

**Maine Family Literacy Initiative
Official 2009 -2010 Grant Application and Instructions**

COVER SHEET Implementation Grant Application

Fiscal Agent _____

Address _____

Collaborating Agencies/Organizations _____

Address _____

Project Title _____

Project Administrator _____

Telephone Number _____ **Fax Number** _____

E-Mail _____

Funds are requested in the amount of \$ _____ for the family literacy program described in the attached summary and application.

It is understood that any change in the project will require prior approval by the Barbara Bush Foundation for Family Literacy.

It is understood that expenditures will be made and program requirements will be met with respect to the standards, policies and procedures determined by the Barbara Bush Foundation. Fiscal records, invoices, and similar verifications of all expenditures will be kept available by the fiscal agent for three (3) years after payment.

This is to certify that all information contained herein is accurate, complete, and current and that the organization I represent meets all the eligibility criteria set forth by the Maine Family Literacy Initiative.

Authorized Signature
Fiscal Agent _____ **Title** _____

Name (Type or Print) _____ **Date** _____

Authorized Signature
Partner Agency _____ **Title** _____

Name (Type or Print) _____ **Date** _____

**Maine Family Literacy Initiative
Official 2009 -2010 Grant Application and Instructions**

Eligibility Requirements

Eligible applicants for these grants:

- be a local educational agency; correctional agency; community-based organization; non-profit 501© 3 organization; public institutions; or a consortium of these agencies;
- have been in existence for two or more years and must already provide adult literacy, early childhood, or interactive intergenerational literacy as part of their organizational mission;
- have demonstrated fiscal accountability;
- propose a program which includes literacy instruction for parents and/or primary care-givers with less than an 8th grade reading level and reading or pre-reading instruction for their children who are between ages birth and 8 and specific parent/child literacy activities during which parents and children learn and read together; and
- measure adult's and children's progress using standardized assessments.
- have the ability to implement the grant no later than July 1, 2009 and be completed by June 30, 2010.

Application Deadline, Mailing, and Formatting Requirements

One electronic copy must be submitted as an attachment in Microsoft Word or PDF format to applications@mainefamilyliteracy.com by 4:00 p.m. on May 1, 2009. Attachments to the application may be scanned and submitted electronically as well. If scanning attachments is not possible, attachments will be accepted through the mail with the paper copy.

One paper copy of the application with original signatures must also be submitted by 4:00 p.m. on May 1, 2009 in a single package to:

Becky Dyer, MEFLI Director
Maine Family Literacy Initiative
4829 Tara View Road
Leesburg FL 34748

Both the electronic and the paper copies of the proposal should be double-spaced on standard 8.5" x 11" pages, with type no smaller than 12 point and 1" margins throughout. Please do not staple, use binders, plastic covers, folders, or colored paper. Photo reduction of larger pages is not acceptable. Applications exceeding these guidelines will be considered ineligible.

Assistance

For questions regarding the requirements of this grant, please contact the MEFLI Director at applications@mainefamilyliteracy.com

Applicants will be notified in late May 2009. Grant recipients are encouraged to attend an awards reception in Southern Maine on a date to be determined. Grants are expected to begin on July 1, 2009. **The Barbara Bush Foundation for Family Literacy retains the right to revoke a grant if the implemented project does not comply with our guidelines or reflect the application that was submitted.**

**Maine Family Literacy Initiative
Official 2009 -2010 Grant Application and Instructions**

Application Guidelines

A complete application package of no more than 19 pages should be assembled in the following order:

- A. A cover page with contact information and signature of authorizing officials,
- B. A single page project abstract,
- C. No more than 10 pages of narrative,
- D. One budget page
- E. No more than 5 pages of attachments including evidence of non-profit status or LEA designation, and
- F. A signed statement of assurance.

A. Cover Sheet (0 points)

Every grant applicant is required to complete the enclosed *Cover Sheet*. The authorized fiscal agent and an authorized representative from the partner organization should sign the *Cover Sheet*.

B. Project Abstract (0 points)

Summarize the design of your proposed family literacy project in a one-page program abstract.

C. Narrative (90 points)

The narrative should not exceed ten pages.

1. **Organization's Background and Community Partnerships (5 points)**

- Describe the fiscal agent for this application and provide evidence of the agency's fiscal accountability.
- Describe any existing literacy or reading programs for adults or children, the length of time these programs have been in existence, achievements, and note any larger network of which they are a part.
- Describe the background of the partner organization, the history of the working relationship between the fiscal agent and the partner organization, and why the partner agency was selected as a primary partner in the project.
- Describe and provide evidence of "buy-in" of community partners, such as memoranda of understanding or letters of agreement.

2. **Leadership Plan (5 points)**

- Describe your grant management team.
- Describe the roles and functions of team members.
- How will the fiscal agent and the primary partner make joint decisions (i.e. hiring of staff, program design, recruitment of families, etc.)

3. **Prior Planning (15 points)**

- Briefly describe the planning process used to prepare for this grant.
- Briefly characterize the target population to be served by the grant project, e.g., subsidized housing residents, homeless, incarcerated, etc., and how the target population was selected. Specific ethnic groups may also be noted, e.g., Native Americans, African Americans, limited English proficient Hispanics, limited English proficient Asians.

**Maine Family Literacy Initiative
Official 2009 -2010 Grant Application and Instructions**

- State the approximate number of participants to be served. The project should accommodate a reasonable number of students determined by staff and resources not to exceed 20 families (this means no more than 20 adults and 20 children).
- Describe appropriate pre-post assessments that will be used, what they will measure and why they were selected, and
- Present a timeline for project start-up and implementation.

4. **Recruitment and Retention** (25 points)

Recruitment and retention of family literacy students continue to be a challenge for programs.

- Provide detailed information about how participants will be recruited for your family literacy project and who will be in charge of recruiting participants.
- Include a timeline for your recruitment activities and how you will address barriers to attendance.
- Include a description of your intake and orientation process.
- Describe strategies you will use to retain families.

5. **Scope of Project, Measurable Objectives, Strategies and Outcomes** (25 points)

- Provide at least one measurable objective for each of the three components. Objectives must be consistent with the project design described in the abstract, as well as statement of need. Objectives are what you hope to accomplish and when the anticipated change will occur. Objectives should be measurable, time specific and achievable. When developing your objectives, make sure you can identify how you will measure whether you have met your objective and can collect the data for reporting.
- For each objective, you must describe your strategies for accomplishing the objective. Include enough detail so that the readers know what actions you will take to reach your objectives.
- Specifically identify curricula and instructional activities for each component. Be sure to include exact number of hours a week per student spent in adult reading instruction, exact number of hours per student spent in children's pre-reading or reading instruction, and exact number of hours per family unit spent in inter-generational activities. Include a sample schedule of class days and times for one week.

6. **Program Evaluation** (15 points)

- Describe how you will measure how effective you have been in achieving your objectives.
- Describe the tools you will use to collect the information you need to measure your success, including changes in family interaction resulting from the program. Informal assessments, surveys, or other evaluation methods used must be described.
- What process will you use to collect the data?
- Describe the qualifications of the person who will review and analyze the data.

D. **Budget** (10 points)

- The budget should be provided on the budget summary form on page 6, in sufficient detail as to identify all costs associated with the project.
- The format of the budget summary page is:
 - The first column "MEFLI Grant funds" is for items supported by the proposed grant from the Barbara Bush Foundation for Family Literacy.

**Maine Family Literacy Initiative
Official 2009 -2010 Grant Application and Instructions**

- The second column, “Local funds”, is for items supported by your local program and your collaborators. The second column is where you document your required 10% match.
 - The third column, “Other Grant Funds,” should list other grant money received; and
 - The final column, Total Project Funds” should equal the total budget.
-
- There should be no charge to participants for instructional activities.
 - Include the full time equivalent (FTE) for all personnel included in the budget. For example, a 40 hour per week position equals 1 FTE and a 20 hour per week position equals .5 FTE.
 - Matching funds of at least 10% are required. It is required that the total budget reflect cash or in-kind matching funds provided by the applicant or other organization that will be used to support the family literacy components not funded by this grant proposal. **In-kind** contributions are contributions an individual or organization will make for which they will not charge.
 - Capital expenditures up to 15% of the total grant will be allowed. Applications that exceed this amount will be judged ineligible.
 - Applications in which the total grant funds requested from the Barbara Bush Foundation for Family Literacy exceed \$25,000 will be judged ineligible.

E. Attachments (0 points)

The attachments should not exceed five pages.

The *Attachments* may be single-spaced. Attachments should include letters of collaboration, a statement of non-profit status or LEA designation, and other materials that would assist the grant readers in considering the application. Single spaced documents are acceptable as attachments. If the *Attachments* section exceeds five (5) pages, the application will be considered ineligible.

F. Statement of Assurance (0 Points)

Every grant applicant is required to complete the enclosed *Statement of Assurance*. The project administrator should complete and sign the *Statement of Assurance* found on page 7.

**Maine Family Literacy Initiative
Official 2009 -2010 Grant Application and Instructions**

MEFLI BUDGET SUMMARY FORM

ORGANIZATION: _____

PROJECT TITLE: _____

PROGRAM COSTS:	MEFLI GRANT FUNDS +	LOCAL FUNDS (Local funds + in-kind must meet the requirement for 10% match) +	OTHER GRANT FUNDS =	TOTAL PROJECT FUNDS
PERSONNEL (Indicate Full Time Equivalent (FTE))				
FRINGE				
CONTRACTUAL SERVICES				
TRAVEL				
MATERIALS & SUPPLIES				
OTHER				
TOTALS				

**Maine Family Literacy Initiative
Official 2009 -2010 Grant Application and Instructions**

Statement of Assurance

The applicant hereby assures the Barbara Bush Foundation for Family Literacy that it will comply with the Americans with Disabilities Act of 1990 (PL 100-336).

Name of Organization: _____

Original Signature of
Project Administrator _____

Date: _____