Courtesy of Alachua County Library District

2024 GUIDELINES
ENGLISH FOR FAMILIES
2024-2025

Florida Humanities invites public libraries and library systems to apply for funding to host English for Families programming. English for Families is a templated 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 libraries and library systems. A friends groups, library association, foundation, city or county government, or municipality may apply on behalf of a library or library system.

IMPORTANT DATES

Application Deadline:
June 12, 2024 at 12 PM

Notification Date:
Week of July 1, 2024

Funding Period:
July 15, 2024- May 31, 2025

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**

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About

English for Families is a series of templated 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 session focuses on a different learning objective and builds upon the lesson from the week before. During each session, 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 classes provide caregivers with effective strategies to address challenges their children may face attending school.

The program can be delivered either in-person or via a virtual platform. Selected libraries will be required to host at least two series of 10 sessions each (meeting either once a week for ten weeks or twice a week for five weeks). Each session should last approximately one hour and include an average attendance of 10-15 families (approximately 15-30 attendees). Programming must be completed between July 15, 2024 and May 31, 2025. Returning sites may begin programming in late Summer 2024. New sites may begin programming in Fall 2024.

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 for new sites in late Summer 2024.

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 four libraries will be selected to host programming between July 2024 and May 2025. A friends group, library association, foundation, city or county government, or municipality may apply on behalf of a library or library system. Individual branches are encouraged to apply through their county or city library system when possible but may apply independently. Individuals, for-profit organizations, and foreign governments are not eligible for funding. Fiscal sponsors are ineligible to apply.

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 replaced the DUNS number with a Unique Entity ID (SAM) as the authoritative identifier for all organizations doing business with the federal

government. As such, all applicants are required to have a Unique Entity ID in order to receive funding from Florida Humanities. Please note that organizations may obtain a SAM without having to complete a full entity registration in SAM.gov, and Florida Humanities does not require a full registration to receive funding.

Capacity and Program Requirements

Libraries should have all of the following requirements 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. The instructor can be a staff member or volunteer at the library if they have the proper qualifications. Florida Humanities does not provide an instructor for the program.
- A registration platform to recruit and register participants
- **Recommended:** 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 via electronically via our online portal at floridahumanities.org/apply.

Payment of Funds and Program Dates

All programming must take place between July 15, 2024 and May 31, 2025. 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 complete each of the following narrative fields 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 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. These team members must include a library staff member or volunteer 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 plan for no more than 20 families for participation in order to have an average attendance of 15-30 individuals per session. Note any partnering community agencies and/or nonprofits that may assist with program publicity and family recruitment. (limit 2000 characters)

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. (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. Funding can be used for a library staff member's time or salary for acting as the instructor based on your library's policy.

- **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 for both 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 15 books (1 per family).

Estimated cost is $1000. Organizations may also use funding to purchase additional copies of titles from the instructor book list for in-session use.

- **Publicity and Promotion:** Costs associated with all print and digital marketing efforts for English for Families programming.

- **Other:** Other allowable costs include staff technology support and a digital platform for hosting the program virtually and 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.

- **Indirect Costs:** Indirect costs are also known as, "administrative costs", "overhead" or "general operating costs". These are costs necessary for keeping your organization running on a day-to-day basis and include expenses such as insurance, rent or mortgage, utilities, and salaries and benefits associated with executive or administrative personnel who are not directly involved in English for Families programming. Organizations may request up to 10% of their total request as indirect costs.

Ineligible Expenses:

Ineligible expenses for Florida Humanities funding include:

- Incentive and giveaway items for participating families that are not books (i.e. tote bags, educational games, school supplies)
- Supplies and materials for hands-on activities
- Refreshments for participating families

Cost Share

Cost share is the portion of your total project costs not paid by Florida Humanities funds. A minimum of a 1:1 cost share (match) is required of applicants. The match can be met by either in-kind services or cash from either the applicant's organization or outside partner organizations. The match can be entirely in-kind, entirely cash, or a combination of the two. Eligible cost share may include but is not limited to:

- Any eligible costs not supported by Florida Humanities
- Additional library staffing and volunteer time directly related to the development and implementation of programming. The current state volunteer rate is $28.54/hour.
- A/V equipment for rental or purchase
- Any ineligible costs listed above

Supporting Documents

- **REQUIRED:** Letter of commitment and resume for program instructor
- **OPTIONAL:** Publicity examples for 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 via email, answering questions you might have about this opportunity. If you have questions, please contact:

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