



Request for Proposals: English for Families

Florida Humanities invites public libraries to apply for funding to participate in an expansion of its English for Families program, a multi-week series of interactive classes for parents and children (ages 6-12) that develops English vocabulary and literacy skills through strategic and fun story reading.

In partnership with the Orange County Library System (OCLS), English for Families is designed specifically to improve the language proficiency of individuals whose native language is not English (ESOL) by providing essential reading strategies needed for school-age children to achieve success in the classroom while also developing adults' basic language skills.

Libraries selected for participation will receive extensive online training in program methodology as well as templated marketing and evaluation materials to measure program success.

How to Apply:

Applying is easy (and we're here to help if you get stuck!). Simply sign into our Online Application Portal or create an account at www.FloridaHumanities.org/Apply.

Questions on this RFP:

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Funding Highlights & Key Dates:

Application Deadline:

October 15, 2021 at 12pm EST

Informational Webinar:

September 13 at 9:00am

[Register Now](#)

Funding Notification:

Week of Nov. 8, 2021

Funding Amount:

Up to \$5,000

Funding Period:

January 1-December 31, 2022



About

English for Families is a series of interactive classes for parents and children (ages 6-12) that focuses on developing English vocabulary and literacy skills through strategic and fun story reading. The goal of the program is to develop the literacy skills of the whole family with the help of English teachers, laying a path to success at work and school.

Each week focuses on a different learning objective and builds upon the lesson from the week before. During each week, a book is featured and the families discuss the theme of the book while also focusing on learning vocabulary, comprehension and additional literacy skills.

The classes provide parents with effective strategies to address challenges their children may face in attending school. The curriculum develops participants' second language skills and literacy through the use of books, flashcards and direct instruction.

The program can be delivered either in-person or via a virtual platform. Selected libraries will be required to host two series of 10 sessions each (meeting either once a week for 10 weeks or twice a week for 5 weeks). Each session should last approximately one hour and include an average attendance of 10-15 families (approximately 15-30 attendees). Both series must be completed during the 12-month contract period.

Selected libraries will receive on-demand, online training that will include a series of modules explaining the curriculum, program strategies, and methodology. After completing the on-demand modules, there will be a live, online training session designed to prepare selected libraries to launch the program. All training will be facilitated by the Orange County Library System.

Libraries will also receive templated marketing materials to promote the program locally and participant surveys to gauge the effectiveness of the program.

English for Families is a partnership program of Florida Humanities and the Orange County Library System (OCLS). The program was developed with funds from the National Endowment for the Humanities.



(Above) Participants of Orange County Library System's English for Families programming.



Funding Eligibility

Florida public libraries and library systems are eligible to apply. Up to six grants will be awarded for the 2022 calendar year.

How to Apply

Before beginning an application, organizations must review all guidelines.

All applications must be submitted electronically via our online portal. Paper applications will not be accepted. To create a new user account and apply now, go to www.FloridaHumanities.org/Apply.

Live Webinar and Programming

To help potential applicants learn more about the English for Families program, Florida Humanities and the Orange County Library System will be hosting an informational webinar on Monday September 13, 2021, at 9am. To register for the webinar, [click here](#).

Interested libraries may also observe a live English for Families class hosted by OCLS on Mondays and Wednesdays at 5:30pm starting August 23 and ending September 27, 2021. Please contact Dr. Jelitza Rivera at rivera.jelitza@ocls.info for more information.

Contract Period, Fund Payment and Program Dates

All programming must take place during the contract period: January 1-December 31, 2022. Funds will be dispersed in 2 payments:

- **90%** upon receipt of signed contract.
- **10%** to be paid as a reimbursement upon completion of all programming and approval of final reports.

Application Narrative

All applicants must complete each of the following narrative fields in the online application:

1. Program Need:

What is the need for “English for Families” in your community? Describe the demographics of the community and the library branch or branches that will be hosting the programming.

2. Current Literacy Programming:

Describe current literacy programming offered by your library or library system. This may include youth, adult and/or family literacy programming. Include how many people are served by existing programs and the methods utilized to assess program effectiveness.

3. Key Personnel:

Identify your key program team members and their prior experience with administering and/or facilitating literacy programming. This must include a library program coordinator who will oversee program logistics and family recruitment as well an instructor who will directly facilitate weekly programming. The instructor should be a certified English language instructor or have at least two years of professional teaching experience in literacy or a similar field. Describe additional staffing resources of the library system or other community partners that will be committed to ensuring the program’s success.

4. **Program Publicity and Partnerships:**

Describe your plans for publicizing the program and recruiting families for participation. Libraries should host an average attendance of 10-15 families per session. Note, any partnering community agencies that may assist with program publicity and family recruitment.

5. **Program Format:**

Please define your preferred program format (in-person or virtual) as well as the number of sessions to be held weekly (2 sessions weekly for 5 weeks or one session weekly for 10 weeks). If you plan to host programming virtually, please describe the technology available to host the program virtually and the support staff available to ensure participants' technology needs are met.

Budget

Request may not exceed \$5,000 and Florida Humanities funds may only be used for allowable expenses incurred during the project period. Allowable expenses include:

- **Program instructor** – Recommended payment is \$2000 (\$1000 for each series).
- **Instructor book set** – The Orange County Library System will provide a list of approximately 30 books to be used by the program instructor. The book set may be used over multiple programs. Estimated cost is \$600.
- **Family books** – As an incentive for participation, it is recommended that all families who complete the program receive at least one gift book. Libraries are encouraged to use the Oxford Picture Dictionary (approx. \$33/each) or another appropriate book of their own choosing. Libraries should estimate the cost for purchasing at least 30 books (one per family; 15 families for each series).
- **Other** – Other allowable costs include but are not limited to program marketing, programmatic staff, technology support, and a digital platform for hosting the program virtually. Libraries may also request funding for additional literacy-focused books for families participating in the program and/or for general library circulation.

Cost Share

Organizations are also required to provide a cost share at least equal to the funds requested of Florida Humanities. Cost share may include any items noted above that are not fully covered by grant Florida Humanities' funding. Cost share may include:

- Additional library staffing support directly related to implementation of the programming.
- Additional books provided to families participating in the program.
- Marketing and publicity. Please note that templated publicity materials will be provided by the Orange County Library System. Marketing expenses may include print or digital outreach including social media.

Supporting Documents

The following support documents may be uploaded to your application:

- **REQUIRED** - Letter of commitment and resume for program instructor
- Examples of current literacy programs
- Letters of support/commitment from community partners

Reviewing and Submitting the Final Application

IMPORTANT: Before submitting your final application, please review your entire packet by clicking “Application Packet” to ensure all documents uploaded properly. Once submitted, applicants will no longer be able to make any changes without contacting Florida Humanities staff. The Application Packet should be saved as a pdf file and kept by you as your official copy of the final application.

Need help or have questions? We’re here to help!

Florida Humanities staff are happy to provide guidance via email, answering any questions you might have about this opportunity. If you have questions, please contact:

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Note: Due to the continued coronavirus pandemic, all Florida Humanities staff are working remotely and are primarily communicating via email.

