Florida Humanities invites public libraries and library systems to apply for funding to host English for Families, a multi-week series of interactive classes for adults and children (ages 6-12) that develops English vocabulary and literacy skills through strategic and fun story reading. English for Families is a partnership program of Florida Humanities and the Orange County Library System (OCLS) and supported in part by the State of Florida, Department of State, Division of Arts and Culture, the Florida Council on Arts and Culture, and the National Endowment for the Arts.

**FUNDING AMOUNT**

up to $8,000

**ELIGIBILITY**

Florida public and municipal libraries and library systems. A friends group, association, foundation, city or county government, or municipality may apply on behalf of a library or library system.

**IMPORTANT DATES**

Application Deadline: April 27, 2023 at 12 PM

Notification Date: Week of May 22, 2023

Funding Period: July 1, 2023- June 30, 2024

**HOW TO APPLY**

Application is online. If your organization has an existing account, sign into our Online Portal or create a new account at FloridaHumanities.org/Apply
About

English for Families is a series of interactive classes for adults 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, 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. Hands-on activities provided in the curriculum enhance and enforce the learning strategies and build connections within and between participating families.

The program can be delivered either in-person or via a virtual platform. Selected libraries will be required to host a minimum of two series of 10 sessions (meeting either once a week for ten weeks or twice a week for five weeks). Each class should last approximately one hour and include an average attendance of 10 families. Programming must be completed between July 1, 2023 and May 31, 2024. Returning sites may begin programming in Summer 2023. New sites may begin programming in Fall 2023.

Funded libraries will receive on-demand, online training that includes a series of modules explaining the curriculum, program strategies, and methodology. The Orange County Library System (OCLS) will facilitate all training of new sites in Summer 2023.

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

Funding Eligibility

Florida public libraries and library systems are eligible to apply. Up to eight libraries will be selected to host programming between July 2023 and May 2024. A friends group, association, foundation, city or county government, or municipality may apply on behalf of a library or library system.

Unique Entity ID (SAM) and Sam.gov

A federal ID number is required of all applicants and will be utilized to conduct a GuideStar Charity Check to ensure they are in good fiscal standing. As of April 2022, the federal government has stopped using DUNS numbers to uniquely identify entities. As such, all applicants are also required to have a verifiable Unique Entity Identifier (SAM) created in SAM.gov.

Program Requirements

Libraries must have all of the following resource to host the program:

- A community meeting space with a projector and screen or access to a digital meeting platform to host programming
- A qualified instructor and a library staff member or volunteer to facilitate programming
  - The instructor should be a certified English language instructor or have at least two years of professional teaching experience in literacy or similar field. Florida Humanities does not provide an instructor for the program.
- A registration platform to recruit and register participants
- Optional: A community partner or agency to assist with participant recruitment (i.e. school system, literacy coalition, community center)
How to Apply

Before beginning an application, organizations must review all guidelines.

All applications must be submitted electronically via our online portal at floridahumanities.org/apply.

Payment of Funds and Program Dates

All programming must take place between July 1, 2023 and May 31, 2024. Funds will be dispersed in 2 payments:

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

Application Narrative

All applicants must respond to the following narrative questions in the online application.

1. **Program Need:** What is the need for English for Families programming in your community? Describe the community's demographics and the library branch(es) that will host the program. (limit 2000 characters with spaces)

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 such as surveys or observation of programming. (limit 3000 characters with spaces)

3. **Key Personnel:** Identify your key program team members and their prior experience with administering and/or facilitating literacy programming. This includes a library program coordinator who will oversee program logistics and family recruitment and an instructor who will directly facilitate programming. Describe additional staffing resources of the library or library system. (limit 2000 characters with spaces)

4. **Program Publicity and Partnerships:** Describe your plans for publicizing the program and recruiting families for participation. Libraries should register 25 families for participation in order to have an average attendance of 10 per session. Note any partnering community agencies and/or nonprofits that may assist with program publicity and family recruitment. (limit 2000 characters with spaces)

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 and the support tools and staff available to ensure participants’ technology needs are met. (limit 2000 characters with spaces)
Budget

Requests may not exceed $8,000 and Florida Humanities funds may only be used for allowable expenses incurred during the project period. Allowable expenses include:

- **Program Instructor**: Recommended payment is $1,000 per ten-session program
- **Instructor Book Set**: The Orange County Library System provides a list of titles to be used by the program instructor. The books chosen from the list 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 (approximately $33/each) or another appropriate book of their own choosing from the instructor book list. Libraries should estimate the cost for purchasing at least 30 books (1 book per family per session).
- **Marketing and Publicity**: Please note that the Orange County Library System will provide templated publicity materials. Expenses may include print or digital outreach including social media.
- **Other**: Other allowable costs include staff technology support and a digital platform for hosting the program virtually. Libraries may also request funding for additional literacy-focused titles for families participating in the program and/or for general library circulation. Other costs will be considered on a case-by-case basis.

Cost Share

Organizations are also required to provide an estimated minimum of 1:1 match, or cost share. Cost share may be accrued in cash or in-kind goods and services. Cost share may include any items noted above that are not fully covered by Florida Humanities funding. Cost share may include, but not is limited to:

- Additional library staffing and volunteer support directly related to the implementation of programming
- Additional books or incentives provided to families participating in the program
- Rental of venue space that is not owned by the library
- Refreshments for attendees
- Supplemental activity supplies

Supporting Documents

- **REQUIRED**: Letter of commitment and resume for program instructor
- **OPTIONAL**: Examples of current literacy programs
- **OPTIONAL**: 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 are here to help!

Florida Humanities staff are happy to provide guidance regarding questions you might have about this opportunity. Please contact:

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