



2023 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://www.jotform.com/form/230295295433054> The narrative and budget should be submitted as one PDF document. **Deadline is March 13, 2023.**

Part I: Narrative

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

1) Program Abstract/Summary

Provide a brief summary of the program.

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 program is necessary.

4) Objectives

Please describe how the proposed program will address the problem(s) identified in the Needs Statement. Objectives should be stated in clear, measurable terms and include how you expect that participating families will benefit.

5) Program Description

This section offers an overview of the program. Please provide a clear description of the program'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.

6) Collaboration and Partnerships

Please state if and how you plan to collaborate with outside partners to recruit students, deliver instruction or support services, or otherwise promote the program. Please list specific partnering agencies or organizations when appropriate.

7) Recognition

Please describe how the Kislak Family Foundation will be recognized for supporting the initiative and/or be involved in the proposed program.

8) Timeline

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

9) Evaluation and Assessment

Please document how the objectives and outcomes of the proposed program will be measured. Include the measurement tool(s) that will be used to track student education gains and the frequency of measurement. Please note that funded programs will be required to administer a student survey (provided by FLC) to parents/caregivers inquiring if and how they (and their children) have benefited from the program and any behavioral changes that have occurred.

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 program and their sources. Matching funds are not required.

PROGRAM 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 35 weeks)</i>	\$3,325
<i>ESL Instructor benefits (FICA, benefits)</i>	\$350

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.

Examples:

<i>Purchase of children’s’ books</i>	\$700
<i>Field trip to local petting zoo (bus rental)</i>	\$400
<i>Photocopies/printing</i>	\$200

This grant allows up to \$450 to be budgeted towards the attendance of staff member(s) at the 2023 Annual Florida Literacy Conference. Program-related computers or other equipment purchases are limited to **\$1,500**.

IN KIND RESOURCES (Optional)

Description

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

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

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

2023-24 BUDGET FORMAT

REVENUE	Amount
Florida Family Literacy Initiative Grant	

TOTAL REVENUE	

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

IN-KIND RESOURCES	
Description	Amount

TOTAL IN-KIND RESOURCES	
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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 **March 13, 2023**.

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!