

# *The Governor's Family Literacy Initiative*

## Request for Proposal 2005-2006



<b>Title</b>	Governor's Family Literacy Initiative's <b>“Mini-Grant” Community Outreach Effort</b>
<b>Funding Source</b>	<i>The Governor's Family Literacy Initiative</i>
<b>Purpose</b>	The vision of the <i>Governor's Family Literacy Initiative</i> (GFLI) is to <b>support reading as vital family value in Florida. The goal of the mini-grant program is to enable small faith-based and grass-root literacy programs</b> to have the resources necessary to provide quality family literacy programming. Mini Grants will allow for either activity-based awards or planning awards. <b>An agency may apply for only one type of grant.</b>
<b>Activity Based Funding Priorities</b>  <b>Planning Based Funding Priorities</b>	<ul style="list-style-type: none"> <li>• Funds will be used to <b>implement a Family Literacy Community Outreach Effort.</b> The community outreach component of the <i>Governor's Family Literacy Initiative</i> calls for <b>strong parental involvement</b> by putting effective strategies and activities in the hands of parents so that they can <b>create a positive reading environment at home.</b></li> <li>• Funds will be used to <b>research what is needed and identify missing program elements so that your organization can successfully implement a fully integrated family literacy program.</b></li> </ul>
<b>Eligible Applicants</b>	<b>Applicants must be a non-profit, grass-root organizations</b> in existence for one year at the time of submitting the application. School districts, community colleges, and universities are not eligible for mini-grant funding.
<b>Project Amount</b>	Awards will be no more than \$5,000.
<b>Activity Grant Narrative Instructions</b>	<p><b><u>Activity Grant Based Narrative:</u></b> <i>(If you are writing a grant to support a Family Literacy activity, please follow the instructions below when answering the narrative portion of this RFP.)</i></p> <p>The funds will enable organizations to pay for a specific activity or project that supports the creation or expansion of an integrated family literacy program. Projects will support the following research-based segments of family literacy – Parent and Child Together Time and/or Parenting Education to increase parental involvement in their child's education and reading activities in their home. Grant funds can be used for recruitment costs (food and other incentives), grant deliverables (reports to GFLI), as well as materials to develop and enhance literacy services geared to <u>parental involvement</u>.</p>

	<p>Examples of an activity may include:</p> <ul style="list-style-type: none"> <li>▪ Creating a parent and child reading activity space complete with books and volunteer tutors</li> <li>▪ Classes for families focused on Parent Child Together Activities (PACT) visit <a href="http://www.familit.org/">http://www.familit.org/</a> for more information</li> <li>▪ Workshops for parents to enhance their parenting skills</li> <li>▪ A Home Library book drive</li> <li>▪ Family Reading Festival featuring parent involvement activities</li> </ul> <p><b>Activity Based Grant Narrative:</b> (3 page limit. Please type using a 1-inch margin and 12-point font or type in the form provided for you. In order to utilize the electronic version of this form, your computer must be MS Word compatible.)</p> <p><i>This is the key section of the mini-grant proposal. <b><u>In concise terms</u></b>, the project you propose should provide answers to the following, essential questions:</i></p> <ol style="list-style-type: none"> <li>1. <b>Vision Statement:</b> In a short 2 –3 sentence paragraph, describe what the vision/mission is for your project and what you hope to gain with your activity.</li> <li>2. <b>Project Outline:</b> Briefly describe the design of your activity (500 words or less).</li> <li>3. <b>What other organizations/community partners will be engaged in the activity?</b></li> <li>4. <b>Describe strategies to be used to encourage parental involvement?</b></li> <li>5. <b>What are the needs being addressed by the activity?</b></li> <li>6. <b>When will the activity start? If multiple activities are planned please provide a time line.</b></li> <li>7. <b>What is the evaluation plan for the activity? How will success be determined?</b></li> </ol>
<p><b>Planning Grant Narrative Instructions</b></p>	<p><b><u>Planning Grant Based Narrative:</u></b> <i>(If you are writing a grant to support the process of planning for a fully integrated family literacy program, please follow the instructions below when answering the narrative portion of this RFP.)</i></p> <p>Funds will be used to research what is needed and identify missing program elements so that your organization can successfully implement a fully integrated family literacy program. A strategic planning committee should be created. Meetings of this committee should be held to identify who will be responsible for delivering the four components of a fully integrated family literacy program. Representatives from Adult Education/Literacy; Early Childhood Literacy; Parenting Education and Parent and Child Together Time should work together to form written agreements clearly defining the roles and obligations of the proposed partnership. Award dollars can be used to support strategic planning committee meetings, coordination, publicity, needs assessments, grant deliverables (reports to GFLI), and other activities related to the planning process.</p>

	<p>Planning elements should include:</p> <ul style="list-style-type: none"> <li>▪ Strategic planning committee meeting minutes</li> <li>▪ Needs assessment</li> <li>▪ Program design</li> <li>▪ Evidence of integration of the four family literacy components</li> <li>▪ Summary report of overall findings</li> <li>▪ Draft version of 2006-2007 full service family literacy program RFP <ul style="list-style-type: none"> <li>○ Letters of support and commitment</li> <li>○ Cash match pledges</li> </ul> </li> </ul> <p><b>Planning Based Grant Narrative:</b> <i>(3 page limit. Please type using a 1-inch margin and 12-point font or type in the form provided for you. In order to utilize the electronic version of this form, your computer must be MS Word compatible.)</i></p> <p><i>This is the key section of the mini-grant proposal. <b><u>In concise terms</u></b>, the project you propose should provide answers to the following, essential questions:</i></p> <ol style="list-style-type: none"> <li>1. <b>Vision Statement:</b> In a short 2 –3 sentence paragraph, describe what the vision/mission is for your project.</li> <li>2. <b>Project Outline:</b> Briefly describe your planning project and why it is necessary to consider building partnerships for a fully integrated family literacy program.(500 words or less).</li> <li>3. <b>What other organizations/community partners will be engaged in the project? Please define the role of the lead agency.</b></li> <li>4. <b>List collaborative strategies that will be used in the planning process?</b></li> <li>5. <b>Identify community needs being addressed by the project?</b></li> <li>6. <b>What is the proposed start date? Provide a time line showing committee recruitment, planning meetings, agreements signed and reporting activities.</b></li> <li>7. <b>What is the evaluation plan for the project? How will the project determine success?</b></li> </ol>
<b>Technical Support</b>	<p><i>The Governor’s Family Literacy Initiative</i> program office will be responsible for providing technical assistance. Please e-mail Roxann Dunn at <a href="mailto:Roxann@volunteerflorida.org">Roxann@volunteerflorida.org</a> or call (850) 413-0910.</p>
<b>Required Forms and Attachments</b>	<p>Mini Grant Cover Form  Narrative (Please use electronic form if possible. If not, please follow 3 page limit.)  Applicants Overall Program Budget (Attachment)  Non-profit letter of Determination, 501 (c) 3 (Attachment)  Line item budget showing how the requested funds will be spent. (Attachment)</p>
<b>Proposal Due Date and Submission Requirements</b>	<p><i>The Governor’s Family Literacy Initiative</i> program office must be in receipt of proposals by <b><u>5:00 PM EST, March 31, 2005</u></b>. Please mail to 401 S. Monroe Street, Tallahassee, FL 32301, in care of the Volunteer Florida Foundation. A mailing service with receipt certification/tracking is recommended. <b>NO e-mail or faxed versions will be accepted.</b></p>

***Governor's Family Literacy Initiative***

**Mini-Grant Program 2004-2005**

***Cover Page (Mandatory Form)***

*(Please use the TAB key to move between the fields. Your computer must be compatible with Microsoft Word to utilize this electronic form. If your system is not compatible, please print this cover sheet and type your responses.)*

***Program Information***

**Name of Organization:**

**County:**                      **Federal ID# aka EIN (required):**                      -

**Name of the Person Submitting Grant:**

**Title/Position:**

**Address:**

**City:**                                      **State:** Florida      **Zip Code:**

**Work Phone Number and Extension:**

**Alternative Number with Message System:**

**Fax Number:**

**Email Address:**

***Program Definition***

**Title of Project:**

**Amount of Funding Requested \$**

***\*\*Please include a proposed line item budget as an attachment.***

**Please check one:**

**Planning Award**                       **Activity Award**

( Please select which award you are seeking. Please refer to the instruction sheet for definitions of Planning Awards and Activity Awards)

**Anticipated Number of Families Participating in the Project:**

**Proposed start date of project:**

**End date:**

**Identify the fiscal administrator who should receive the check:**

**Name/Title/Position:**

**Address:**

**City:**                                      **State:** Florida                      **Zip Code:**

**Phone number:**

**Fax:**

**E-mail:**

**Signature of Person Submitting Grant**

**Date**

***Please sign in blue ink.***

*Governor's Family Literacy Initiative*

**Mini-Grant Program 2004-2005**

*Narrative Form*

***Please Note:*** *To use this electronic form, you must have Microsoft Word software installed on your computer. If your software is not compatible, please adhere to the 3 page narrative limit.*

***Program Narrative***

*Please Note: This section is limited to 3 pages. Please start typing this page in the box below. Stop typing at the bottom of page and use the tab button to move to page two.*

Please continue your proposal by typing in the box below.

Please complete your proposal by typing in the box below.