



## First *Literacy Lab* Initiative Request for Proposals

Fiscal Year 2017

### **First Literacy Mission and Goals**

Established in 1988, the mission of First Literacy is to ensure that Greater Boston adults with lower levels of literacy and education or limited English skills have high-quality educational opportunities that enable them to thrive as individuals and parents, at home, in their workplaces, and in their communities. We support innovative, effective adult education instruction and adult learners who persevere and strive for higher education. Using a multi-faceted approach in service of this mission, our goals are to:

- Stimulate and support the development, trial, and implementation of new, innovative adult education resources and practices with First *Literacy Lab* grants;
- Increase the effectiveness of adult education instruction and nurture the professional growth of adult educators through professional development workshops and other events; and
- Directly support adult learners by providing scholarships and mentoring opportunities for individuals who have completed adult education programs and are embarking on their college careers.

### **Description of First *Literacy Lab* Grants**

The goal of First *Literacy Lab* grants is to stimulate and support the development, trial, and implementation of new, innovative ABE educational resources and practices that have an impact on specific students, programs, and the ABE field in general. Grants are divided into two categories. The first, **ABE Field Grants**, is focused on benefits to the ABE field and is open to all not-for-profit adult education programs in Greater Boston. The second, **Program Strengthening Grants**, is focused on the strengthening of individual programs and is available to not-for-profit adult education programs with less financial resources, not supported by the Massachusetts Department of Elementary and Secondary Education (DESE).

#### **ABE Field Grants**

Up to \$5,000 may be provided for the development, trial, and implementation of innovative resources and practices potentially promising to the ABE field.

Available to all not-for-profit adult education programs in Greater Boston.

#### **Program Strengthening Grants**

Up to \$5,000 may be provided for the development, trial, and implementation of new resources and practices that strengthen an individual ABE program.

Available to not-for-profit adult education programs in Greater Boston, not funded by the Mass. DESE.

1. Proposals for lesser amounts are welcome.
2. All grants are for one year: from July 1, 2016 through June 30, 2017.
3. An adult education program may apply for and be awarded up to two grants in the fiscal year.
4. Teachers are encouraged to serve as project leaders.
5. In FY 2017, proposals for projects that significantly build upon a FY 2016 First *Literacy Lab* grant will also be considered, with its own goals, activities, and evaluation measures.
6. Evaluations of First *Literacy Lab* projects are to be project-specific. Pre- and post-testing that measure students' learning from newly-developed and tested lessons are required. Attitudinal surveys from students, teachers, and other program staff are encouraged.

### **Requirements of Applicants and Grantees**

1. The proposal review process includes 30-minute interviews with leaders of proposed projects.
2. Programs applying for grants that build upon FY 2016 projects need to demonstrate the effectiveness of their previously-funded projects and articulate the value of a second year of work on the project.
3. Collaboration between programs awarded grants for similar projects will be facilitated.
4. Project leaders are encouraged to discuss project issues with First Literacy's Director of Programs during the project period. Any amendment to project activities or evaluation must be approved by First Literacy, and the Director of Programs may visit programs to assess project progress.
5. Brief mid-year reports on the progress of projects will be due on January 12, 2017.
6. Final reports describing project activities, resources developed and tested, and project evaluation will be due no later than July 12, 2017. Reports will include electronic copies of all resources developed.
7. Grantees will agree to make brief presentations on their projects at a First Literacy event in the fall of 2017, to share their projects with Greater Boston ABE professionals.
8. Articles or presentations by grantees on *Literacy Lab* projects are encouraged and should include reference to First Literacy's support of the project.

### **Dates/Timeline**

#### **Release of Request for Proposals**

March 7, 2016

#### **Grant-Seekers' Forum**

March 15, 2016 4:00 pm – 5:00 pm

First Literacy

160 Boylston Street, 2nd Floor

(Across from the Boston Common)

#### **Proposals Due**

April 13, 2016 **by 5:00**

Send to [mfeher@firstliteracy.org](mailto:mfeher@firstliteracy.org)

#### **Interviews of Applicants**

May 2 – June 1, 2016

#### **Announcement of Grant Awards**

June 13, 2016

## Submission Checklist

- **Proposal Cover Sheet** (Use editable PDF form included in this file)
- **Proposal Narrative** (Following formatting and length requirements)
- **Proposed Budget** (Use editable PDF form included in this file)
- **Demographic Form** (Use editable PDF form included in this file)
- **Examples of Pre- and Post- Test Assessments or Surveys** (Optional, two-page maximum)

*Proposals to be submitted as one PDF document.*

*Please save Proposal Narrative and any assessments or surveys at the end of the document.*

**Questions?** Please contact Michael Feher, Director of Programs, [mfeher@firstliteracy.org](mailto:mfeher@firstliteracy.org)

Thank you!



## First Literacy Lab Grant Proposal

Fiscal Year 2017

### **Proposal Narrative**

12-point font, 1.15 or 1.5 spacing, 1-inch margins, a maximum of 3 pages

#### **A. Brief Description of Your ABE Program**

- 1) *What kind of and how many classes does your program offer per year?*
- 2) *What other services do you make available to your students?*  
Advising/counseling, tutoring, childcare ...
- 3) *How many adult learners does your program typically serve per year?*
- 4) *How would you describe the ethnic background, gender, and age of your learners?*  
Demographic Form also required.

#### **B. Description of Your Proposed Project**

- 1) *What need within your program and/or the ABE field does this project address?*
- 2) *If your proposal is for a project building upon a grant from FY 2016, describe the effectiveness of your 2016 project and explain the benefits of a second year of work (resources developed and tested, further implementation, ...)*
- 3) *What are the goals and objectives of this project?*
- 4) *Briefly describe proposed project activities and resources you would develop and test.*
- 5) *Please describe the required project-specific pre- and post-tests and optional surveys you plan to use to assess/measure the effectiveness of your project.*  
Samples accepted, two-page max
- 6) *Which of your program learners would participate in this project?*
- 7) *How many learners would benefit from this project in FY 2017?*  
*How many do you estimate would benefit in subsequent years?*
- 8) *What would they learn and how would they benefit in FY 2017 and beyond?*
- 9) *How would this project be implemented and sustained in the future?*

#### **C. Key Individuals Involved in Project** (No resumes.)

Please list the people who would be participating in this project, together with:

- 1) *Current position(s) in the program*
- 2) *How long they have worked in the program and in the ABE field*
- 3) *Relevant education, with degrees and certification*

***Please save your proposal narrative as a PDF and combine it into one PDF with the forms in this document.***



## First *Literacy Lab* Grant Proposal

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### Cover Page

Program:

Title of Project:

Project Type (Check only one):

ABE Field Grant

Program Strengthening Grant

Amount of Request:

Number of Learners Benefitting in FY 2017:

### **Program Contacts**

Name:

Email Address:  Phone number:

Name:

Email Address:  Phone number:

Program Address:

(To be used in mail correspondence)

Tax ID#:

Please provide a brief (three or four sentences) synopsis of your project.



## First *Literacy Lab* Grant Proposal

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### Proposed Project Budget

Grant funds may be used for:

- Staff time beyond existing paid hours to develop new resources and practices, to report on project results, and to share project findings
- Consultant fees crucial to the projects
- Modest stipends for students' participation
- The purchase and trial/implementation of innovative educational resources integral to projects
- The training of ABE teachers and other staff integral to project (A description of training and benefits required in proposal and reporting)
- Necessary project materials and supplies

Expense	Discription/Purpose	Cost
<b>Personnel</b> (Include names, hours, and rates)		
<b>Consultants</b> (Include names, hours, and rates)		
<b>Student Stipends</b> (Include # of students, hours, and rates)		
<b>Educational Resources</b> (Specify)		
<b>Training</b> (Specify)		
<b>Materials and Supplies</b> (Specify)		

**Total:**

