



2024-2025 Grant Application Florida Family Literacy Initiative

A statewide initiative managed by the Florida Literacy Coalition and supported by the Kislak Family Foundation

Please complete the following application electronically and submit it online at <https://form.jotform.com/230295295433054>. The narrative and budget should be submitted as one PDF document. **Deadline is April 10, 2024.**

Part I: Narrative

The narrative provides applicants with the ability to provide specific details about the proposed project. This part **MUST** be formatted using the following sections:

1) Project Abstract/Summary

2) History and Accomplishments

Briefly describe the organization's history, mission, current programs/activities, and students served.

3) Needs Statement

Please identify the population to be served, the problem(s) it faces, and why the project is necessary.

4) Objectives

Please describe how the proposed project will address the problem(s) identified in the Needs Statement. **Objectives should be stated in clear, measurable terms.** (Be sure to include the anticipated number of students to be served and the approximate amount of instruction that they will receive.)

The following are examples of measurable goals: (1) We will deliver 20 hours of family literacy instruction to at least 25 adults and 25 children during the grant year, (2) Students will facilitate two student-organized family literacy events during the grant year, (3) 80% of participating parents will share that they are reading more to their children and are better prepared to support their children's education (via parent survey).

5) Project Description

This section offers an overview of the project. Please provide a clear description of the project's components; how the family literacy information will be delivered; and the curriculum and/or teaching materials to be used. Descriptions should also include: 1) the student

population that will be served; 2) how, when, and where family literacy instructional services will be provided; 3) how the program will work with adult learners to identify and develop a suitable project-based learning activity.

If you are a 2023 Family Literacy Grant recipient, please summarize the results of your program including goals and outcomes, successes, and challenges faced during implementation.

6) Collaboration and Partnerships

Please state how the program plans to collaborate with outside partners to recruit students, deliver instruction, and/or promote family literacy.

7) Recognition

Please describe how the Kislak Family Foundation will be recognized for supporting the initiative and/or be involved in the proposed project. (See Guidelines)

8) Timeline

Please outline the steps and time needed to develop and implement the proposed program.

9) Evaluation

Please document how the objectives and outcomes of the proposed project will be measured. (Please see required assessment tools in the Guidelines section)

Part II: Budget

Please provide a family literacy program budget, ensuring that items included in the budget are supported in the application's program description. Below are instructions for each section of the budget. An example budget is on the following page. Feel free to format in a spreadsheet document if preferred.

REVENUE

Specify line items. These may include the Florida Family Literacy Initiative grant funds provided by the Kislak Family Foundation, as well as any additional cash resources (e.g. grants, donations, fees, etc.) projected to be used for the project and their sources. Matching funds are not required.

PROJECT EXPENSES

All budgets must clearly detail how the Florida Family Literacy Initiative grant funds will be used. If other sources of funding are included in the budget, please indicate the specific line items that will be paid for with grant funds.

Salaries and Benefits

Please list the salaries and benefits for all paid personnel, including instructors, administrative, and program management staff. Please estimate the total number of hours each employee will contribute to the project and the rate at which they will be paid. Benefits should be listed separately and may include employer's portion of such things as the following: FICA, employee allowances, health insurance, etc.

Example:

<i>ESL Instructor (5 hrs per wk. @ \$19 hr. for 30 weeks)</i>	<i>\$2,850</i>
<i>ESL Instructor benefits (FICA, benefits)</i>	<i>\$350</i>

Other Expenses

Specify line items. Examples: instructional materials and supplies, lease, telephone, program events and field trips, project-based learning activities, staff travel, equipment, speaker/professional fees, marketing, printing and postage, recognition, training and development, etc.

Example:

<i>Supplies for Student Health Fair</i>	<i>\$500</i>
<i>Field Trip to local Zoo (bus rental)</i>	<i>\$300</i>
<i>Photocopies/printing</i>	<i>\$200</i>

This grant allows up to \$450 to be budgeted towards the attendance of staff member(s) at the Annual Florida Literacy Conference. Project-related equipment purchases are limited to \$1,500.

IN KIND RESOURCES (Optional)

Description

Specify anticipated donated or in-kind resources for the project. This can include volunteer time, classroom space, supplies, etc.

Volunteer time should be valued at \$28.54 per hour.

(Source: <http://www.independentsector.org>)

2024-25 BUDGET FORMAT

REVENUE	Amount
Florida Family Literacy Initiative Grant	
TOTAL REVENUE	

PROJECT EXPENSES	Grant Amount
Salaries and Benefits	
Total Salaries and Benefits	
Other Expenses	
TOTAL EXPENSES	

IN-KIND RESOURCES	
Description	Amount
TOTAL IN-KIND RESOURCES	

Part III: Supporting Documents

Please include the following documents with your online application:

- Current Operating Budget;
- Copy of IRS tax-exempt determination letter (for non-profits only);
- Other supporting materials (i.e. letters of support, newspaper articles, etc.) are optional and, if included, must be limited to 3 pages.

Formatting and Delivery Notes:

- Proposals should be typed using a 12-point font (Times or similar), formatted with one-inch margins on all sides and include page numbers.
- The proposal (including the budget) should be limited to five pages and be submitted online as one PDF document.
- Supporting documents (detailed above) should be submitted as PDFs, separate from the proposal, in the designated areas on the application website.
- Proposals must be submitted by **April 10, 2024**.

Applications that do not comply with the application guidelines and instructions may not be reviewed. Please do not fax or e-mail applications. For your convenience, you may refer to the enclosed application checklist.

Please contact Dana Williams at williamsd@floridaliteracy.org if you have questions.

Thank you and we look forward to your application!