



**First Literacy Lab Grant Application
FY 2021
COVER PAGE**

Program:

Title of Project:

Amount of Request:

How many learners do you think will benefit from this grant in 2021?

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 2021

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.

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 offer (advising/counseling, tutoring, childcare, etc.)?
 3. How many adult learners do your combined ABE/ESOL programs serve? Please specify.
 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 question specifically and keep your answers short—no more than one paragraph for each answer.

5. Describe the main goal(s) of your project. What are you trying to do? If more than one goal, please number.
6. What research have you done to determine if there are existing resources that already address your goal(s)?
7. How many students will be directly impacted by your proposed project?
8. Please describe the ethnic background, gender, age, and income levels of the learners impacted by your proposed project.
9. 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

FY 2021

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

10. What measurable learning and/or program objectives will be used to determine the success of your project?
 11. Describe how you will collect pre- and post-project data to assess the effectiveness of your project.
 - For example, pre- and post- student surveys, completion of products, tracking program participation, pre- and post- assessment of student skills (tests, observation data, etc.). Standardized tests are not required but can be used if they are congruent with the goals of your project.
 12. How do you think students will benefit from this project in 2020-21? Beyond 2021?
 13. 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

Fiscal Year 2021

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 needs change mid-project.**

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 project
- **Modest stipends** for students' participation
- **Educational Materials and Supplies:** The purchase and trial/implementation of 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:** If a conference presentation proposal based on a *First Literacy Lab* project is accepted, up to \$100 may be used for local (New England) conference costs and up to \$250 may be used for out-of-state conference costs.

Project: _____

Expense	Description/Purpose	Cost
Staff time	(Include names, hours, and rates)	
Consultants	(Include names, hours, and rates)	
Student Stipends	(Include # of students, hours, and rates)	
Educational Materials and Supplies (Specify)	(Specify)	
Training of teachers and/or staff (Specify)	(Specify)	
Conference costs (See description above)	(Specify – indicate your intention)	
TOTAL Budget		