



## 2024-2025 Grant Application Instructions

The Virginia Literacy Foundation (VLF) provides funding and technical support to private, volunteer literacy organizations throughout Virginia via challenge grants, training, and direct consultation. We are pleased to announce applications for 2024-2025 are available on the VLF website.

**Grant deadline: March 29, 2024 @ 5pm**

**Eligibility:** Grants available to Virginia 501(c)(3) community-based adult literacy organizations (CBLO) providing literacy, ESOL, numeracy and digital learning to adults 18 years and older providing a minimum of 6 hours of instruction in the last year.

### Funding Focus

- Classes with at least 6-12 hours or more hours of yearly instruction
- Digital literacy instruction (how to use computers/tablets/software) including training for staff, teachers, and tutors
- Strengthening student and tutor recruitment and retention
- Family literacy programs providing literacy and numeracy to adults
- Collaborative efforts with community workforce organizations, community colleges, education programs, libraries, local businesses, and apprenticeship programs that teach workforce skills
- Improved or streamlined data collection to support program goals, management and student impact
- Strategic planning and organizational assessments for program management and growth
- Community awareness, outreach, marketing materials development and updating

### Activities not funded

- Purchasing and distributing children's books
- Family literacy activities that do not include adults
- New curriculum development
- Out of state travel
- Parties, celebrations, tutor appreciation events
- Purchase of accounting or legal services

### Grant Terms and Amounts

- All grants will be for one-year. Please focus your application on goals that are achievable in a year.
- Grant funds can be used for specific projects, general operating funds, or for capacity building (strategic planning, training on digital literacy, board training, etc.) ● Grant amounts are as follows:
  - CBLO's serving 30-49 students \$5,000

- CBLO's serving 50-149 students \$7,500
- CBLO's serving 150+ students \$10,000

Students "served" should have at least 6 hours of annual instructions for organizations under 50 students and at least 12 hours of instruction for CBLOs serving 50+ students. CBLO's may partner with other nonprofits to meet funding guidelines for students served.

- VLF encourages you to use this as an opportunity to raise more money for your work by encouraging your donors to match the grant amount. Matching grants can double (1-to-1 match) the amount of funding you receive through increased and new donations. Organizations with a matching grant strategy can receive additional points when the grants are scored.

## **Grant Timeline**

January 2024: Requests for Proposal are sent out by the end of the month. The information will also be posted on the VLF website

March 29, 2024: Proposals are due to the VLF office by 5pm

June 28, 2024: Notifications will be sent to all grant applicants

September 2024: Checks will be sent for approved 2024-2025 grants

September 16, 2024: Final reports for 2023-2024 are due

## **Proposals**

### **Format**

- Use 1" margins, 12-point Times New Roman or 11-point Arial font, and regular or loose kerning. Fonts inside a table format may be one point smaller (11-point Times New Roman and 10-point Arial)
- Please place grant elements in the order as outlined below and add required attachments
- Proposal length limit: \$5,000 grant 2 pages, \$7,500 grant 3 pages and \$10,000 grant 4 pages

### **Content** (Your proposal should follow the same order of content as shown below.)

1. **Cover Page**: Please complete the Cover Page form. Note: If you are an affiliate of another organization, you **MUST** include the budget of the parent organization **AND** the budget of your adult literacy program.
2. **Introduction and Statement of Need**: In 3-5 sentences, include a summary of your proposal at the top of the page that includes the topic of the project, your partnership(s), and the amount requested. Include client description, numbers, and area served.
3. **Capacity and Commitment**: Using the table below, please document last year's program results. Briefly describe your organization's capacity to serve students and make an impact

in your community. Also include a brief discussion how COVID continues to impact your organization, challenges of online teaching and learning, and implications for the future.

<b>Students</b>	<b># With at least 6 instruction hours FY2022/2023</b>	<b># With 12 or more instruction hours FY2022/2023</b>
<b>Basic Literacy</b>		
<b>ESL/ELL</b>		
<b>HSE/GED</b>		
<b>Total</b>		
<b>% In digital literacy classes</b>		
<b>% In online instruction</b>		

Note: If you do not provide a program listed above, please leave it blank or enter "0".  
**If you have students with 12+ hours, only add them to the "12 or more" column. They should not be included in the "at least 6" column.**

4. **Description:** Include the purpose of your project or programs (general funding), number of individuals to be served, and how you will use volunteers, partners, and community support in your project or programs.
5. **Goal, Objectives, & Outcome:**
  - **Goal:** Describe ONE overarching goal for a single project or your organization's programs that meets a need mentioned in the needs statement.
  - **Objectives:** Provide 2-3 measurable objectives (no more than five). State the projected impact as a number **and** % of total students served. This is a requirement. For example, 50% of students participate in ESL programs or a total of 55 students.
  - **Activities:** How will you achieve objectives? Who will be responsible? What will be achieved and by when?
  - **Outcomes:** What is the anticipated outcome (measurable results) for the fiscal year?
6. **Evaluation Plan:** How will you measure success and when? How will this project/program help you sustain your organization?
7. **Budget Narrative:** The Narrative should explain how the grant funding will be spent to support the budget in Attachment D. If you are using the grant as a match, describe how you

are soliciting new funding sources.

### **Attachments**

Required:

1. Staff and board list
2. Completed Budget Form Attachment D.
3. Income and expenses for FY2022. This does not need to be an official audit. For affiliated programs of a larger organization, only the income and expenses for your adult literacy program is required for the grant.
4. Proof of non-profit status **ONLY** if this is the **first time** you are submitting a grant to the VLF or have not submitted a grant since 2020.

Note: You may attach additional materials to explain your project. However, all the members of the grants committee might not read the additional materials.

### **Grant Submission**

- Review the grant guidelines and make sure you have complied with the page limit, the content is in order, and all the required attachments are with the grant application. ●

**Grant Submission (choose one of the options below)**

- **Submit a grant through the VLF website. Fill out the Grant Cover Form and upload your Proposal. PDF format is recommended when uploading proposals.** ○

Send one original and five (5) copies with the required attachments of the completed grant.

### **Send grants to:**

Rita Layne  
Virginia Literacy Foundation  
413 Stuart Circle, Suite 303  
Richmond, VA 23220

**The deadline for grants to be received by VLF is 5pm on Friday, March 29th. Please choose the appropriate carrier to ensure your grant arrives by the deadline.**

If you have questions about the grant, contact Rita Layne at 804-237-8909 or vlilv@earthlink.net.