



Vickie Newton Literacy Fund  
Attn: Todd Evans  
5425 Arsenal Street  
Saint Louis, MO 63139  
Voice: (314) 645-1540  
Fax: (314) 645-1182  
[tevans@proliteracy.org](mailto:tevans@proliteracy.org)

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## Vickie Newton Literacy Fund Application

**Deadline for submission:** 30 days prior to next Roundtable Board Meeting to above contact.

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

### Sponsor Section

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

Position: \_\_\_\_\_

Program: \_\_\_\_\_

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

City

State

Zip

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Recommendation:** (Briefly explain why you are recommending this individual for a grant. Application must include academic performance including: GED practice test scores or TABE Scores OR CASAS Test Score & verification of citizenship class attendance.)

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(Please attach additional pages as needed.)

### For GED Test Funds:

#### GED Practice Test Scores:

Math \_\_\_\_\_ Language Arts Reading \_\_\_\_\_ Language Arts Writing \_\_\_\_\_

Science \_\_\_\_\_ Social Studies \_\_\_\_\_ Total Score: \_\_\_\_\_

**OR: TABE Test Scores:** (GE): Reading \_\_\_\_\_ Math \_\_\_\_\_ Language \_\_\_\_\_

### For Citizenship Interview Funds:

CASAS Score: \_\_\_\_\_ (If less than 210, please attach a detailed explanation as to extenuating circumstances.)

I confirm that student has participated in citizenship readiness class and is ready to take the exam.

\_\_\_\_\_  
Signature of Sponsor\*

**\*Sponsor Note: If student has not used money orders within three months, sponsor/teacher is responsible for returning unused money orders to address above.**

**Applicant Section:**

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

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

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employer: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Date Funds Needed: \_\_\_\_\_

**Funds to be used for:**

\_\_\_\_\_ GED Test Fee      \_\_\_\_\_ Citizenship Interview

Books/Materials: \_\_\_\_\_

(Please Describe)

Other: \_\_\_\_\_

(Please Describe)

If Citizenship request, are the additional funds secured? \_\_\_\_\_yes \_\_\_\_\_no

If no, date by which funds will be available: \_\_\_\_\_

**My annual family income does not exceed the amount listed for my categories.**

(Please check appropriate line below.)

Number of Family Members		Annual Income	Number of Family Members		Annual Income
_____1		\$18,620	_____5		\$44,060
_____2		\$24,980	_____6		\$50,420
_____3		\$31,340	_____7		\$56,780
_____4		\$37,700	_____8+		\$63,140

Have you received a Vickie Newton Fund grant previously? \_\_\_\_\_yes \_\_\_\_\_no

If yes, when? \_\_\_\_\_

**I certify that the statements above are true. I authorize any organization or agency receiving funds on my behalf from the Literacy Roundtable to report my successful completion of any activities paid for by the Literacy Roundtable.**

\_\_\_\_\_  
Signature of Applicant

Money Order #1 to be made out to:

\_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Money Order #2 to be made out to:

\_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

*For GED Test Application fee in MO, money order made out to : Treasurer, State of MO, P. O. Box 480, Jefferson City, MO 65102. For GED Test fee on test date, money order to be made out to the Testing Site Location.*



## Vickie Newton Literacy Fund Applicant Agreement

I, \_\_\_\_\_, am requesting a grant from the Literacy Roundtable to further my education. In order for the Literacy Roundtable to accurately report activity of this fund and make program improvements, I agree to the following conditions:

- I will use the funds I receive within 3 months of the grant application approval. This means that if I have received funds for multiple payments or if I need to raise additional funds for my application, all fees will be paid in full within three months from my grant application approval.
- I will provide written confirmation of my use of Literacy Roundtable funds within 3 and a half months of the approval of my grant application.
- I will share the outcomes of classes or testing paid for by the Literacy Roundtable with a Literacy Roundtable representative within 10 days of receiving my scores.
- I understand that the information I share with the Literacy Roundtable is confidential and will only be used to verify the appropriate use of the grant unless I designate otherwise in writing.
- I understand that it is my responsibility to retain and provide copies of receipts and scores pertinent to this grant.

I have read or have had the above read to me. I understand and agree to the terms of this agreement.

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Applicant Signature

Date

### Literacy Roundtable Authorization for Use

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

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

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

My signature below signifies that I have given permission to the Literacy Roundtable and all of its member agencies to use my image and story in print and/or video media. I understand that I will not receive financial compensation for the use of my image or story.

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Applicant Signature

Date



**Committee Section**

Date Application Received: \_\_\_\_\_

Date Application Reviewed: \_\_\_\_\_

**Reviewers**

\_\_\_\_\_  
\_\_\_\_\_

Application Approved for \$ \_\_\_\_\_

Disbursement Date: \_\_\_\_\_

Application Denied (Explanation) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Application Decision Postponed until: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Student Results Page

Sponsor, please return this form within 60 days to:

Vickie Newton Literacy Fund

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[tevans@proliteracy.org](mailto:tevans@proliteracy.org)

Student Name: \_\_\_\_\_

Funds were requested for (circle one):

Citizenship    GED    Other

Student Results:

\_\_\_\_\_ Passed

\_\_\_\_\_ Did not pass

\_\_\_\_\_ Did not take test (return money orders with this form)

\_\_\_\_\_ Did not take test – test is scheduled (will send update to this form in 30 days).

Please add any additional information about your student's results since using the funds:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sponsor Name \_\_\_\_\_

Sponsor Program \_\_\_\_\_

If you or your student would like to enclose a thank you to Vickie Newton, we will give it to her. Please send with this results page.



## Vickie Newton Literacy Fund Guidelines

**Purpose:** Vickie Newton Literacy Fund was established to assist individuals with funds needed for GED Test fees, Citizenship Interview fees, books and/or literacy materials, and other relevant literacy resources.

**Source of Funds:** Contributions to the Literacy Roundtable may be designated for the Vickie Newton Literacy Fund.

**Eligibility:** Any Literacy Roundtable member organization is eligible to recommend an individual to receive funding to be used toward one of the needs identified under the Purpose Section of these guidelines. Literacy Partnership organizations (KMOV, Rams) are also eligible.

**Review Committee:** The Literacy Roundtable Finance Committee will serve as the Review Committee for this Fund. It is the discretion of the Review Committee to determine eligibility, amounts awarded, form of disbursement, and appropriateness of all requests. Literacy Roundtable Board of Directors will have final approval on all Finance Committee award recommendations.

**Review Schedule:** Applications will be reviewed on a monthly basis by the Review Committee with disbursements made as efficiently as possible thereafter. Deadline for submission is 30 days prior to date payment is required.

**Funding Limits:** All grants awarded will be determined on an individual basis with no grant exceeding \$200.00 for any single request. If citizenship applicant receives a waiver, grant funds must be returned within 30 days to Literacy Roundtable. Payment will be made directly to the organization providing the goods or services. That organization will report the applicant's satisfactory fulfillment of its requirements to the Literacy Roundtable.

**Discrimination Prohibited:** No discrimination shall be made on the basis of an applicant's age, disability, marital status, gender, race, sexual orientation, religion, creed, color, political preference, or any other criteria except those of need and academic performance or potential. No person nominating an applicant and no member of the Board of Directors shall be related to an applicant within four degrees or have any direct relationship with the employer of an applicant

Submit application to:

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