

**Maine Family Literacy Initiative
Official 2010 -2011 Grant Application and Instructions**

COVER SHEET Implementation Grant Application

Lead Organization	Name	
	Project Title	
	Address	
	City	
	Zip	

Project Administrator (person responsible for overall operations)	Name	
	Position	
	Address	
	City	
	Zip	
	Phone	
E-Mail		

Project Coordinator (person responsible for day to day, hands-on management of the program)	Name	
	Position	
	Address	
	City	
	Zip	
	Phone	
	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.

_____ Signature of Authorized Representative of Fiscal Agent	_____ Title (Please print)
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_____ Please print name written above

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Eligibility Requirements

To be eligible for these grants, applicants must:

- 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 at least one of the components of family literacy (adult literacy, early childhood, parenting, or interactive intergenerational literacy) as part of their organizational mission;
- have demonstrated fiscal accountability;
- propose a program which includes:
 - 1.) literacy instruction for parents and/or primary care-givers with less than an 8th grade reading level
 - 2.) reading or pre-reading instruction for their children who are between ages birth and 8
 - 3.) specific parent/child literacy activities during which parents and children learn and read together
 - 4.) specific measurements adult's and children's progress through the use of standardized assessments.
- have the ability to implement the grant no later than July 1, 2010 and complete grant activities by June 30, 2011.

Application Deadline, Mailing, Formatting Requirements and Interviews

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 April 28, 2010. 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 April 28, 2010 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.



Applicants may be asked to attend an interview on May 12, 13, or 14th in Augusta for further clarification on their proposal prior to final determination.

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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 2010. 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, 2010. **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.**

Application Guidelines

A complete application package of no more than 13 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 summary (may be single spaced),
- C. No more than 5 pages of narrative (*blank charts, for your use if desired, are available in a separate document*)
- D. One budget page, and
- E. No more than 5 pages of attachments including evidence of non-profit status or LEA designation

A. Cover Sheet (0 points)

Every grant applicant is required to complete the enclosed *Cover Sheet*. The authorized fiscal agent should sign the *Cover Sheet*.

B. Project Summary (0 points)

Summarize your proposed family literacy project in one page. Please provide date by which services to families will begin.

C. Narrative (90 points total)

The narrative should not exceed five pages and should address the following items.

Problem or issue statement – Describe the problem(s) or community need you want to address through your family literacy program. (5 points)

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Community Needs/Assets – Specify the data that supports the need for family literacy programming in your community, including the ethnic composition of your community. Briefly characterize the target population, e.g., subsidized housing residents, homeless, incarcerated, ESL, etc. Specific ethnic groups may also be noted, e.g., Native Americans, African Americans, limited English proficient Hispanics, limited English proficient Asians. Describe the services that are already being provided to address those needs and how a family literacy program will build upon those existing services. *(5 points)*

Influential Factors –What service providers are on board and willing to collaborate to make this happen? Please provide a written memorandum of understanding (MOU) with these providers. See examples of MOUs at www.mainefamilyliteracy.com *(5 points)*

Desired Results (outputs and outcomes) – Please identify in chart form (see examples at www.mainefamilyliteracy.com/grants) the evidence- based outputs that you expect to collect in order to demonstrate your project’s effectiveness. Please make sure you include the number of families you will serve, number of hours of instruction per week you will provide, and the curriculum and assessments you will use. Also include outcomes which are written in measurable terms so that they communicate the growth and progress of learners and your program that you expect if your project accomplishes its goals over the next year. These might include such things as increases in the number of adults who earn a high school diploma or GED; increases in the number of adults who get and keep a job; decreases in the number of children who enter school unprepared (as evidenced by kindergarten screenings), or increases in the number of parents attending parent teacher conferences. Please make sure that you include outputs and outcomes for all three of the required components. *(30 points)*

Strategies – Please identify in chart form (see examples at www.mainefamilyliteracy.com/grants) the strategies, curricula, and best practices that you will incorporate in your project. State your assumptions about why and how the identified strategies will work in your community. These may look like belief statements or principles. *(25 points)*

Evaluation - How will you evaluate your program and determine if you have achieved your outcomes? Describe the tools you will use to collect the data to measure your outcomes. Identify who will be collecting and analyzing the data and specify their qualifications. *This may be added to your chart if desired. (20 points)*

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D. Budget (10 points)

- The budget should be provided on the budget summary form on page 6, and should provide 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.
 - 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 memoranda of understanding, a statement of non-profit status or LEA designation, and other materials that would assist the grant readers in considering the application. If the *Attachments* section exceeds five (5) pages, the application will be considered ineligible.

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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				