



2024-25 Grant Application
Florida Health Literacy Initiative
A statewide Initiative managed by the Florida Literacy Coalition and supported
by the Florida Blue Foundation

Please complete the following application electronically and submit it online at <https://form.jotform.com/223335228778160>. The narrative and budget should be submitted as one PDF document. **Deadline is March 20, 2025.**

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) FLC will deliver 18 hours of health literacy content to at least 60 students during the 2022 grant year. (2) 100% of FLC's instructors will complete the online health literacy tutor training course. (3) Students will facilitate two student-organized health literacy events during the grant year.

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5) Project Description

This section offers an overview of the project. Please provide a clear description of the project's components; how the healthy 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 health 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 2024 health 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 health literacy.

7) Recognition

Please describe how Florida Blue 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 health 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 Health Literacy Initiative grant funds provided by Florida Blue, 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 Health 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:

ESOL Instructor (5 hrs per wk. @ \$18 hr. for 35 weeks)

ESOL Instructor benefits (FICA, benefits)

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:

Supplies for Student Health Fair

Field Trip to local County Public Health Agency (bus rental and insurance)

Photocopies/printing

This grant allows up to \$450 to be budgeted towards the attendance of staff member(s) at the 2024 Annual 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 \$29.41 per hour.

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

2025-26 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 (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 20, 2025**.

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 if you have questions.

Thank you and we look forward to your application!