

2022/08 - English for Families Spring 2023

Florida Humanities

Project Title:

Project Name*

Please enter the title as "Your Library Name- English for Families Spring 2023"

Character Limit: 250

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

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:*

Share the sponsoring organization's annual budget from the most recently completed fiscal year.

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 Unique Entity ID (SAM) Number:*

As of April 2022, the federal government stopped using DUNS numbers to uniquely identify entities. As such, all applicants are required to have a Unique Entity Identifier (SAM) created in SAM.gov. Unique Entity IDs are twelve-digit alphanumeric ID.

Click [here](#) for more information about obtaining a Unique Entity ID.

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*

Character Limit: 250

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 primarily through email. Please provide an email address the project director checks 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 personal or business number?

Choices

- Personal
- Business

How did you hear about funding this opportunity from Florida Humanities?*

Choices

Returning Applicant
Independent Research
Referred by Colleague/Friend
Referred by Florida Humanities Staff
Florida Humanities Email
Florida Humanities Social Media
Florida Humanities Postal Mailing
Conference, Webinar, or Workshop
Other

If other, please specify:

Character Limit: 250

Narrative:

Use the form fields below to answer each narrative question.

1. Program Need:*

What is the need for English for Families programming in your community? Describe the community's demographics and the library branch that will host the program.

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 programming. Include how many people are served by existing programs and the methods utilized to assess program effectiveness such as surveys, observations, etc.

Character Limit: 3000

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 and 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 or library system. If applicable, describe all 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 and/or nonprofits that will 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 1 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 tools and staff available to ensure participants' technology needs are met.

Character Limit: 2000

Budget and Budget Detail:

Request may not exceed \$4,000 and Florida Humanities funds may only be used for allowable expenses incurred during the project period.

Program Instructor*

Recommended payment is \$1,000

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 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 of purchasing at least 15 books (one per family). Estimated cost is \$500.

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 **an estimated minimum 1:1 match**, or cost share. Cost share may include any eligible items not fully covered by Florida Humanities funding. Cost share can be accrued in cash or in-kind services. Cost share may include, but is not limited to:

- Additional library staffing support directly related to the implementation of 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.
- Venue rental
- Refreshments for attendees
- Supplemental activity supplies.

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 from 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. Applicants may upload two additional support documents that may be multiple pages each.

Files may not exceed 1mb each.

REQUIRED: Support Document One - Program Instructor Letter of Commitment and Resume*

File Size Limit: 1 MB

OPTIONAL: Support Document Two

File Size Limit: 1 MB

OPTIONAL: Support Document Three

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