



## **VALF (Volunteers for Adult Literacy in Florida/Literacy Florida! Inc.)**

### **Request for Applications**

The VALF (Volunteers for Adult Literacy in Florida/Literacy Florida! Inc.), Board is pleased to announce a request for applications for a grant for 2016. VALF, a statewide membership association serving volunteers and volunteer literacy programs, will award one or more grants, not to exceed \$500 in total awards.

Grants from VALF are intended to assist small to mid-size volunteer literacy programs. Preference will be given to programs serving from 10-200 adult learners and/or families (excluding children). In 2016, VALF will continue to focus the grant program/award on direct service(s) to learners. To be eligible for consideration, submitting programs must demonstrate that their proposal can be reproduced in other community-based literacy programs.

For a second year VALF will provide enhanced technical assistance for organizations that have questions about eligibility requirements or completing the application. Applying will be a two-step process. You will be given the opportunity to send a draft by January 16. A member of the board will review the draft and will contact the applicant to provide feedback. The final application is due March 18.

If you have questions about the application, e-mail [valflorida@hotmail.com](mailto:valflorida@hotmail.com), and place Technical Assistance in the subject line or call 850-245-6624.

### **Eligibility Requirements**

#### **To apply for the grant, applicants must be**

- Organizational members of VALF (Volunteers for Adult Literacy in Florida/Literacy Florida! Inc.) and
- Volunteer literacy programs that provide direct service to adult learners and/or families in Florida.

**To join VALF go to <http://bit.ly/1XTfin8> and download the membership application. It is \$25 to be an organizational member.**

#### **It is preferred that applicants be one of the following:**

- Non-profit, library-based, faith-based or school-based organizations, or sponsored by other government funded organizations

Consideration will be given to awarding the funds to a group that has organized in preparation to start an adult volunteer literacy program.

If your program meets eligibility requirements, please complete the attached four-page application and e-mail a copy to [valflorida@hotmail.com](mailto:valflorida@hotmail.com) by **January 16, 2016**. **Feedback will be given on your grant application. (You will receive feedback, make changes and must re-submit the application by March 18, 2016.) An email copy must be resubmitted by March 18, 2016**

**\*Please remember, to be considered for this grant, your initial application must be submitted by email by January 16.**

**\*Applications are limited to the application cover sheet, budget, three page application narrative and supplemental page. Longer applications will not be considered.**

**\*To be considered, resubmissions must be e-mailed by March 18, 2016. The print copy should be signed and postmarked March 18, 2016. \*Mail signed printed resubmission copy by March 18, 2016 to**

Glenda Norvell, VALF Treasurer  
P.O. Box 180396  
Tallahassee, FL 32318

### Reporting Requirements

Grant recipients agree to

1. Include the phrase, *Funding for the project was provided by VALF (Volunteers for Adult Literacy in Florida/Literacy Florida! Inc.)*, on promotional and advertising materials.
2. Submit an electronic mid-year report by October 20, 2016 with copies of promotional and advertising materials.
3. Submit a two-page report with digital or print photographs no later than April 1, 2017.

Program Directors or other persons responsible for the programs will be encouraged to present five-minute reports at the VALF Annual Meeting held in 2017 at the Florida Literacy Coalition Conference.

### Selection Process

A Literacy Florida Grant Review Committee will review applications. The categories listed below will be scored as follows.

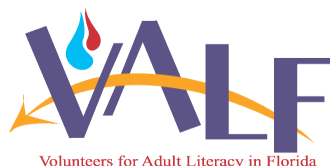
**Applications are limited to the application cover sheet, budget, three page application narrative and supplemental page.**

**Remember: Longer applications will not be considered.**

1. Need	30 points
2. Introduction, Project Design and Outcomes	35 points
3. Project Timeline and Activities	20 points
4. Budget	10 points
5. Previous applicants who did not receive a grant in 2015	5 points

**Total points**

**100 points**



## Application

Name of organization: \_\_\_\_\_  
 (Grant award check will be made out to this name.)  
 Date Initial Submission \_\_\_\_\_ Date Final Submission \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 Web Page \_\_\_\_\_

Did you receive grant funds from VALF in 2015? \_\_\_\_\_ If yes, how much funds did you get from VALF? \_\_\_\_\_  
 Did you apply for a grant through VALF during the years 2008-15? \_\_\_\_\_

Priority will be given to applicants who received less than \$500 in grant funds in 2015.

Provide the following if your organization has one:

Federal ID Number: \_\_\_\_\_

Florida Dept. of Agriculture, Div. of Consumer Affairs Registration Number: \_\_\_\_\_

Name of Project Director (Include contact information if different from the above)  
 \_\_\_\_\_

### **If the organization was established in 2014 or earlier:**

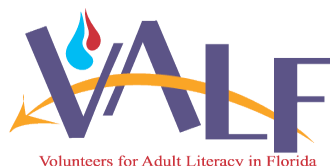
Date Program established: \_\_\_\_\_  
 Number of learners served during 2014: \_\_\_\_\_  
 Number of volunteer tutors during 2014: \_\_\_\_\_  
 Number of Paid Staff in 2014: \_\_\_\_\_  
 Number of administrative volunteers in 2014: \_\_\_\_\_  
 Total Budget for the organization for 2014: \_\_\_\_\_

### **For new programs being established:**

Date of first organizational meeting: \_\_\_\_\_  
 Estimated number of students for 2016: \_\_\_\_\_  
 Estimated number of tutors for 2016: \_\_\_\_\_  
 Sponsoring organization (s) if any: \_\_\_\_\_

Persons listed below confirm the organization's eligibility requirements and agree to

1. Advertise that *Funding for the project was provided by VALF (Volunteers for Adult Literacy in Florida/Literacy Florida! Inc.)* on promotional and advertising materials.
2. Spend funds by April 1, 2017.
3. Submit an electronic mid-year report by October 20, 2016 with copies of promotional and advertising materials.
4. Submit an electronic final two-page report with digital or print photographs by April 1, 2016.



Program Directors or other persons responsible for the program will be encouraged to present a five-minute report at the VALF Annual Meeting held in 2017 at the Florida Literacy Coalition Conference.

**Budget (10 points)**

**Provide the budget only for activities listed in this grant.** Be specific. For example, if you are purchasing books, software, etc, list the titles and cost per item. If you are purchasing equipment, put details about the equipment. If funding is to be used to market the program, put specific costs. If a tutor training workshop, in-service or similar tutor training program is to be funded, list the cost for presenter, materials (paper, pens, etc.).

Matching funds are not necessary, but if you have any matching funds, please indicate the amount you will receive. \_\_\_\_\_

If this grant will not cover your proposed project, who will provide the additional funding? \_\_\_\_\_

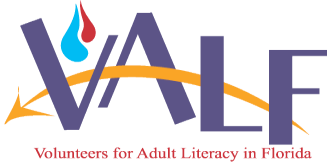
<i>Name of item</i>	<i>Intended Use</i>	<i>Company</i>	<i>Cost per item</i>	<i>Number of items</i>	<i>Total</i>

GRAND TOTAL =

*Additional information about use of grant funds –*

Program Director (Print Name) \_\_\_\_\_

Signature \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



**Application Narrative (three page limit)****Need (30 points)**

Describe community, target population and why your organization needs these funds (include information about literacy levels and/or educational levels in your community – use statistical information).

***Community –***

***Target population –***

***Why grant is needed –***

**Application Narrative Continued (three page limit)**

**Introduction, Project Design and Outcomes (35 points)**

Describe your organization, and provide an overview of your proposed project (include number of adult learners to be served).

*Description of organization –*

*Overview of proposed project (what you will spend grant money on; include the number of adult learners to be served)-*

*Outcomes you expect –*

### Application Narrative Continued (three page limit)

#### Project Timeline and Activities (20 points)

Describe each activity, the person/position responsible and when it will be completed. **Sample of a timeline.**

By June 2015, Jane Jones will have purchased 12 *English for the Spanish Speaker*.

By July 2015, volunteers will participate in a two hour in-service workshop on using a smart phone for instruction.

By August 2015, Susan Brown will have distributed the 12 copies of *English for the Spanish Speaker* to tutors.

By September 2015, Susan Brown will have created a questionnaire for tutor input about *English for the Spanish Speaker*.

By October 2015, Susan Brown will have distributed questionnaires to tutors.

By December 2015, Susan Brown will have collected all questionnaires and completed a summary of input.

Quarterly, tutors will turn in reports on each student tracking student progress and goals.

**The above sample can be deleted for additional space to type your timeline and activities.**

## **Required Supplemental Information**

Information about one learner in program – bio of learner, including the following: first name, job, learner goals and achievements through the program. (This information is a required part of the grant for informational purposes only and will not be scored. Information not to exceed this one page.)

**Remember applications are limited to the application cover sheet, budget, three page application and this supplemental page; longer applications will not be considered.**

