

MCAEL FY20 Program 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?

Program Grant

Name of Program/Activity:

Funding Request Type: Programming/Service Delivery or Program Management or Both)

Funding for: (Existing Program or Program Expansion or New Program)

Amount of Funding Requested:

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:

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 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. Introduction

1. Briefly introduce the organization. Describe the organization's mission, goals, programs, services, and history. How does adult English literacy instruction fit into the overall organizational mission?
2. What demonstrated experience and success does the organization have providing adult English literacy services? (e.g. What past programming has the organization offered, to serve what community?) Why is the organization uniquely situated to serve this community, and how has the program made a difference?

B. Target Population and Program Objectives

(Rather than discussing general literacy information for Montgomery County here, please note information particular to the specific population the program serves (e.g. Silver Spring data and/or Spanish speakers etc.)

1. What specific population does the program aim to serve? What are the particular and distinct needs of this population? What are the challenges that this population has for learning English? When possible, use quantitative data to justify need.
2. What are the objectives of the English program with regard to this population?

C. Program Design and Delivery

1. In general, how is this program designed to address the identified priorities and challenges of the learners (e.g. timing, location, support services such as childcare or transportation assistance)?
2. Are there any significant changes in the structure or implementation of the program from last year (including related to number of class sites, class locations, program staff, etc.)? What are these changes and why were they made?
3. Describe how the program will be implemented, as related to the program aspects (TESOL Standards areas) listed below. Please incorporate 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 program. Bullet points are encouraged.
 - a) Overall Program Structure, Administration and Planning (including what level classes will be offered, class sites, supervisory staff structure, etc.)
 - b) Pedagogical Approach, Curriculum, and Instructional Materials: (including how curriculum is set, course content, textbooks/materials to be used, etc.)
 - c) Instruction: (including types of in-class activities; any outside the classroom activities?)
 - d) Learner Recruitment, Intake, and Orientation (including strategies for outreach and recruitment, intake and placement, orientation, etc.)
 - e) Learner Retention and Transition (strategies for retaining learners in the program and assisting them to transition to other programs)

f) Assessment Process and Learner Gains (plans to measure learner gains according to both course objectives and learners' own goals)

g) Professional Development and Staff/Instructor Evaluation (include minimum requirements for instructors)

h) Support Services

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>.

4. Indicate any challenges (in addition to funding) that could prevent the effective implementation of the program. What is the plan for working to address these challenges?

D. Program Outcomes and Evaluation

1. What are your priority program outcomes (top 3-5)? Please identify explicit program measures (indicators) for evaluating the success of your program. One outcome may have more than one indicator. Examples: a) "The program expects to improve student/teacher ratio by x%"; b) "at least x% of x# of learners will persist (attend 70% of classes during a session)".

2. What are the anticipated measurable outcomes for learners' improved literacy skills? What procedures will be used for assessing learner progress? In what ways do you expect improved literacy skills achieved through participation in your program to affect the lives of your learners? Examples: a) "x% out of x number of learners will be able to communicate better with their doctor, get a library card, write a note/talk to their child's teacher, as self-reported through exit interviews"; b) "x% of x number of students will progress to another level -- we use y assessment to measure progress in pre and post tests."

E. Organizational Capacity and Sustainability

1. Describe the leadership and staffing of this program, including a brief description of years of service and expertise.

2. Describe the organization's plan for the program's sustainability -- what resources, both financial and nonfinancial (including volunteers and partnerships with other organizations), are in place or will the organization seek?

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 PDF format)

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

File Upload - Financial Statement (must be PDF format)

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

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