

Name of Grant Program: Community Adult Learning Center
Program Service Option 4 –
Volunteer Tutoring Component

Fund Code: 340/345/359

PART III – REQUIRED PROGRAM INFORMATION

Applicants applying for a Volunteer Tutor Component must limit their response to no more than five pages, single-spaced with 12 point font.

SECTION I. COMMUNITY ASSETS AND NEEDS (20 points)

A.

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

B.

1. If the applicant is requesting funding for a Volunteer Coordinator in collaboration with one or more other Department-funded Community Learning Centers, identify the other programs and include Memoranda of Agreement in Appendix D, outlining the roles and responsibilities of each partner.

SECTION II. ORGANIZATIONAL CAPACITY (20 points)

A.

1. Provide a brief summary of the organization's experience and expertise in managing a volunteer component.

B.

1. Describe how the agency ensures that staff members have the qualifications to carry out their responsibilities effectively. Include a current resume and the job description of the Volunteer Coordinator in Appendix B.

SECTION III. PROFILE OF PROPOSED SERVICES (40 points)

A.

1. State the average number of volunteers and volunteer/tutor matches that will be active in the proposed volunteer component on a monthly basis.

B.

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

C.

1. State are the organization's expectations and minimum commitments of volunteers.

D.

1. Describe the processes/procedures the organization will use to recruit, screen, orient, train, match with students, and support volunteer tutors. Describe how the program will track and sustain the minimum commitment of volunteers.
2. Describe with projected 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 adult learners).
3. Describe how the program will ensure that volunteers receive adequate initial and ongoing training.

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SECTION III. PROFILE OF PROPOSED SERVICES - D. continued

4. Provide an overview of the program's volunteer training curriculum.
5. Describe the process that will be used to select, orient, and support students receiving volunteer instruction. Describe how supplemental volunteer instruction will be used to support students most in need of literacy.

SECTION IV. EVALUATION/CONTINUOUS IMPROVEMENT (15 points)

A.

1. Describe how goals will be set for the volunteer tutor component and how the ABE program administration supports the program in meeting its overall goals.
2. Describe the process that will be used to evaluate the effectiveness of the volunteer tutor component and plan for continuous improvement. Include the criteria that the program will use to evaluate the effectiveness of the volunteer tutor component. Provide one or more examples of how data have been used by the program to improve the volunteer tutor component, if applicable.

SECTION V. BUDGET (5 points)

A.

1. Applicants for the Volunteer Tutoring Program Service Option must submit a budget narrative that provides details of the proposed expenditures, including hourly rates, weekly personnel time commitments, etc. for the requested grant. All Program Service Option expenditures must be described in a separate budget narrative and must also be incorporated into the budget for the Community Adult Learning Center.
2. The detailed budget narrative must correspond to the line item sequence of the required budget pages in the Department's Standard Application for Grants package.