

Name of Grant Program: Community Adult Learning Center
Primary Instruction By Volunteers

Fund Code: 287

PART III – REQUIRED PROGRAM INFORMATION

Applicants must limit their responses to no more than 20 pages, single-spaced in 12 point font.

SECTION I. COMMUNITY ASSETS AND NEEDS (15 Points)

A.

1. Provide an overview of the process used to determine the need for primary instructional services provided by volunteers.

B.

1. State the communities the applicant proposes to serve. Using both primary and secondary data, describe the need for primary instructional services provided by volunteers in those communities. Describe how the program will ensure that the needs of adults most in need of literacy and language services will be met.

SECTION II. ORGANIZATIONAL CAPACITY (20 Points)

A.

1. Provide a brief summary of the organization's history, goals, and key achievements, including the organization's experience and expertise in providing Adult Basic Education services delivered primarily by volunteers.
2. Describe the organization's structure and programs, including the involvement of a Board of Directors (if applicable). Provide an organizational chart in Appendix A.
3. Provide a summary of the agency's overall budget and describe the agency's capacity to manage the grant for which it is applying.

B.

1. Describe how the agency ensures that staff members have the qualifications to carry out their responsibilities effectively. Include the resumes and job descriptions of key staff in Appendix B or provide a chart in Appendix B that includes the following information: name; position/title; ABE licensed; highest level of education attained; years of experience in ABE; years of experience in current role; and any additional comments. **Note:** If a staff member has an ABE teacher license, he/she is considered *well qualified* and no additional information is necessary.

C.

1. Describe, with percentages and numbers, how the **staff** will reflect the racial/ethnic/cultural and linguistic diversity of the target population (e.g., staff sharing a common language other than English with the target population).

D.

1. Describe the organization's strategies for retaining staff (e.g., competitive salary and benefits, adequate support).

SECTION III. PROFILE OF PROPOSED SERVICES (40 Points)

A.

1. Based on the needs described in Section I, identify the target population that the program proposes to serve. Provide a rationale of how and why the target population was selected.

B.

1. Project the number of students who will be served annually. Provide the rationale for this projection.

SECTION III. PROFILE OF PROPOSED SERVICES *continued*

C.

1. Applicants must complete and submit the Volunteer Plan and the Staff Plan of the System for Managing Accountability and Results Through Technology (SMARTT). See Additional Information: SMARTT Program Plan. A hard copy of the required elements of the SMARTT plan must be submitted in Appendix C.

D.

1. Describe the network of collaborating organizations and/or sites that are part of and/or affiliated with the applicant organization. Describe additional resources that collaborating organizations and/or sites contribute to the success of students.

E.

1. Provide an overview of the processes the organization uses to recruit and screen volunteers. Describe the organization's minimum expectations of volunteers.
2. Project the number of volunteers that the program will train and match with students. Provide the rationale for this projection.

F.

1. Describe with percentages and numbers, how the **volunteers** will reflect the racial/ethnic/cultural and linguistic diversity of the target population (e.g., volunteers sharing a common language other than English with the target population).

G.

1. Describe the training that the organization provides to volunteers. Describe how use of the ABE Curriculum Frameworks by volunteers is supported. Provide an outline of the training provided to volunteers in Appendix G. Limit the outline to 2 pages.

H.

1. Describe the processes the organization will use to place volunteers and to provide ongoing support to volunteers. Describe how the commitment of volunteers is tracked and sustained.

I.

1. Describe the processes the organization will use to recruit, screen, orient, and provide ongoing support to students.
2. Provide an overview of the proposed initial assessment and placement procedures. Identify the initial assessment and placement tools that will be used.

J.

1. Describe the additional instructional and support services that the program will provide to students.

K.

1. Provide an overview of the student goal setting process. Address the following components: initial goal setting; integrating student goals into the curriculum; ongoing goal setting; and documenting the achievement of student goals.

L.

1. Describe retention strategies used by the program to ensure that students remain in the program long enough to reach their goals.

M.

1. Describe the process and procedures the program will use to ensure that students will be pre- and post-tested with the required assessments.
2. Describe how the staff and/or volunteers will acquire and/or maintain the skills necessary to administer and score the required assessments.

SECTION III. PROFILE OF PROPOSED SERVICES continued

N.

1. Provide an overview of how the program will provide students with opportunities to transition successfully to next step including, but not limited to, Community Adult Learning Centers, higher education, occupational training.

O.

1. Describe cooperative agreements that have been or will be established with Community Adult Learning Centers for the referral and transition of students who seek or would benefit from classroom based instruction.

SECTION IV. EVALUATION/CONTINUOUS IMPROVEMENT (15 Points)

A.

1. Describe how goals for the program will be set and how the ABE program administration support the program in meeting its overall goals.
2. Describe the process that will be used to evaluate the program's effectiveness and plan for continuous improvement. Include what criteria will be used to evaluate the program's effectiveness. Provide one or more examples of how data have been used to improve the program's services.

SECTION V. BUDGET (5 Points)

A.

1. Applicants must submit a budget narrative that provides details of the proposed expenditures, including hourly rates, weekly personnel time commitments, etc., for the requested grant. This detailed budget narrative must correspond to the line item sequence of the required budget pages in the Department's Standard Application for Grants package.