | --- |
| Click or tap here to enter text. | $Click or tap here to enter text. |
| Click or tap here to enter text. | $Click or tap here to enter text. |
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| Click or tap here to enter text. | $Click or tap here to enter text. |

LIST THE SUPPLEMENTAL MONIES FROM OUTSIDE THE CHAPTER:

IDENTIFY THE SOURCES:

|  |  |
| --- | --- |
| Click or tap here to enter text. | $Click or tap here to enter text. |
| Click or tap here to enter text. | $Click or tap here to enter text. |
| Click or tap here to enter text. | $Click or tap here to enter text. |
| Click or tap here to enter text. | $Click or tap here to enter text. |
| TOTAL AMOUNT OF FUNDING LISTED IN SECTION B | $Click or tap here to enter text. |

C. TOTAL REQUESTED FROM WSO:

 (*Subtract total of Section B from total of Section A.)* $Click or tap here to enter text.

|  |
| --- |
| **Please add any explanation to the budget on this page.**Click or tap here to enter text. |