

## MCAEL FY20 ACCESS Grant Application Form

*This application template is provided for your convenience to prepare your responses only. Applications must be submitted through the MCAEL Grants portal.*

Organization's Legal Name:

Which Grant are you applying for?

Access Grant

Name of Program/Activity:

Type of Activity: (Conversation Club or Class or Drop-in)

Amount of Funding Requested:

Must be \$15,000 or less

Areas of Montgomery County in which classes will be held (check all that apply)  
(Upcounty, Rockville, Bethesda, Mid-County, Silver Spring, East County)

Days/Timing of Classes: (M-F Daytime, M-F Evenings, Weekends)

Program Contact:

Phone Number (Office):

Format: xxx-xxx-xxxx

Alternate Phone Number:

Format: xxx-xxx-xxxx

Email Address:

---

Summary: In no more than three sentences, briefly describe purpose of funding request, including program goal/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](mailto: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:

Printed Name and Title of authorizing officer of the organization:

Date:

---

## **Proposal Narrative (Responses to each question below are limited to a maximum of 150 words.)**

### **A. Objectives and target population**

1. Describe your organization's purpose and objectives for implementing adult English literacy services. How do adult ESOL classes fit in with the other work of your organization?
2. What specific population do the classes aim to assist? Please note what the unmet need is and how it has been determined. How do your proposed class activities complement programs that exist nearby?

## **B. Project Design and Delivery**

1. Describe how the class(es) will be implemented, as related to the aspects (based on TESOL Standards areas) listed below. If the class/es is/are already existing, please incorporate any improvements to your program that were made last year that succeeded in more effectively addressing the 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 class implementation.

a) Learner Recruitment: How will the learners be located/informed of the activity (class/club)?

b) Instruction: How will the instructor(s) be located/hired/trained? Will he/she/they be paid or volunteer their time?

c) Curriculum and Instructional Materials: How will the curriculum be determined? What instructional materials (textbooks and supplementary materials) will be used?

d) Assessing Learner Gains: How will the program (and learners) know that learners' English skills (reading, writing, speaking, or listening) have improved? What will be used to measure (e.g. informal assessment, post-test, or "can do" statements)?

e) Support Services: What other support services for learners are planned?

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: <https://www.dllr.state.md.us/gedmd/eslstandards.pdf>.

## **C. Outcomes/Benefit**

1. How will participants benefit from this project? How will you measure success for your program accomplishments?

2. One of the objectives of an Access Grant is to provide an entry point for learners who want to learn English but may not be ready to attend a more intensive or structured class. How will your organization assist learners to continue their education and connect with other English learning opportunities?

## **D. Organizational Capacity**

1. What resources – financial, organizational and human – have been committed that will enable the proposed project to be successful? (Please include in-kind and volunteer resources, and partnerships -- e.g. has space been offered? partnership with childcare providers?)

---

## **Outcomes and Budget Summary**

This section requests key information on your planned classes and budget for FY20. Please first download and complete each of the 5 tabbed worksheets (Outcomes Summary, FY19 Class Summary, FY20 Class Summary, Program Budget, Program Revenues) of the Data and Budget Workbook available at the link [\[here\]](#). Then follow the instructions below.

---

### **Outcomes Summary**

Fill in the information requested below based on your completed *Outcomes Summary Worksheet* (Tab 1) – please double check that your figures match the worksheet.

#### **1. Number of adult learners enrolled: (# can include duplicates across sessions)\***

FY20 Target

FY19 Actual (projected actual through June 30, 2019)

#### **2. Number of unique individuals enrolled: (unduplicated number)\***

FY20 Target

FY19 Actual (projected actual through June 30, 2019)

*\*# of enrolled is the number of learners reflected on the actual class roster and attended at least one class.*

#### **3. Number of classes offered**

FY20 Proposed

FY19 Actual

**4. Persistence rate (“total # of enrolled learners who attended 70% of classes” divided by “total # of enrolled learners” x 100) [Optional for access grants – key in “0” if not applicable]**

FY20 Target (%)

FY19 Actual (projected actual through June 30, 2019)

---

### **Budget Summary**

Answer the following questions based on your *Program Budget Worksheet* (Tab 4), please double check that your figures match the worksheet.

5. What is the total cost of your program? (including everything, not just the portion for which you are seeking MCAEL funding)

6. What is the total value of in-kind contributions to your program?

7. What percentage of your total program cost would be covered by MCAEL?

8. Do you intend to provide childcare services?

9. Do you intend to provide transportation assistance?

**Please upload your completed Data and Budget Workbook here.**

File upload -- Data and Budget Workbook

---

### **Supporting Organizational Documents**

Please upload the following organizational documents in support of your grant application:

**1. Organization’s Statement of Financial Activities (Income Statement) detailing revenue and expenses for:**

- a) previous fiscal year (FY18) with budget compared to actuals and
- b) current fiscal year (FY19)

File Upload - Organization Statement (must be in PDF format)

**2. Organization's reviewed or audited financial statement for last completed fiscal year, as applicable.**

File Upload - Financial Statement (must be in PDF format)

**3. List of current Board of Directors, including organizational affiliation for each member.**

File Upload - Board of Directors List (must be in PDF format)

---