



**FY19 Adult English Literacy ACCESS Grants
Grant Application, Part 1**

1A. Grant Application Cover Sheet

Organization's Legal Name:	
Full Street Address (Street, City, State, Zip):	
Website Address:	
Year of Incorporation:	
Executive Director:	
Program Contact, if not ED (Name and Title):	
Phone Number (Office):	
Alternate Phone Number:	
Email Address:	
Date organization first provided adult literacy instruction in Montgomery County, MD:	
Does organization have a 501(c) (3) status (Y/N)? (If No, attach explanation/partner letter.)	
Amount of Funding Requested	\$
Dates of Program (Mo/Yr.-Mo/Yr.)	

Activity Name: _____

Type of Activity (Please bold): Conversation Club Class Drop-In

Days/Timing of Classes (Bold all that apply): M-F Daytime M-F Evenings Weekend

Class Summary: In no more than three sentences, briefly describe purpose of funding request, including program goal/objectives, target population, and area of the county in which classes will be offered. (This may be used for the MCAEL website/materials.)

Maryland Public Information Act

Please note that applications for MCAEL’s grants are subject to the Maryland Public Information Act (MPIA) (found at Md. Code Ann., State Gov’t., §10-611 through - 628 (MPIA)); MCAEL (as a recipient of Montgomery County funding) must comply with the disclosure requirements of the MPIA when a request for documents is received. *Your signature below indicates your understanding of this.*

Agreement

I hereby certify that: (i) I am an authorized representative of the Organization, (ii) the information submitted in the application is true and correct in all respects, (iii) the Organization will abide by all applicable laws and regulations pertaining to any grant that may be issued to the Organization, and (iv) the Organization (and any of the Organization’s applicable programs) has the capacity and ability to abide by the Grant Responsibilities outlined in this application should the Organization (or its program(s)) be awarded a grant for FY19.

The Organization (through the contact person listed on the Grant Application Cover Sheet) agrees to notify Montgomery Coalition for Adult English Literacy (MCAEL) immediately via email at program@mcael.org or in writing to MCAEL, 9210 Corporate Blvd., Suite 480, Rockville, MD 20850, if there are any material changes at the Organization, the Organization ceases operations or otherwise ceases to exist, or the Organization becomes a subsidiary of or otherwise controlled by another organization.

Submitted by an authorizing official of the organization:

Signature

Printed Name and Title

Date

[Insert organization name]

1B. FY19 PROPOSAL NARRATIVE

Please insert your answers to the following questions. Expand areas to fit your need; however, please keep within the number of words range indicated. Bullet points may be used.

A. Objectives and target population (250 – 300 words)

- 1) Describe your organization's purpose and objectives for implementing adult English literacy services. How do adult ESOL classes fit in with the other work of your organization?
- 2) What specific population do the classes aim to assist? Please note what the unmet need is and how it has been determined. How do your proposed class activities complement programs that exist nearby?

B. Project Design and Delivery (350-500 words)

- 1) Describe how the class(es) will be implemented, as related to the aspects (based on TESOL Standards areas) listed below. If the class/es is/are already existing, please incorporate any improvements to your program that were made last year that succeeded in more effectively addressing the needs of your community of learners or more effective delivery of your program. If the results of your program improvements were not as you expected, please describe lessons learned that you intend to incorporate in this year's class implementation.
 - a) Learner Recruitment: How will the learners be located/informed of the activity (class/club)?
 - b) Instruction: How will the instructor(s) be located/hired/trained? Will he/she/they be paid or volunteer their time?
 - c) Curriculum and Instructional Materials: How will the curriculum be determined? What instructional materials (textbooks and supplementary materials) will be used?
 - d) Assessing Learner Gains: How will the program (and learners) know that learners' English skills (reading, writing, speaking, or listening) have improved? What will be used to measure (e.g. informal assessment, post-test, or "can do" statements)?

[Insert organization name]

e) Support Services: What other support services for learners are planned?

Two sources that can provide overall guidance for the ideal components in a quality ESOL program include: Standards for Adult Education ESL Programs, published by the TESOL Press (available for review at the MCAEL library), and The Maryland State Program Standards found at: <http://www.dllr.state.md.us/gedmd/eslstandards.pdf>.

C. Outcomes/Benefit (250 - 300 words)

- 1) How will participants benefit from this project? How will you measure success for your program accomplishments?
- 2) One of the objectives of an Access Grant is to provide an entry point for learners who want to learn English but may not be ready to attend a more intensive or structured class. How will your organization assist learners to continue their education and connect with other English learning opportunities?

D. Organizational Capacity (250 – 300 words)

- 1) What resources – financial, organizational and human – have been committed that will enable the proposed project to be successful? (Please include in-kind and volunteer resources, and partnerships -- e.g. has space been offered? partnership with childcare providers?)