

2022/01 - English for Families

Florida Humanities

Project Title:

Project Name*

Please enter the title as "Your Library Name - 2022 English for Families".

Character Limit: 100

Sponsoring Organization:

Sponsoring Organization Information:

If approved, this is the name of the non-profit organization to which all grant funds would be made payable.

Sponsoring Organization Name:*

Character Limit: 250

Sponsoring Organization Address Line One:*

Character Limit: 250

Sponsoring Organization Address Line Two:

Character Limit: 250

Sponsoring Organization City:*

Character Limit: 100

Sponsoring Organization State:*

Use two letter abbreviation.

Character Limit: 2

Sponsoring Organization Postal Code:*

Character Limit: 10

Sponsoring Organization County:*

Choices

- Alachua
- Baker
- Bay
- Bradford

Brevard
Broward
Calhoun
Charlotte
Citrus
Clay
Collier
Columbia
DeSoto
Dixie
Duval
Escambia
Flagler
Franklin
Gadsden
Gilchrist
Glades
Gulf
Hamilton
Hardee
Hendry
Hernando
Highlands
Hillsborough
Holmes
Indian River
Jackson
Jefferson
Lafayette
Lake
Lee
Leon
Levy
Liberty
Madison
Manatee
Marion
Martin
Miami-Dade
Monroe
Nassau
Okaloosa
Okeechobee
Orange
Osceola
Palm Beach
Pasco
Pinellas
Polk

FOR REFERENCE ONLY

Putnam
 Santa Rosa
 Sarasota
 Seminole
 Saint Johns
 Saint Lucie
 Sumter
 Suwannee
 Taylor
 Union
 Volusia
 Wakulla
 Walton
 Washington

Sponsoring Organization Business Phone:*

Character Limit: 12

Sponsoring Organization Annual Budget:*

Character Limit: 20

Sponsoring Organization Federal ID Number:*

This number is issued by the IRS and is typically a 2-digit number followed by a dash and 7 more digits.

Character Limit: 10

Sponsoring Organization DUNS Number:*

This is a unique 9-digit number used by the federal government to identify businesses. If your organization does not currently have a DUNS number you can apply for one here.

Character Limit: 12

Is the Sponsoring Organization in a RAO area?*

Please refer to <http://www.floridajobs.org/docs/default-source/community-planning-development-and-services/rural-community-programs/redi/raomap1.pdf?sfvrsn=2> **this website** to determine if your county or city is categorized as a Rural Area of Opportunity (RAO).

Choices

Yes, this organization is in a RAO area
 No, this organization is not a RAO area

Sponsoring Organization Website Address:

Character Limit: 2000

State and Federal Representatives:

State House District Number:*

Character Limit: 5

State House District Representative Name:*

Character Limit: 250

State Senate District Number:*

Character Limit: 5

State Senate District Representative Name:*

Character Limit: 250

U.S. Congressional District Number:*

Character Limit: 5

U.S. Congressional District Representative Name:*

Character Limit: 250

Project Director:

The Project Director is the library staff member who will be responsible for the overall management of grant funding, program logistics including family recruitment, and final reporting.

Project Director Salutation:*

Choices

Dr.

Ms.

Mrs.

Miss

Mr.

Project Director First Name:*

Character Limit: 250

Project Director Last Name:*

Character Limit: 250

Project Director Business Title:*

Character Limit: 250

Project Director Organizational Affiliation:*

Character Limit: 250

Project Director Address Line One:*

Character Limit: 250

Project Director Address Line Two:

Character Limit: 250

Project Director City:*

Character Limit: 100

Project Director State:*

Use two letter abbreviation.

Character Limit: 2

Project Director Postal Code:*

Character Limit: 11

Project Director Address Type:*

Is this a home or business address?

Choices

Home
Business

Project Director Email:*

Florida Humanities communicates heavily through email. Please provide an email address you check frequently.

Character Limit: 254

Project Director Email Type:*

Is this a personal or business email address?

Choices

Personal
Business

Project Director Contact Number:*

Character Limit: 12

Project Director Contact Number Type:*

Is this a home, business, or cell number?

Choices

Home
Business
Cell

How did you hear about funding opportunities from Florida Humanities?*

Choices

Returning Applicant
 Independent Research (i.e. Google)
 Referred by Colleague/Friend
 Florida Humanities Email
 Postal Mailing
 Social Media
 Word of Mouth
 Conference or Workshop
 Other

If other, please specify:

Character Limit: 250

Narrative:

Narrative:

Use the form fields below to answer each narrative question.

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.

Character Limit: 2000

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.

Character Limit: 3500

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.

Character Limit: 2000

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.

Character Limit: 2000

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.

Character Limit: 2000

Budget and Budget Detail:

Budget & Budget Detail:

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

Program Instructor

Recommended payment is \$2000 (\$1000 for each 10-session series)

Character Limit: 20

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. The estimated cost is \$600.

Character Limit: 20

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; up to 15 families for each series).

Character Limit: 20

Other

Other allowable costs include but are not limited to program marketing, staff programmatic and 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. Please include a narrative detail of all "Other" costs requested in the box below.

Character Limit: 20

Other Budget Items Detail

Character Limit: 10000

Cost Share

Organizations are required to provide a cost share at least equal to the funds requested. Cost share may include any items noted above that are not fully covered by Florida Humanities' funding. Cost share may also include additional library staffing support directly related to the implementation of the programming, additional books provided to families participating in the program, and 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.

Total Estimated Cost-Share*

Character Limit: 20

Cost Share Detail*

Character Limit: 8000

Supporting Documents:

Supporting documents:

All applicants are **required** to upload a resume and letter of commitment for the program instructor. Additional support documents are not required but may enhance your application. These may include letters of support/commitment from community partners and examples of current literacy programs.

Files may not exceed 1mb each. Up to three files may be uploaded, each of which may be multiple pages.

Support Document One, REQUIRED - Program Instructor letter of commitment and resume*

File Size Limit: 1 MB

Support Document Two, OPTIONAL:

File Size Limit: 1 MB

Support Document Three, OPTIONAL:

File Size Limit: 1 MB

Signature:

IMPORTANT: Before signing and submitting your final application, click on the "Application Packet" button at the top of the page. The packet will include your entire application with all uploaded documents. Review thoroughly and make any changes before clicking the "Submit Form" button. Once submitted you will no longer be able to make any changes. The Application Packet should be saved and kept by you as your official copy of the final application.

Electronic Signature:*

By entering your name below, you certify that the information contained in the application is true to the best of your knowledge and that any funds awarded as a result of this request will only be used for the purposes set forth herein.

Character Limit: 250