



2024 Grant Guidelines

Adult Education and Literacy Innovation Grants

Purpose:

Through the generous support of Simply Healthcare, FLC is pleased to announce a new grant program that supports the development and implementation of innovative adult basic education, literacy, ESOL and family literacy practices for teaching and learning.

These grants, of up to \$3,500, provide organizations the opportunity to fund a creative project that has potential to enhance services and benefit students. Projects should directly impact adult learners.

Grants can be used for projects such as developing and piloting curriculum, offering a class that fills an unmet student need or a project that promotes digital literacy or experiential learning. You may want to explore new approaches to learner recruitment and retention or ways to engage and support volunteers. If you have a promising idea, we want to hear about it!

Eligibility Criteria:

Organizations interested in applying must:

- Be a 501(c)(3) non-profit organization or government-based agency (such as school districts and state/community colleges) that provides adult basic education, literacy, ESOL, family literacy instruction in Florida.
- Provide literacy services via classes, small groups, and/or one-to-one tutoring; and
- Commit to basic reporting requirements.

Entities and organizations ineligible to receive a adult education and literacy innovation grant include:

- Individuals;
- For-profit entities;
- Civic, fraternal, labor, and political organizations;
- Religious organizations, if funds will be used to educate/benefit a specific denomination or congregation or the group intends to proselytize to program participants and/or participants' family members; and

- Groups that discriminate based on age, sex, race, religion, creed, sexual orientation, or marital status.

Definition of Family Literacy Programs:

For grant purposes, family literacy programs should include parent adult education/literacy instruction; interactive literacy activities between parents and their children, and age-appropriate education for children.

Grant Award:

We plan to award four grants of up to \$3,500 each. Applications must be received by October 21, 2024 and grant recipients will be notified via e-mail in early November.

Grant funds are used to support adult education, literacy, ESOL, or family literacy program related projects over a nine-month period ending in July 2025. Appropriate administrative and travel expenses may be paid for with grant funds. The ability or need to secure matching funds is not required for this grant.

Non-allowable Expenditures:

- Fundraising events, contributions, and donations;
- General operating expenses;
- Expenses obligated prior to or after the grant period;
- Lobbying or attempting to influence federal, state, or local legislation;
- Capital expenditures (including acquisitions, building projects, remodeling, or renovation of facilities) with the exception of unfixed equipment;
- Bad debts, contingencies, fines and penalties, interest, and other financial costs;
- Total equipment purchases of more than \$1,000; and
- Private entertainment.

Reporting Requirements:

Innovation grantees will be required to complete a year-end final report on the status and accomplishments of their projects. Programs will also be asked to participate in two zoom meeting sessions and do a brief presentation sharing their project and results during the second session. FLC plans to publish an article highlighting the funded Innovation Grant projects and their results in its statewide newsletter.

Collaboration and Partnerships:

Applicants are encouraged to engage and work with outside partners in the implementation of their projects. Grant funds may be used for related costs.

Innovation:

There are no shortage of definitions when it comes to the meaning of “Innovation”. A Google search will result in a hefty number of perspectives on the topic. For the purposes of this grant initiative, we characterize Innovation as the process of turning an idea into a solution that adds value for your program and your students. You may have an original concept, but it’s not expected that you pursue a project that hasn’t been done before. We encourage you to explore approaches that are being employed inside and outside of adult education, learn from them, tweak them, and make them your own. And don’t be afraid to experiment and take a few risks. It doesn’t have to be new, but it should be new for you.

Recognition:

As part of the application process, applicants will be asked to demonstrate how they will recognize the Simply Healthcare for its generous support, should they be awarded a grant.

Submission:

Applications should be submitted electronically at <https://form.jotform.com/242463651399061>. Please submit the proposal narrative and budget together as one PDF document. The other supporting documents should be uploaded separately.