



Constance McCullough Award Proposal Guidelines

The International Reading Association sponsors the Constance McCullough Award to encourage international professional development activities that are carried out in countries outside North America.

Purposes

The main purpose of the Constance McCullough Award is to assist in the investigation of reading-related problems outside North America. This award represents a specific means for working toward three recently articulated goals of IRA: advocacy, professional development, and emerging global issues. This award will be made to support a proposal that meets at least one of the purposes outlined below.

Advocacy

Through the Constance McCullough Award the Association seeks to promote universal access to literacy and to provide leadership in support of adequate funding for literacy programs on an international basis.

Professional Development

Through the Constance McCullough Award the Association seeks to enhance and improve professional development of literacy educators on an international basis-professional development that supports programs and processes in response to expressed needs and that responds quickly to identify professional needs.

Emerging Global Issues

Through the Constance McCullough Award the Association seeks to identify and provide leadership on such emerging globally significant literacy issues as access to primary education for all, access to current materials, and assessment of literacy levels.

Who can apply?

Any IRA member is eligible to submit a proposal, remembering that the Constance M. McCullough bequest to IRA is designated for use in international professional development activities undertaken in countries outside North America.

How do I apply?

1. Fill out the application form completely.
2. Type the application.
3. Return the original completed application and four copies postmarked by October 1 to

Executive Division
Constance McCullough Award
International Reading Association
800 Barksdale Road
PO Box 8139
Newark, DE 19714-8139, USA

What is the amount of the award?

One award of US\$5,000.00 will be available annually.

How much time is available to conduct the project?

Grantees have up to two years to complete the project.

What is the application focus?

Open to IRA members, the award is available for the investigation of reading-related problems outside North America. There are no restrictions regarding age or setting (preschool, school, adult centers, etc.).

What are the budget guidelines?

Funds may be used to support

1. Items needed for the project and not routinely available through the place of employment of the applicant
2. Materials and supplies (paper, books, etc.)
3. Travel directly related to the project
4. Books for student and teacher use or library reference
5. Administrative expenses (postage, duplication costs, printing)

Funds may not be used to support

1. Salaries
2. Equipment (computers, typewriters, audio-visual equipment)
3. Indirect costs (costs not directly associated with the project such as charging for existing office space)

What are the obligations of a grantee?

Grantees must carry out their projects as proposed; all major changes must receive prior approval from IRA. Grantees must submit narrative and financial reports of the project by deadlines.

How will applications be evaluated?

Each application will be evaluated by a committee of IRA reviewers. In evaluating the proposal, reviewers will consider the following matters:

1. Are the project goals clearly stated?
2. Are the project activities clearly described and adequate to achieve project goals?
3. Does the application describe an actual project, or does it appear to be simply a list of items to be purchased?
4. Will the project activities have long-lasting impact on the stated needs?

What are the important dates and deadlines?

October 1	Applications must be postmarked.
October 10	Applications must arrive at IRA Headquarters.
November December	Proposals are reviewed by committee.
March	IRA Board of Directors considers committee recommendation and selects award winner.
March	Constance McCullough Award winner and all applicants are notified of Board action; announcement of winner is made in next <i>Reading Today</i> Issue.
Varies	Award winner submits narrative and financial reports as specified in award announcement.

International Reading Association

Constance McCullough

Application

All proposals for the Constance McCullough Award must be typed in English on separate paper and contain the elements below in the order given, with the completed proposal cover sheet at the beginning of the application and the proposed budget at the end. Incomplete applications will not be considered.

1. **Summary**

In 150 to 200 words, provide a summary of your project.

2. **Goals**

List the goals for your project.

3. **Program Design**

In describing your program design, please note the following questions as the kind you should consider in preparing your statement.

- What kinds of activities have you planned for this project?
- How are these activities consistent with your goals?
- What materials will you be using and in what way?
- What do you hope will be accomplished?

4. **Documentation**

In describing your documentation, please note the following questions as the kind you should consider in preparing your statement.

- What forms of documentation will you develop to help you better understand the ways in which the project goals are being accomplished?
- Will you collect student reading records, make observations, conduct interviews, or collect anecdotes from students, parents or others?
- How will you use this information to describe the success and learning that occurs through the project?

5. **Future Impact**

In describing the future impact, please note the following questions as the kind you should consider in preparing your statement.

- How do you expect to sustain this effort?
- What constraints might keep you from continuing this effort?

6. **Time**

What are the tasks necessary for accomplishing the program, assuming the project goals are being accomplished? Please enumerate these tasks in chronological order.

7. **Budget**

All proposals must include a completed proposed budget that outlines projected expenses and other available funds for the project. Figures should be rounded to the nearest US dollar.

Constance McCullough Award

Proposal Cover Sheet

Person Submitting Proposal

Dr., Mr., Miss, Mrs., Ms. _____
(Last) (First) (Middle)

Institutional affiliation _____

Position and/or title _____

Mailing address _____

(City) (State/Province) (Country) (Postal Code)

Mailing address above is (check one) _____ Business or _____ Home

Business Phone _____ Home Phone _____

Fax _____ E-mail _____

IRA Membership No. _____

Proposed Project

Name/Title _____

Time Frame _____

Location(s) outside North America where project will be carried out _____

Return the original completed application and four copies postmarked by October 1 to

Executive Division
Constance McCullough Award
International Reading Association
800 Barksdale Road
PO Box 8139
Newark, DE 19714-8139, USA

Signature of Person Submitting Proposal

Date

International Reading Association

Constance McCullough Award

Proposed Budget
(Figures rounded to nearest US dollar)

Projected Expenses

1. Books		\$ _____
2. Materials and supplies		\$ _____
3. Non-print media		\$ _____
4. Postage and duplication		\$ _____
5. Telephone		\$ _____
6. Conference(s)		\$ _____
7. Facilities (specify)		
Sleeping rooms		\$ _____
Meeting rooms		\$ _____
Audiovisual equipment		\$ _____
8. Meals		\$ _____
9. Travel		
Destination _____	Mileage _____	\$ _____
Destination _____	Mileage _____	\$ _____
Destination _____	Mileage _____	\$ _____
Destination _____	Mileage _____	\$ _____
Destination _____	Mileage _____	\$ _____

Projected Income

1. Other funds available for project	\$ _____
2. Funds requested from Constance McCullough Award	\$ _____
<i>Total Estimated Income</i>	\$ _____