



FY19 Adult English Literacy **PROGRAM** 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 501(c) (3) status (Y/N)? (If No, attach explanation/partner letter.)	
Amount of Funding Requested	\$
Dates of Program (Mo/Yr.-Mo/Yr.)	

Program Name: _____

Funding Request Type (please bold): Programming/Service Delivery Program Management Both

Funding for (please bold): Existing Program Program Expansion New Program

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

Program Summary: In no more than three sentences, briefly describe purpose of funding request, including program 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. 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. Introduction (300-350 words)

- 1) Briefly introduce the organization. Describe the organization's mission, goals, programs, services, and history. How does adult English literacy instruction fit into the overall organizational mission?
- 2) What demonstrated experience and success does the organization have providing adult English literacy services? (e.g. *What past programming has the organization offered, to serve what community?*) Why is the organization uniquely situated to serve this community, and how has the program made a difference?

B. Target Population and Program Objectives (350-400 words)

(Rather than discussing general literacy information for Montgomery County here, please note information particular to the specific population the program serves (e.g. Silver Spring data and/or Spanish speakers etc.))

- 1) What specific population does the program aim to serve? What are the particular and distinct needs of this population? What are the challenges that this population has for learning English? When possible, use quantitative data to justify need.
- 2) What are the objectives of the English program with regard to this population?

C. Program Design and Delivery (550-750 words total)

Please answer numbered questions separately.

- 1) In general, how is this program designed to address the identified priorities and challenges of the learners (e.g. timing, location, support services such as childcare or transportation assistance).
- 2) Are there any significant changes in the structure or implementation of the program from last year (including related to number of class sites, class locations, program staff, etc.)? What are these changes and why were they made?
- 3) Describe how the program will be implemented, as related to the program aspects (TESOL Standards areas) listed below. Please incorporate improvements to your program that were made last year that succeeded in more effectively addressing the

[Insert organization name]

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 program. Bullet points are encouraged.

- a) Overall Program Structure, Administration and Planning (including what level classes will be offered, class sites, supervisory staff structure, etc.)
- b) Pedagogical Approach, Curriculum, and Instructional Materials: (including how curriculum is set, course content, textbooks/materials to be used, etc.)
- c) Instruction: (including types of in-class activities; any outside the classroom activities?)
- d) Learner Recruitment, Intake, and Orientation (including strategies for outreach and recruitment, intake and placement, orientation, etc.)
- e) Learner Retention and Transition (strategies for retaining learners in the program and assisting them to transition to other programs)
- f) Assessment Process and Learner Gains (plans to measure learner gains according to both course objectives and learners' own goals)
- g) Professional Development and Staff/Instructor Evaluation (include minimum requirements for instructors; and
- h) Support Services.

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>.

- 4) Indicate any challenges (in addition to funding) that could prevent the effective implementation of the program. What is the plan for working to address these challenges?

D. Program Outcomes and Evaluation (350-500 words)

Describe the anticipated outcomes of the proposed program in FY19, and how the program will be evaluated. Question 1 below focuses on program outcomes, while Question 2 focuses on learner outcomes. The use of charts is encouraged, for ease of reference.

- 1) What are your **priority program outcomes** (top 3-5)? Please identify explicit program measures (indicators) for evaluating the success of your program. One outcome may have more than one indicator. (You may include a chart here for ease of reference.)
Examples: a) "The program expects to improve student/teacher ratio by x%"; b) "at least x% of x# of learners will persist (attend 70% of classes during a session)".

- 2) What are the anticipated measurable outcomes for learners' **improved literacy skills**? What procedures will be used for assessing learner progress? In what ways do you expect improved literacy skills achieved through participation in your program to affect the lives of your learners?
Examples: a) "x% out of x number of learners will be able to communicate better with their doctor, get a library card, write a note/talk to their child's teacher, as self-reported through exit interviews"; b) "x% of x number of students will progress to another level -- we use y assessment to measure progress in pre and post tests."

E. Organizational Capacity and Sustainability (300-350 words)

- 1) Describe the leadership and staffing of this program, including a brief description of years of service and expertise.

- 2) Describe the organization's plan for the program's sustainability -- what resources, both financial and nonfinancial (including volunteers and partnerships with other organizations), are in place or will the organization seek?