

## JOAN E. MONTAQUILA LITERACY ENDOWMENT FUND

*“There is no doubt in my mind that learning to read successfully is the basis of all children’s future and giving them every opportunity to learn and love to read is a definite obligation of the Cranston Public Schools.”*

Joan E. Montaquila

Joan E. Montaquila enjoyed an award-winning and self-fulfilling career as a Cranston teacher and principal for twenty-eight years. She was loved and respected by her students, colleagues, staff, family, and friends. Children were Joan’s first priority and her deepest belief about their development was that learning to read successfully is the basis of their entire future.

Joan felt it was the duty of educators to give children every opportunity to **LEARN TO READ** and **LOVE TO READ**. Out of this philosophy Joan’s dream was born:

### THE JOAN E. MONTAQUILA LITERACY ENDOWMENT FUND

Joan’s wish was that this gift be used strictly for the benefit of the elementary school student literacy program, grades kindergarten through sixth. All teachers who are involved with children in grades K-6 may write a simple grant proposal for funds to support literacy initiatives and activities.

*In her words:*

*“This endowment is a way of expressing my appreciation to all of the schools in Cranston and specifically the Literacy Department for making 28 years of my life so worthy and self-satisfying.”*

## **WHO CAN APPLY?**

All teachers who work with students in grades PreK-6, including specialists in the areas of resource, special education, speech/language, ELL, guidance, art, music, and physical education/health. Classroom teachers are strongly encouraged to write their own proposals. **Literacy Teachers and Librarians may assist teachers by suggesting lists of resources. The books must remain in the classroom for student use.**

## **WHAT KINDS OF ACTIVITIES ARE ENCOURAGED?**

A variety of activities may serve as the basis for requesting funding. The following serve as a small sample:

- To support the teaching of literacy skills to enhance reading development
- To support the development of young writers
- To encourage reading in the content areas
- To enhance a literacy project
- To support an integrated unit

## **HOW MAY THE FUNDS BE USED?**

These supplemental funds may be primarily used to purchase literature-based resources to enhance the development of reading, writing, listening and speaking skills in all areas of the curriculum. Keep in mind that these supplemental funds should not replace the district's basic obligations (ie. textbooks, DVDs, etc). **All books must remain in classrooms for use by the teachers and students and cannot be sent home.** Monies may be used to purchase:

- Specific titles for building a Classroom Library (**Excludes leveled reader kits/large Content Area kits**)
- Multiple copies of specific supplementary trade books
- Fiction/Nonfiction related to the content areas or fine arts (**Excludes textbooks/workbooks**)
- Blank books for Young Authors

## **TO WHOM WILL THE AWARDED ITEMS (BOOKS/MATERIALS) BELONG?**

- 1) Should the grant recipient transfer to another school, he/she has the option of taking or leaving the books, provided they are being used by teachers of PreK-6 students.
- 2) Upon the recipient's retirement, the books/materials become the property of the Cranston Public Schools to be used in K-6 grade classrooms.

## **WHAT ARE THE APPLICATION PROCEDURES?**

Specific guidelines have been established that reflect the intent of Joan's wishes. We strongly urge you to follow them in completing the attached proposal form.

## **WHEN IS THE PROPOSAL FORM DUE?**

Proposals must be submitted by 4:30 p.m. on Friday, February 17, 2012.

## **WHERE SHOULD THE PROPOSAL BE SENT?**

Proposals should be hand delivered to Sharon Piscitelli, c/o Grant Fiscal Office, Briggs Administration Building; Attention: **JOAN E. MONTAQUILA LITERACY ENDOWMENT FUND.**

## **WHO WILL REVIEW THE PROPOSALS?**

All members of the Montaquila Literacy Endowment Fund Committee will read and comment on the proposals, as well as, determine the final selection of recipients by March 1<sup>st</sup>.

# GUIDELINES FOR COMPLETING THE JOAN E. MONTAQUILA LITERACY ENDOWMENT FUND PROPOSAL

## APPLICATION:

- All applications must reflect the intent and follow the guidelines of the Endowment Fund. Applications must be submitted by February 17, 2012 to Sharon Piscitelli, Grant Fiscal Officer, Briggs Building.
- Classroom teachers are strongly encouraged to write their own grants with input from the librarians, literacy personnel, and principals, if absolutely needed.
- Classroom teachers may only submit one application per year. Itinerants may submit one application for each of their assigned schools per year.
- The application must include a title, description of the activities, and expected outcomes.
- A detailed budget should delineate how the endowment funds will be used to purchase resources for student literacy activities. These endowment funds should be viewed as supplemental funds and not replace the district's obligations (Fund I) that include providing required textbooks.
- A separate Budget sheet should be used for each vendor. We recommend that you secure a detailed quote or shopping cart from each vendor, if possible, and attach a copy to the Budget Sheet. Be sure to complete the sheet by including shipping charges or vendor discounts.

## SCREENING:

- A 7-member panel consisting of a facilitator and at least three of the original Endowment Fund committee members will conduct the screening and determine the recipients.
- Specific criteria are used to determine whether applications get full, partial, or no funding. (See the Sample Screening Form)
- Recommendations for full or partial funding will be forwarded to the Grant Fiscal Office. Actual funding will depend upon the number of approved applications and the amount of money available for the given year.
- A complete list of applicants will be maintained each year, along with a list of full and partial recipients. **All previous year's recipients must submit evidence of book use to apply and qualify for a new award.**

## NOTIFICATION:

- Recipients will receive notification from the Committee in March along with the procedures to be followed into order the books. **No substitutions can be made without permission of the Committee.**
- The building principal will sign the requisition requesting materials. The Grant Fiscal Office will generate the purchase order and the materials will be sent directly to the schools. When the materials arrive at the school, the grant recipient and the principal should sign the green purchase order form and return it to Sharon Piscitelli in the Grant Fiscal Office.

## POST AWARD REQUIREMENTS

- All books must be stamped with the *Joan E. Montaquila* stamp. This can be borrowed from the Grant Office at ext. 8154.
- Grant recipients must complete the Final Grant Report form including photos of the activities demonstrating evidence of student learning and enjoyment by September 1, 2012.
- Recipients will not be allowed to apply for a future grant until these requirements are complete.

**JOAN E. MONTAQUILA  
LITERACY ENDOWMENT FUND  
(Sample) Screening Form**

Application Number _____
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1. All committee members will review each grant proposal.
2. Each proposal should be rated using the following criteria.

- Strongly Recommended (Full Payment)
- Recommended (Partial Payment – recommend an amount on the line provided)
- No, does not meet the criteria

3. Where possible, please comment to support your decision.
4. The entire committee will meet during December to discuss our decisions and to compile the final list of grant recipients.
5. All screened grant proposals will then be forwarded to Sharon Piscitelli, Grant Fiscal Manager.

YES	NO	PROPOSAL: Please check all that apply
		Applicant qualifies (PreK-6)
		Proposal is complete (title and purpose)
		Student-centered
		Clearly describes activities
		Clearly describes outcomes
		Budget page is complete and the funds are supplemental and reasonable

LITERACY ACTIVITY: ( Check all that apply)	FUNDS WILL BE USED FOR: (Check the one that applies)
To enhance a literacy activity	Purchase Classroom Library
To support an integrated unit	Multiple Copies of Books
To improve reading libraries in the classroom	Audio Books
To support the development of Young Authors	Fiction/Nonfiction related to the content areas and fine arts
To support the development of young writers	Literature Guides
To encourage literature discussion groups	
OTHER:	OTHER:

Please check one of the following:

\_\_\_ Strongly Recommended (Full payment)                      \_\_\_ Recommended (Partial Payment)

\_\_\_ No, does not meet the criteria

**COMMENTS:**

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**Reviewer**



# **GUIDELINES FOR ORDERING from VENDORS**

Please refer to this sheet in completing your Budget Sheet. Proposals that do not reflect these specific directions will be denied funding.

## **BARNES & NOBLE BOOKS (Do not use Barnes & Noble.Com)**

20% DISCOUNT. NO SHIPPING CHARGES. YOU PICK UP THE ORDER.  
GET A QUOTE FROM THE STORE: SUPPLY ISBN, TITLE, AUTHOR.

## **EDC EDUCATIONAL SERVICES (DIV. USBORNE BOOKS)**

REP: KRISTIN BONI 334-6081  
“LITERACY FOR LIFE” GRANT FROM USBORNE PROVIDES  
FREE BOOKS UP TO ONE HALF OF YOUR ORDER.  
FREE SHIPPING AND HANDLING.  
ORDERS MUST BE FAXED TO OUR REP KRISTIN BONI AT 508-543-3697.

## **FOLLETT LIBRARY SERVICES**

ALWAYS FREE SHIPPING.  
FOLLETTBOUND BOOKS ARE HALF THE PRICE OF THE PUBLISHERS EDITIONS, ARE HARD-COVERED AND HAVE A LIFETIME GUARANTEE.  
NOT ALL TITLES ARE AVAILABLE IN “FOLLETTBOUND”; THEREFORE, YOU SHOULD ORDER 20-30% OVER THE GRANT PROPOSAL AND PRIORITIZE THE SELECTIONS. A NOTATION MUST BE MADE: “ORDER NOT TO EXCEED \$(your grant award amount)”.  
REQUISITIONS MUST SPECIFY “PLEASE SUPPLY FOLLETTBOUND”.

ALSO SPECIFY “NO PROCESSING” – “NOT FOR LIBRARY USE”. THESE ARE CLASSROOM BOOKS, NOT LIBRARY BOOKS.

## **FOLLETT EDUCATIONAL SERVICES**

(REP: KIMBERY CHMIELOWICZ 800-621-4272, X-4105)  
35 – 40% DISCOUNT ON ALL PAPERBACK NOVELS  
FREE SHIPPING & HANDLING  
SEE HANDOUT.

## **SCHOLASTIC, INC.**

DISCOUNTS RANGE FROM 25 – 30%. HOWEVER, NO DISCOUNT IS ALLOWED ON SETS OR COLLECTIONS. THE DISCOUNT APPLIES TO PAPERBACK BOOKS ONLY. PLEASE CHECK THE WEBSITE FOR MORE INFORMATION. THERE ARE SHIPPING AND HANDLING FEES.

## **SCHOLASTIC NEWSLETTER –**

**\*\*\*DO NOT TO USE THIS SOURCE\*\*\***

FREE SHIPPING AND HANDLING. NO DISCOUNTS ON SELECTIONS.  
DEPENDING ON THE ORDER FROM EACH FLYER, YOU CAN  
ORDER FREE BOOKS. USE THE TEACHER ORDER FORM WITH  
YOUR CLASSROOM ACCOUNT DETAILS AND ATTACH TO THE REQUISITION.

# **GUIDELINES FOR ORDERING FROM VENDORS ( Page 2)**

## **SUNDANCE PUBLISHING**

**OFFERS DISCOUNTS AS FOLLOWS:**

<b>\$100-499</b>	<b>20%</b>
<b>\$500-999</b>	<b>25%</b>
<b>OVER \$1000</b>	<b>30%</b>

**PLEASE NOTE THAT DISCOUNT DOES NOT APPLY TO SUNDANCE EXCLUSIVES, AUDIOCASSETTES, VIDEOS, OR CD'S!**

## **USBORNE BOOKS (REP: KRISTIN BONI 334-6081)**

**"LITERACY FOR LIFE" GRANT FROM USBORNE PROVIDES FREE BOOKS UP TO ONE HALF OF YOUR ORDER.**

**FREE SHIPPING AND HANDLING. ORDERS MUST BE FAXED TO OUR REP KRISTIN BONI AT 508-543-3697.**

## **MISCELLANEOUS**

**DO NOT GET BUDGET INFORMATION FROM AMAZON.COM. WE DO NOT ORDER FROM THEM.**

**PLEASE PROVIDE A BLANK ORDER FORM (ORIGINAL OR COPY) SHOWING THE VENDOR'S CONTACT INFORMATION. IF THERE IS NO FORM TO PROVIDE, PLEASE SUPPLY THE VENDOR'S ADDRESS, PHONE, AND FAX.**

**PLEASE REMEMBER TO INCLUDE SHIPPING AND HANDLING. WE ESTIMATE 10% BUT YOU CAN CALL THE VENDOR OR CHECK THEIR WEBSITE FOR ACTUAL SHIPPING CHARGES. IF THERE ARE NO FEES, PLEASE WRITE "FREE SHIPPING AND HANDLING" ON THE REQUISITION.**

**IF YOU HAVE A VENDOR QUOTE, PLEASE ATTACH IT TO THE REQUISITION.**

**WHEN SENDING YOUR REQUISITIONS TO THE GRANT OFFICE FOR PROCESSING, YOU DO NOT HAVE TO RE-WRITE EVERY TITLE FROM YOUR PROPOSAL ONTO THE FORM. YOU CAN JUST WRITE "PER ATTACHED". A SEPARATE REQUISITION MUST BE ISSUED FOR EACH VENDOR.**

**SHOULD YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT: SHARON PISCITELLI, GRANT OFFICE (EXT. 8154): SPISCITELLI@CPSED.NET**

