

**2022 Application**

**Adult Education and Literacy Innovation Grants**

**A statewide Initiative managed by the Florida Literacy Coalition and**

**supported by Simply Healthcare**

Please complete the following application electronically and submit it online at <https://www.surveymonkey.com/r/QFLVSJT> The narrative and budget should be submitted as one PDF document. **Deadline is April 6, 2022.**

**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 and the problem or need(s) to be addressed by this project.

**4) Objectives**

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

**5) Project Description**

This section offers an overview of the project. Please provide a clear description of the project’s components and how the products/services will be delivered. The description should also include: 1) the student population who will be served; 2) how, when, and where product/services will be provided; 3) A brief description of the research you have done to help inform your proposed project, 4) any partners that will be involved in the project, 5) why you feel this project employs an innovative approach that will benefit your organization and students.

**6) Recognition**

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

**7) Timeline**

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

**8) Evaluation**

Please document how the objectives and outcomes of the proposed project will be measured.

**Part II: Budget**

Please provide a project budget, ensuring that items included in the budget are supported in the application’s 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 Innovation Grant funds provided as well as any additional cash resources (e.g. grants, donations, fees) projected to be used for the project and their sources. Matching funds are not required.

**PROJECT EXPENSES**

All budgets must clearly detail how innovation 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:*

*ESOL Instructor (4 hrs per wk. @ $19 hr. for 18 weeks) $1,368*

*Project Coordinator (5 hrs. per week @ $19 hr for 25 weeks) $2,375*

*Employment taxes/benefits $300*

**Other Expenses**

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

*Example:*

*Supplies for development of curriculum $400*

*Student field trip (bus rental) $350*

*Photocopies/printing $100*

This grant allows up to $450 to be budgeted towards the attendance of staff at the Florida Literacy Conference. Project-related equipment purchases are limited to $1,000.

**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*](about:blank)*)*

See budget form and requested documents below.

**2022 BUDGET FORMAT**

|  |  |
| --- | --- |
| **REVENUE** | **Amount** |
| Adult Education & Literacy Innovation 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 2 pages.

**Formatting and Delivery Notes:**

* Proposals should be typed using a 12-point font, 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 online by **April 6, 2022**

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 Greg Smith at [smithg@floridaliteracy.org](about:blank) if you have questions.

Thank you and we look forward to your application!