

Kansas Board of Regents Adult Education

English Literacy and Civics Education Request for Proposals

FY 2011 and FY 2012



Background Information on English Literacy and Civics Education Grants Program

The English Literacy and Civics Education Grants Program (ELCE) was designed to help states and communities provide limited English proficient adults with expanded access to high quality English literacy programs linked to civics education. ***Adult education entities that receive funding under this grant must create or expand classes that emphasize contextual instruction on the rights and responsibilities of citizenship, naturalization procedures, civic participation, and U.S. history and government in order to help adult students acquire the skills and knowledge to become active and informed parents, workers, and community members.*** Please view the following USDOE web site for more information and resources on ELCE: <http://www.ed.gov/programs/elcivics/resources.html>. The ***Civic Education*** volume on this web site is an especially useful resource.

English Literacy and Civics Education Information for Grant Applicants

An electronic copy (WORD) of the ELCE grant proposal must be submitted **no later than 5:00 PM on April 30, 2010**, to the following email address: dglass@ksbor.org

In addition five hard copies of the proposal (one signed original plus four copies) must be postmarked or hand delivered **no later than April 30, 2010**, to the following address: Kansas Board of Regents Adult Education, 1000 SW Jackson Street, Suite 520, Topeka, KS 66612-1368, Attn: Margy McCready. Hand-delivered applications must be submitted **no later than 5:00 PM on April 30, 2010**. **Applications postmarked or hand delivered after the stated deadlines will not be reviewed or funded.**

Please note the following important dates:

February 24, 2010	ELCE Proposal Writing Workshop 10:30 AM - 4:30 PM Holiday Inn 10920 Nall Avenue Overland Park, KS
March 3, 2010	ELCE Proposal Writing Workshop 10:30 AM – 4:30 PM Ramada Inn 420 SE 6 th Avenue Topeka, KS
March 10, 2010	ELCE Proposal Writing Workshop Holiday Inn 549 S. Rock Road Wichita, KS
April 9, 2010	Letter of Intent to Submit a Proposal Due Nomination of Grant Reviewer Due
April 29, 2010	Webcast Workshop for Grant Reviewers 1:00 – 4:00 PM
April 30, 2010	Webcast Workshop for Grant Reviewers 9:00 AM – 12:00 Noon
April 30, 2010	Proposals Due to KBOR Adult Education
May 14, 2010	Competitive ELCE Grant Reviews Kansas Board of Regents 1000 SW Jackson, Suite 520 Topeka, KS
May 21, 2010	Announcement of ELCE Grant Recipients and Funding Allocations

INSTRUCTIONS FOR ENGLISH LITERACY AND CIVICS EDUCATION GRANT PROPOSAL

An English Literacy and Civic Education (ELCE) grant proposal must accompany a basic AEFLA grant proposal. In order to be considered for additional funding through an ELCE grant, an applicant must be approved for AEFLA funding by the grant review committee. In addition, in order to be eligible to apply for an ELCE grant, an applicant must have identified a need for “increased” services to English-language learners by identifying more than 5,000 individuals over the age of 5 who report speaking English “less than very well” OR by identifying more than 5,000 individuals who are not U.S. citizens in a county where the applicant provides ESL services (TABLE 13, page 38, AEFLA Grant RFP).

Approval of funding for an AEFLA grant does not guarantee approval of funding for an ELCE grant. However, non-approval of funding for an applicant’s AEFLA grant ensures that the applicant’s ELCE grant will not be approved. The AEFLA grant reviewers will determine the overall impact of services previously provided by the adult education program, the appropriateness of the proposed future performance of the program, and the quality of the program implementation plan. The ELCE grant reviewers will determine the need for additional funding for services to English-language learners and the appropriateness of the services proposed for this targeted population. Therefore, the information provided in the AEFLA grant application will also be reviewed by the ELCE grant reviewers along with the following information that must be submitted:

ELCE applications must include complete responses to the seven (7) sections below in the order presented. Responses should be written with sufficient detail to allow reviewers to fully understand the scope of proposed activities, yet be succinct and brief. Except for pre-formatted KBOR forms, all page-length maximums include single-sided pages with at least 12-point font, no less than one-inch margins on all sides, and single spacing. Applicants should send **an original with a signed copy of the budget plus five photocopies** of the completed application by the stated deadline.

Sections:

1. Cover Page, with name of eligible applicant, contact person, address of agency, phone number and email address
2. Program Abstract (no more than 4 pages, single-sided with at least 12-point font, no less than one-inch margins on all sides, and single spacing)
3. TABLE 1: Educational Functioning Level Completions Revised to Include ELCE Participants
4. TABLE 2: Number and Percentages of Participants Achieving Outcomes Revised to Include ELCE Participants
5. TABLE 3: FY 2011 Program Locations, Class Schedules and Populations Served Revised to Include ELCE-funded Classes
6. TABLE 4: ELCE Instructional Staff
7. Budget Proposal

2. Program Abstract

Submit no more than four pages of narrative, single-sided with at least 12-point font, no less than one-inch margins on all sides, and single spacing. **Describe the design of the English Literacy and Civics Education classes that your program will be providing as a result of this additional funding. Or, explain how this additional funding will be used to expand the focus of ESL classes to include a major focus on civics education.** (Explain how your program will “create or expand classes that emphasize *contextual instruction* on the rights and responsibilities of citizenship, naturalization procedures, civic participation, and U.S. history and government in order to help adult students acquire the skills and knowledge to become active and informed parents, workers, and community members.”)

NOTE: English Literacy and Civics Education funding may not be used for any other activities.

The narrative should include information on the program design, targeted population, curriculum, assessment(s), and other resources. Include in your narrative information on how the English Literacy and Civics Education funds will provide services that supplement and not supplant any existing ESL or citizenship services funded under the **basic** Adult Education and Family Literacy Act (AEFLA) grant.

4. TABLE 2: Program Name _____

**Use data from TABLE 2, Page 23 in AEFLA grant application.*

AEFLA TABLE 2: NUMBER and PERCENTAGES of PARTICIPANTS ACHIEVING OUTCOMES REVISED to INCLUDE ELCE PARTICIPANTS									
OUTCOMES	FY 2011 AEFLA Projected*			FY 2011 ELCE Projected			FY 2011 Revised Total Projected		
	# Part. With Goal	# Obtain Goal	% Obtain Goal	# Part. With Goal	# Obtain Goal	% Obtain Goal	# Part. With Goal	# Obtain Goal	% Obtain Goal
Entered Employment									
Retained/Improved Employment									
Received GED									
Entered Post-secondary Education or Training									
Achieved U.S. Citizenship Skills									
Increased Involvement in Children's Education**									
Increased Involvement in Children's Literacy** Activities									

Programs will only be responsible for meeting projected percentages—not numbers.

** Only participants in family literacy programs may identify this goal and achieve this outcome.

7. Program Budget

Indicate total dollar amounts for each category in which the program is requesting funds (instructional salaries, instructional supplies, benefits, learner childcare and transportation, etc.) and explain in no more than two pages how the funding will be used to create or expand classes ***that emphasize contextual instruction on the rights and responsibilities of citizenship, naturalization procedures, civic participation, and U.S. history and government in order to help adult students acquire the skills and knowledge to become active and informed parents, workers, and community members.***

FY2011 Budget Adult Education and Family Literacy Act

Program Name _____
<input type="checkbox"/> Comprehensive <input type="checkbox"/> El/Civics

<input type="checkbox"/> Initial Budget <input type="checkbox"/> Final Fiscal Report (Due July 30 th)	<input type="checkbox"/> Budget Modification Date Submitted _____ Date Approved _____	Quarterly Report <input type="checkbox"/> 1 st (Due Oct 15 th) <input type="checkbox"/> 2 nd (Due Jan 15 th) <input type="checkbox"/> 3 rd (Due Apr 15 th)
---	---	--

NOTE: Leave no cells blank; enter 0 if there are no expenditures	Federal	State	Local	Total	Locally Generated
100 ADMINISTRATION (maximum 5% of federal funds)					
Administrators Salary (Adult Education portion only)					
Administrators Withholdings & Benefits					
Support Staff Salary/Wages					
Support Staff Withholdings & Benefits					
Administration Building & Maintenance					
Administration Office Supplies (each item less than \$500)					
Administration Capital Outlay (each item \$500 or over)					
Administration In-State Travel					
Advisory Board Meeting Expenses					
Staff Meeting Expenses					
Professional Development***					
Other Administrative Expenses (please list below)					
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
200 INSTRUCTION					
Instructional Salaries/Wages					
Instructional Withholdings & Benefits					
Instructional Building & Maintenance					
Instructional Supplies (each item less than \$500)					
Instructional Capital Outlay (each item \$500 or over)					
Instructional In-State Travel					
Student Transportation					
Student Childcare					
Other Instructional Expenses (please list below)					
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL 100 Through 400	\$ -	\$ -	\$ -	\$ -	\$ -
300 Special Project Funds					
400 Amount of Instruction Subtotal proposed for correctional or other residential institutions					

*** Professional development funds will be applied for and awarded after initial funding allocation is determined. The local program will receive an additional professional development budget worksheet to submit for professional development funding.

Director's Signature: _____

Authorized Fiscal Officer Signature: _____

Typed Name: _____

Typed Name: _____

Date Signed: _____

Official Title: _____

Date Signed: _____

