

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

**COVER SHEET**      Planning Grant Application

<b>Lead Organization</b>	Name	
	Project Title	
	Address	
	City	
	Zip	

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

<b>Project Coordinator</b> (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.

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Signature of Authorized Representative of Fiscal Agent</b>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Title (Please print)</b>
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<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Please print name written above</b>
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## **Eligibility Requirements**

Eligible applicants for these grants include:

- 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, and
- have demonstrated fiscal accountability.

To apply for up to \$5,000 for planning, the applicant must describe a comprehensive exploration and planning process that includes desired outcomes. Collaboration with other agencies concerned with improving the literacy of Maine’s families is required.

## **Application Deadline, Mailing, and Formatting**

Applications must be received by April 28, 2010.

One electronic copy must be submitted as an attachment in Microsoft Word or PDF format to [applications@mainefamilyliteracy.com](mailto:applications@mainefamilyliteracy.com). 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 your paper copy.

One paper copy of the application with original signatures must also be submitted 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](mailto: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 will include the following:

- A. A cover page with contact information and signature of authorizing official,
- B. Up to 2 pages of narrative
- C. A budget page and budget narrative
- D. A statement of assurance with original signature, and
- E. Evidence of non-profit status or Local Educational Agency (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. Narrative (50 points)**

*The narrative should not exceed 2 pages.*

#### 1. Organization's Background (5 points)

- Describe the background and experience of the agency applying for the planning grant. Include evidence that the organization or the administering agency for the grant has been a non-profit organization for a minimum of two years at the time the application is submitted.

#### 2. Need for the Project (5 points)

- Describe the process the applicant will use to assess community needs and identify the target population to be served.

#### 3. Program Planning (40 points)

Please describe:

- The process the applicant will use to identify capacity and resources necessary to implement family literacy programming,
- The process the applicant will use to engage community partners in the exploration and planning process and ensure “buy-in” of a partner organization,
- The process the applicant will use to assess the appropriateness of potential partnerships and strategies in relationship to target population,
- The process the applicant will use to develop a thorough plan for recruitment and referrals of both parents and children in the target population,
- The process and criteria the applicant will use to identify appropriate pre-post assessments to measure success, and
- A timeline for exploration of feasibility and preparation for implementation.

### **C. Budget Page with Budget Narrative (10 points)**

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- The budget should be provided on the budget summary form on page 5, 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.
  - 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.
- 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.
- Include a narrative description of how the money will be spent and how it supports the exploration and planning process necessary to develop a family literacy program.
- Applications in which the total grant funds requested from the Barbara Bush Foundation for Family Literacy exceed \$5,000 will be judged ineligible.

**D. Evidence of Non-Profit Status or LEA Designation (0 points)**

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## BUDGET SUMMARY FORM

ORGANIZATION: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

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