



2024-2025 Grant Meeting

January 30, 2024

Welcome Mark Emblidge, VLF Founding Director

The Virginia Literacy Foundation (VLF) provides funding and technical support to private, volunteer literacy organizations throughout Virginia via challenge grants, training, and direct consultation. It was Jeannie Baliles's vision to create a public-private partnership and prevent overlapping services among Virginia community-based literacy organizations.



Agenda

- **Introductions and Overview**-*Mark Emblidge*, Founding Director
- **Application Review** -*Marcy Sims*, VLF Board of Directors and Chair of the Grants Committee
- **FAQ's** - *Karen La Forge*, former Executive Director, The READ Center
- **Questions** -Marcy, Mark, and Karen
- **Next Steps**



What's new?



Increased funding for every level of grant



A new website with additional information on grants and other resources



Online application



Grant Application Instructions

Grant Deadline

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.

Grant Application Instructions

Funding Focus/Activities Not Funded

Funding Focus

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

There are no changes to the funding focus. Please contact us if you have any questions about your submission.

Grant Application Instructions

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.

Grant amounts
have been
increased!

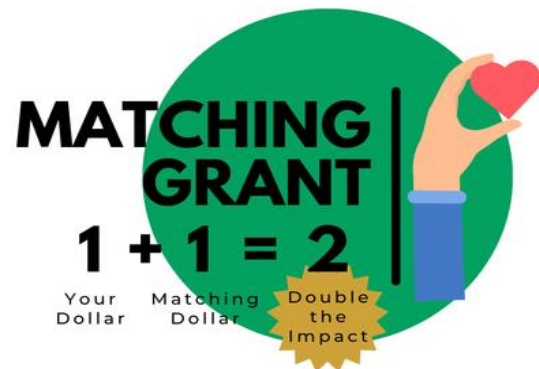


Grant Application Instructions

Grant Terms and Amounts

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 the VLF grant

Matching the grant is optional but highly encouraged. **Organizations with a matching grant strategy will receive additional points when the grants are scored.**



Matching grants allow nonprofits to demonstrate that other donors believe in their mission and programs while also giving the community a time sensitive reason to join the campaign.

Grant Application Instructions

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, online and hardcopy, 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

Grant Application Instructions

Proposals - Format

Please note the proposal page limits.



Proposals

- Use 1" margins, 12-point Times New Roman or 11-point Arial font, and regular or loose kerning and single spaced. 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 and add attachments.
- Proposal length limit: **\$5,000** grant 2 pages, **\$7,500** grant 3 pages, **\$10,000** grant 4 pages.




Grant Application Instructions

Proposals - Content

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

- **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.
- **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.
- **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.



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

If students have 12 or more hours of instruction enter them under the 12 hours column only. Do NOT enter the same number of students in the 6 hour column.

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.

Grant Application Instructions

Proposals - Content

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 2019.

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

State the projected impact as a number **AND** percentage.

The Budget Narrative (what you are spending the money on) supports the budget (the amount of money you are spending) in Attachment D.

Grant Application Instructions

Grant Submission

- Faxed or emailed grants will NOT be accepted.
- Submission options:
 - Send one original and five (5) copies with the required attachments of the completed grant.
 - Submit a proposal online

The deadline for grants, mailed or online, to be received by VLF is 5pm on Friday, March 29th.

Please choose the appropriate carrier to ensure your grant arrives by the deadline. Please make sure you have time to enter your application online.



Send grants to:

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

Grant Application Instructions

Grant Submission - online

- Fill out the cover sheet
 - Organization information – address, contact, phone number
 - Amount Requested
 - Total Operating Budget - if you are **not** a program that operates under a larger entity enter 0 in this section
 - Number of students receiving 6-12 hours and more than 12 hours
 - What the funds will be used for



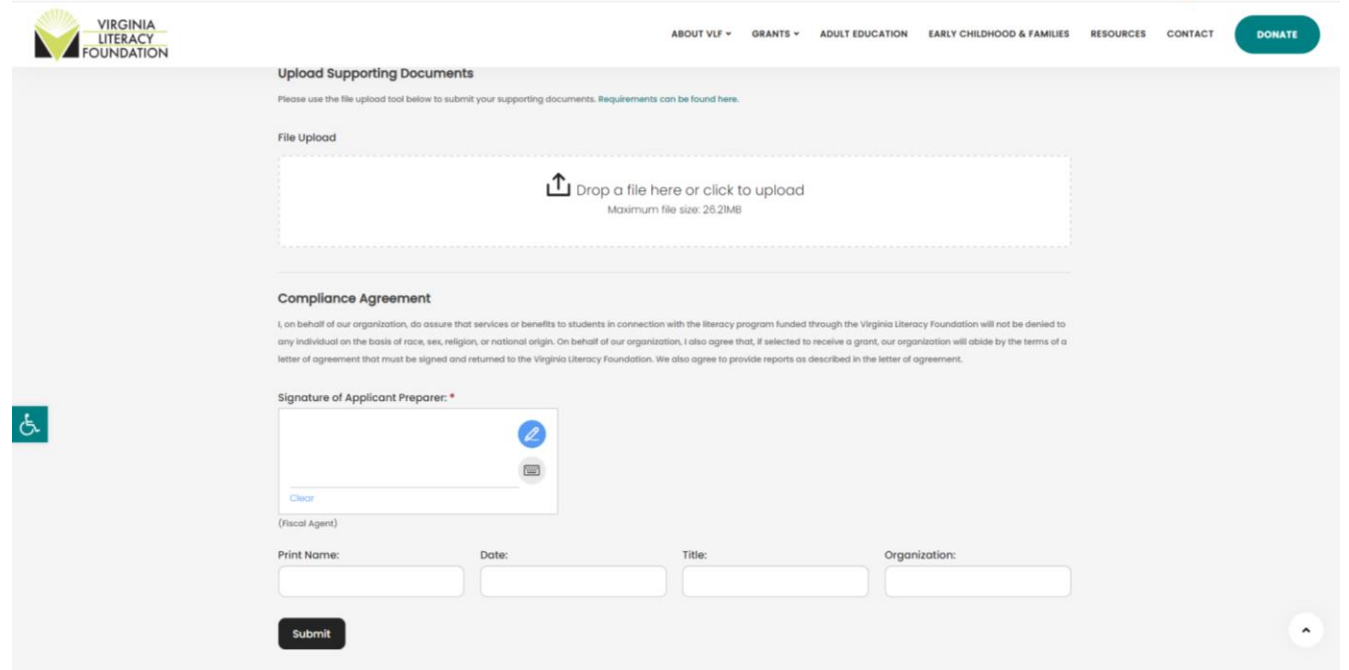
The screenshot shows the website for the Virginia Literacy Foundation's grant application process. The header features the organization's logo and navigation links: ABOUT US, EVENTS, ADULT EDUCATION, EARLY CHILDHOOD & FAMILY, SERVICES, and CONTACT. A prominent blue button labeled "SUBMIT" is visible in the top right corner. The main heading reads "Submit a Grant Proposal" with a sub-heading "Virginia Literacy Foundation - Submit a Grant Proposal". Below this, the page title is "Virginia Literacy Foundation Grant Cover Form & Proposal Upload Tool FY 2023 - 2024". A small accessibility icon is on the left. The form fields include "Name of Organization", "Address", and "Phone Number", each with a corresponding input box. A note below the fields states: "To make the grant proposal process and documentation requirements easier, click here." The Windows taskbar is visible at the bottom of the browser window.

www.virginaliteracy.org/submit-a-grant-proposal/

Grant Application Instructions

Grant Submission - online www.virginialiteracy.org/submit-a-grant-proposal/

- Upload your proposal. One file upload (proposal and required attachments) is preferred. Word and PDF documents can be uploaded.
- Emailed proposals will not be accepted.
- Sign and date the compliance agreement



The screenshot shows the online grant application form for the Virginia Literacy Foundation. The page header includes the organization's logo and navigation links: ABOUT VLF, GRANTS, ADULT EDUCATION, EARLY CHILDHOOD & FAMILIES, RESOURCES, CONTACT, and a DONATE button. The main section is titled "Upload Supporting Documents" and contains a file upload area with a dashed border and the text "Drop a file here or click to upload" and "Maximum file size: 25.21MB". Below this is a "Compliance Agreement" section with a paragraph of text. The "Signature of Applicant Preparer" section includes a signature field with a "Clear" button and a "Print Name:" field. Below the signature field are four input fields for "Date:", "Title:", and "Organization:". A "Submit" button is located at the bottom left of the form area.



-
- Can I buy children's book with VLF grant funds?
 - Is matching the grant mandatory?
 - What do you mean by one overarching goal?
 - What are measurable goals?
 - Project impact needs to be stated as a number and percentage. Why?
 - The budget goes on Form D. What information should be included in the Budget Narrative?
 - Who do I call with questions and for help?

Questions



**NEED
HELP?**

For assistance with the grant,
please contact:

Rita Layne

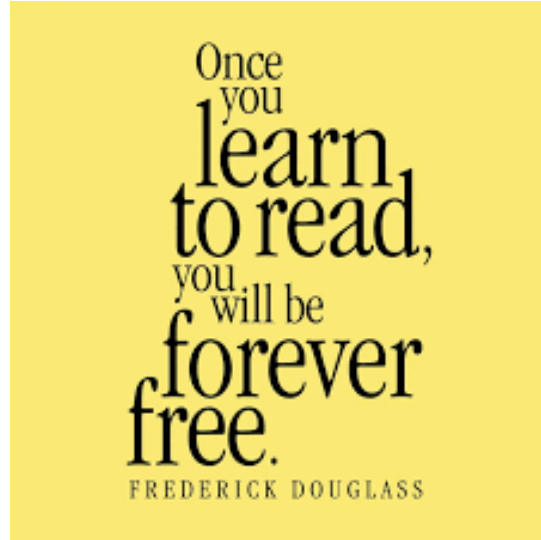
804-237-8909

vlilv@earthlink.net



Next Steps

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, online and hardcopy, 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



Thank you!



Mark Emblidge

vlime@earthlink.net

804.237.8909



virginialiteracy.org

