

## **ABE/Literacy Program Special Event Grant (Guidelines)**



1. Teacher/Tutor must be a current active member of WVAEA, Inc.
2. Program must be a current Grantee of the WV Department of Education Office of Adult Education and Workforce Development or an affiliate of Literacy West Virginia.
3. Program must agree to use the WVAEA, Inc. logo on promotional materials and displays for this event.
4. Program must agree to submit an article to Networks regarding this event and its outcomes.
5. The public outreach committee will review all applications and, if approved, the teacher/tutor will be sent a check *up to* the amount of \$250. (*Some grants may be less than that based upon the findings of the committee.*)
6. Grants may be used for county/state fairs, Open House, public speaking engagement, meet-the-teacher night, recognition/graduation ceremonies, etc.

**The ABE/Literacy Program Special Event Grant Application  
must be electronically submitted to:  
[kwinter@access.k12.wv.us](mailto:kwinter@access.k12.wv.us)**

**or mailed to:  
Kathy Hollingsworth, Executive Director  
WVAEA, Inc.  
RESA Three, 501 22<sup>nd</sup> Street  
Dunbar, WV 25064**

# ABE/Literacy Program Special Event Grant (Application)



Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Program/Center: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

If this grant is awarded:

- 1) the check should be made payable to: \_\_\_\_\_
- 2) the check should be mailed to (address): \_\_\_\_\_

Type of Special Event:

(Please circle/highlight one only)

- Job Fair
- State/County/Local Fair Display
- Legislative/Community Open House
- Public Speaking Engagement
- Meet-the-Teacher Night
- Other (please specify): \_\_\_\_\_

Amount requested:

(Please circle/highlight one only)

\$50    \$75    \$100    \$125    \$150    \$250    Other \_\_\_\_\_

How will this grant be utilized? (Please limit your response to space provided)

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What outcomes do you expect from this event (if applicable)? (Please limit your response to space provided)

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How will these outcomes be measured (if applicable)? (Please limit your response to space provided)

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Will you agree to:

- |  |     |    |     |
|--|-----|----|-----|
| 1) Use the WVAEA, Inc. name and logo on your promotional materials and displays (if applicable)? | Yes | No | N/A |
| 2) Submit an article to <i>Networks</i> regarding this event and its outcomes (if applicable)?   | Yes | No | N/A |

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*applicant's signature*

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*date*

Please submit this completed form to:  
Kathy Hollingsworth, Executive Director, WVAEA, Inc.  
RESA III 501 22<sup>nd</sup> Street  
Dunbar, WV 25064

*For WVAEA, Inc. Use Only*

Amount approved \$ \_\_\_\_\_

Signature of Public Relations Committee chair

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