



**First Literacy Lab Grant Application
Fiscal Year 2020
COVER PAGE**

Program:

Title of Project:

Amount Requested:

How many learners will benefit from this grant in Fiscal Year 2020?

Program Contacts:

Project Leader (Teacher in charge of project)

Name:

Email Address:

Phone number:

Program Director

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 Application

Fiscal Year 2020

Proposal Narrative

12-point font, 1.15 or 1.5 spacing, 1-inch margins, **maximum of 4 pages**
(Activity/Outcome Chart and Budget form are not included in page length requirement.)

Responses may be typed directly into the Word document. If you choose to create a new document, answers must be numbered accordingly. Please submit application as a single Word or PDF file to Evonne Peters, epeters@firstliteracy.org.

Brief Description of Your ABE Program

1. Describe the types and number of classes offered by your program annually.
 2. What other services do you offer (advising/counseling, tutoring, childcare, etc.)?
 3. How many adult learners do your combined ABE/ESOL programs serve?
 4. Please describe the ethnic background, gender, age, and income levels of the learners in your program.
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Description of Your Proposed Project

Please answer the questions specifically and keep your answers short—no more than one paragraph for each answer.

5. Describe the main goal(s) of your project.
6. What need within your program and/or the ABE field does this project address? Are there existing resources that address your goals?
7. How many students will be directly impacted by your proposed project in FY2020?
8. How will you implement the project and what outcome(s) do you expect from these activities? **(Please use the required Activities/Outcome Chart on the following page to complete your timeline.)**

First Literacy Lab

FY2020

Activities/Outcome Chart

Title of Project: _____

Please describe the planned timeline and projected activities in the chart below.

Dates	Projected activities	Expected Outcomes

Additional Information – Learning and Program Objectives

9. What project-specific assessments, quantitative and qualitative, will you use to gauge the effectiveness of your project? (For example, student assessments, pre- and post-student surveys, completion of products, tracking attendance). Standardized tests are not required but can be used if they are congruent with the goals of your project.

 10. How do you think students will benefit from this project in FY2020?

 11. We are most supportive of projects that have a lasting impact on a program. How would this project strengthen your program and be sustained over time?
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Key Individual(s) Involved in Project (No resumes, please)

Please list the people who would be involved in this project, including:

- Email address
- Phone
- Current position(s) in your program
- Number of years in the program
- Education (include degrees and certifications)

First Literacy Lab Grant Proposal - Budget

FY2020

Proposed Project Budget

Please note that we may request a financial report from your agency to document project expenses. **You must get approval from First Literacy if your budget changes mid-project.**

Grant funds may be used for:

- Staff time for curriculum development, teaching, and administrative tasks.
- Consultant fees crucial to the project
- Modest stipends for student participation
- Educational materials and supplies integral to the project.
- The training of teachers and other staff integral to the project
(A description of training and benefits is required in proposal and reporting)
- Conference costs of up to \$100 for local (Massachusetts) conference costs and up to \$250 for out-of-state conference costs.

Project: _____

Please be specific when completing your budget

Expense	Description/Purpose	Cost
Staff time	Include names, hours/rates	
Consultants	Include names, hours/rates	
Student Stipends	Include # of students, hours/rates	
Educational Materials and Supplies	Specify	
Training of Teachers and/or Staff	Specify	
Conference Costs	See above	
TOTAL Budget		