

The Practitioners' Task Force on Family Literacy

Grant Opportunities

Able Trust

This trust offers grants for non-profits serving disabled adults.

Contact: 888.838.ABLE (toll-free in Florida) 850.224.4493 Voice or TDD

<http://www.abletrust.org>

Altrusa International Foundation

A local Altrusa Club completes a one page application based on the project and need of the literacy program.

Altrusa is supportive of various literacy activities.

Contact: altrusa@altrusa.com 312.427.4410

www.altrusa.com

Autozone Community Relations

This business supports programs and projects focused in the areas of education, human services and civic endeavors including literacy and English as a Second Language. Proposals should be received by February of the calendar year for funding consideration during the next fiscal year. AutoZone's fiscal year begins on or about September 1.

Contact: AutoZone Community Relations, P.O. Box 2198, Dept. 8014, Memphis, TN 38101

http://www.autozoneinc.com/about_us/community_relations/index.html

Bank Of America Foundation

This foundation's signature initiative helps create positive change in local communities. The Neighborhood Excellence initiative consists of three distinct programs in select markets: Neighborhood Builders, Local Heroes, and Student Leaders.

Contact: 800.218.9946

<http://www.bankofamerica.com/foundation/index.cfm?template=overview&statecheck=fl>

Barnes & Noble Booksellers, Sponsorships And Charitable Donations

This business considers requests for national and local funding from non-profit organizations that focus on literacy, the arts, or education. Deadline: Ongoing

Contact: customerservice@bn.com 800.422.7717

http://www.barnesandnobleinc.com/our_company/sponsorship/sponsorship_main.html

Barbara Bush Foundation For Family Literacy

The foundation aims to develop and expand family literacy efforts nationwide, and to support the development of literacy programs that build families of readers. The goal of the national grant program is to develop and expand family literacy efforts nationwide, and to support the development of literacy programs that build families of readers. A total of approximately \$650,000 is awarded each year; no grant exceeds \$65,000.

Contact: 202.955.6183

<http://www.barbarabushfoundation.com/nga.html>

Charter School Program

Charter Schools are sometimes called “independent” public schools, in that they operate under a performance contract with the local school board or a state university. They are free from many state and local regulations and mandates. Charter schools may be organized by individuals and groups, school personnel, universities, municipalities, or legal entities organized under the laws of Florida.

Contact: Florida Department of Education

<http://www.oppaga.state.fl.us/profiles/2118/>

Coca-Cola Foundation/Youth Education

The foundation supports projects that provide youth with the educational opportunities to become productive citizens. The Foundation encourages new solutions to problems that impede educational systems and it supports existing programs that work. Because the challenges for education are so broad, the Foundation’s commitment is multifaceted. The Foundation provides grants to public and private colleges and universities, elementary and secondary schools, teacher-training programs, educational programs for minority students, and global educational programs. Applications are reviewed quarterly.

Contact: crreview@na.ko.com

www2.coca-cola.com/citizenship/foundation_guidelines.html

Community Libraries In Caring

This program assists small, rural public libraries to improve library collections and services, improve adult and family literacy and develop the economic viability in targeted counties and communities.

Contact: 850.245.6620

<http://dlis.dos.state.fl.us/bld/grants/clic/clic.html>

Darden Restaurants Foundation

The foundation focuses its philanthropic giving on education, social services and nutrition, arts and culture, and the preservation of natural resources. They seek projects that meet community needs where they operate and relate to Darden’s business interests. They also place special emphasis on organizations at which our employees and retirees volunteer and have a keen interest in supporting programs that promote diversity, fairness, and inclusiveness. Applications are accepted on an ongoing basis.

Contact: 407.245.5213

www.dardenrestaurants.com/community/grant_request_form.html

David And Lucille Packard Foundation

The foundation provides grants to nonprofit organizations in the following program areas: conservation; population; science; children, families, and communities; arts; and organizational effectiveness and philanthropy. The Foundation has a “center for the future of children” with a priority on reading programs.

Contact: inquiries@packard.org 650.948.7658

www.packard.org/

The Displaced Homemaker Program

State-funded program designed to address the job training and educational needs of Florida citizens who:

- 1) are 35 years of age or older;
- 2) have worked in the home providing unpaid household services for family members;
- 3) are not adequately employed (as determined by local Regional Workforce Board’s approved definition of self-sufficiency); will have difficulty securing adequate employment; and,
- 4) have been dependent on the income of another family member but is no longer supported by such income, or have been dependent on federal assistance.

Contact: Florida Agency for Workforce Innovation

http://www.floridajobs.org/pdg/displ_home.html

Dollar General Literacy Foundation

The foundation funds nonprofit programs designed to serve adults or families in need of literacy services.

Contact: The Dollar General Literacy Foundation, P.O. Box 1064, Goodlettsville, TN 37072-1064

<http://www.dollargeneral.com/community/dgliteracy.aspx>

Early Reading First Program

This program supports local efforts to enhance the oral language, cognitive, and early reading skills of preschool age children especially those from low-income families, through strategies, materials, and professional development that are grounded in scientifically based reading research. Eligible applicants are local educational agencies (LEAs), public or private organizations or agencies located in a community served by an eligible LEA, or eligible LEAs, applying in collaboration with one or more eligible organizations or agencies. A list of eligible LEAs that qualify will be posted on the Early Reading First Web site. Contact: 202.260.0968

<http://www.ed.gov/programs/earlyreading/index.html>

Even Start Family Literacy Program

This program offers grants to support local family literacy projects that integrate early childhood education, adult literacy (adult basic and secondary-level education and instruction for English language learners), parenting education, and interactive parent and child literacy activities for low-income families with parents who are eligible for services under the Adult Education and Family Literacy Act and their children from birth through age seven. Teen parents and their children from birth through age seven also are eligible. Awards are made to State Education Agencies (SEAs), which in turn make competitive subgrants to partnerships of local education agencies (LEAs) and nonprofit community-based organizations.

Contact : Florida Agency for Workforce Innovation, Office of Early Learning

<http://www.floridajobs.org/earlylearning/index.html>

Florida Department Of Education (FLDOE), Division Of Workforce Education Adult Education And Family Literacy – Adult General Education

The purpose is to create a partnership among the federal government, states, and localities to provide, on a voluntary basis, adult education and literacy services in order to: 1) assist adults in becoming literate and obtaining the knowledge and skills necessary for employment and self-sufficiency; 2) assist adults who are parents in obtaining the educational skills necessary to become full partners in the educational development of their children; and, (3) assist adults in completing high school or the equivalent. Eligible Providers: Local educational agencies; community-based organizations; volunteer literacy organizations; institutions of higher education; public or private nonprofit agencies; libraries; public housing authorities; and nonprofit institutions not described above that have the ability to provide literacy services to adults and families.

Contacts: 850.245.9047

<http://www.firn.edu/doe/dwdgrants/2007/adulted07.htm>

FLDOE Adult Education And Family Literacy – Literacy Education For Households (Previously - Family Literacy)

The purpose is to create a partnership among the federal government, states and localities to provide, on a voluntary basis, adult education and literacy services in order to: assist adults in becoming literate and obtaining the knowledge and skills necessary for employment and self-sufficiency; assist adults who are parents in obtaining the educational skills necessary to become full partners in the educational development of their children; and, assist adults in completing high school or the equivalent. Family Literacy Education supports and improves programs statewide through the following activities: interactive literacy activities between parents and their children; training for parents on how to be the primary teacher for their children and full partners in the education of their children; parent literacy training that leads to economic self-sufficiency; an age-appropriate education to prepare children for success in school and life experiences. Total Funding

Amount (2007–2008) \$5,000,000 total / approximately 33 awards \$150,000 per application. No more than five applications will be awarded per institution.

Contacts: 850.245.9047

<http://www.firn.edu/doc/dwdgrants/2007/adulted07.htm>

FLDOE Adult Education And Family Literacy – English Literacy/Civics Education

English Literacy/Civics Education supports projects that demonstrate best and effective research-based practices in providing and increasing access to English literacy programs linked to civics education to help individuals of limited English proficiency achieve competence in the English language. The purpose of this title to create a partnership among the federal government, states, and localities to provide, on a voluntary basis, adult education and literacy services in order to: (1) assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency; (2) assist adults who are parents to obtain the educational skills necessary to become full partners in the educational development of their children; and educational agencies; community-based organizations; volunteer literacy organizations; and, (3) assist adults in the completion of a secondary school education. Eligible providers are local institutions of higher education; public or private nonprofit agencies; libraries; public housing authorities; and nonprofit institutions not described above that have the ability to provide literacy services to adults and families.

Contacts: 850.245.9047

<http://12.46.245.173/cfda/cfda.html>

Florida Family Literacy Initiative

The initiative funds family literacy programs statewide through a comprehensive three-year funding program that helps local program providers keep their program scope specific to the communities they serve. The comprehensive funding includes: 1) Full grants of up to \$50,000 annually, which are available to programs that have successfully completed start-up and established an effective operating base; and, 2) sustainability grants which are available for grant recipients, using private sector funds as well as funds from the Florida Department of Education, Division of Community Colleges and Workforce Education, to ensure longevity of effective programs.

Contact: 850.413.0910

www.volunteerfloridafoundation.org

Florida Learn & Serve

The purpose of this program is to engage youth in service-learning in programs focusing on education, environment, public safety, and health and human services. Programs must be integrated into the academic curriculum and aligned with Florida Sunshine State Standards; community projects must be community service-oriented. Funding is provided for programs that focus on education, environment, public safety, or health and human services.

Contact: 850. 414.7775 888.396.6576 toll free

www.fsu.edu/~flserve

Florida Work And Gain Economic Self-sufficiency (Wages) Program

Workforce Florida, Inc. programs and services are carried out by the 24 business-led Regional Workforce Boards and the Agency for Workforce Innovation. Direct services are provided at nearly 100 One-Stop Centers with locations in every county in the state. The approach to workforce development in Florida is illustrated in the model below.

Contact: Workforce Florida 850. 921.1119 TTY (via the Florida Relay Service): 711

www.workforceflorida.com/wages/wfi/boards/index.htm

Gannett Foundation, Inc.

This is a company-sponsored foundation. Fields of interest include adult education: literacy, basic skills & GED; African Americans; aging; community development; disabled; economically disadvantaged; education; reading; and Hispanics/Latinos. Support is on a national and international basis.

Contact: foundation@gannett.com

www.gannettfoundation.org/

Head Start

Head Start is both the name of a family of federal programs for low-income children and their families and the name given to the original program for children from three to five years of age. The Head Start family of programs includes: Early Head Start, Migrant Head Start, and American Indian Head Start. Head Start is designed to facilitate child development and promote school readiness by enhancing social and cognitive development through the provision of health, educational, nutritional, social, and other services to meet the comprehensive needs of families. Eligibility for all Head Start programs is targeted at families at or below 100% of the federal poverty level. There are Head Start services for preschool age children in every county in Florida.

Contact: 850. 921.3467

<http://www.floridaheadstart.org>

Jenesis Group

This funder invests in organizations with annual budgets of \$500,000 or less. Priorities include literacy and career readiness and/or “life” skills development.

Contact: 972.999.4597

<http://www.jenesis.org>

John S. And James L. Knight Foundation

This foundation funds programs primarily in the following areas: education; well-being of children and families; housing and community development; economic development; civic engagement/positive human relations; and vitality of cultural life. The Knight Foundation funds community projects in the following Florida locations: Bradenton, Manatee County; Miami, Miami-Dade and Broward counties; Palm Beach, Palm Beach County; and, Tallahassee, Leon County.

Contact: 305. 908.2688

www.knightfdn.org

J.P. Morgan Chase

This business funds programs that promote early childhood literacy and school readiness; partnerships that build capacity within public schools, with particular emphasis on programs that support the middle-school years and engage students in the arts and/or technology; financial literacy programs for young people; and programs that help non-traditional and underserved students prepare for and gain access to college. The grant application process begins with the submission of a simple to use online questionnaire. To get started, identify the region in which your program will be administered by going to the Grant Contacts page to locate your state contact.

Contact: 212.270.6000

<http://www.jpmorganchase.com/cm/cs?pagename=chase/href&urlname=jpmc/community/grants/obtain>

Kellogg Youth & Education Grants

This program seeks to improve learning outcomes for vulnerable children and youth. These grants focus on innovation—supporting new ideas about how to engage children and youth in learning and new ways to bring together community-based systems that promote learning. Eligible applicants include nonprofit organizations. Deadline: Rolling.

Contact: 269.968.1611

www.wkkf.org/default.aspx?tabid=54&cid=3&nid=17&languageid=0

Library Services And Technology Act Grants

This is a state-based program with a broad mandate to use technology to bring information to people in innovative and effective ways, and to assure that library service is accessible to all, especially those who have difficulty using the library.

Contact: 850.245.6620

<http://dlis.dos.state.fl.us/bld/grants/lsta/lsta.html>

Libri Foundation

The foundation provides books for children. Libraries are qualified on an individual basis. In general, county libraries should serve a population under 16,000 and town libraries should serve a population under 10,000 (usually under 5,000). Libraries should be in a rural area, have a limited operating budget, and an active children's department. The average total operating budget of a BOOKS FOR CHILDREN grant recipient is less than \$40,000.

Contact: libri@librifoundation.org

<http://www.librifoundation.org/apps.html>

Lowe's Charitable And Educational Foundation

The foundation considers large scale funding requests for projects in the areas of education and community improvement. Their stated education priority is in the area of trades-education at the community college level and projects and programs benefiting primary education and utilizing products. Grants generally range from \$5,000 to \$25,000.

Contact: 800.445.6937

<http://www.lowes.com/lowes/lkn?action=pg&p=aboutlowes/community>

Migrant Head Start

Migrant Head Start programs modify the methods of service delivery to meet the unique needs of migrant and seasonal farm worker families. Migrant Head Start programs have an emphasis on serving infants and toddlers as well as preschool aged children, so they will not have to be cared for in the fields or left in the care of very young siblings while parents are working. Migrant Head Start programs provide a comprehensive array of services in 21 counties in Florida.

Contact : Florida Agency for Workforce Innovation, Office of Early Learning

<http://www.floridajobs.org/earlylearning/index.html>

RGK Foundation

The foundation funds a range of programs in such areas as education, community, and health. The medicine/health grant program will support programs that promote the health and well-being of children, provide access to health services, and foundation-initiated programs. The foundation will support community programs that improve children and family services, early childhood development and parenting education.

Deadline: Rolling.

Contact: 512.474.9298

<http://www.rgkfoundation.org/guidelines.php>

Rosie's For All Kids Foundation

This foundation awards grants to nonprofit organizations throughout the U.S. that provide childcare, early education, and other essential programs to economically disadvantaged and at-risk children. The Foundation's primary mission is to support center-based, licensed childcare and preschool programs for children growing up in low-income, urban neighborhoods. Other areas of support include education, after-school programs, and literacy programs. Applications are accepted throughout the year. Deadline: Rolling.

<http://www.forallkids.org/site.php>

Rotary International

Rotary Clubs fund literacy projects in local communities.

Contact your local Rotary Club member.

http://www.rotary.org/programs/service_opportunities/participate/literacy.html

Singing For Change/Jimmy Buffett's Margaritaville.

Grant priorities include programs serving groups of people marginalized in society because of low levels of skill, education, and income. Grants range from \$500-\$10,000.

Contact: info@singingforchange.com 816.363.8132

<http://margaritaville.com/sfc.php>

Starbucks Foundation

The foundation invites proposals from organizations that work with youth (ages 6-18) in the fields of arts & literacy and /or environmental literacy. The average grant is \$10,000. It will consider grants between \$5,000 and \$20,000. Starbucks asks that organizations limit their requests to one per year. Annual applications are due on September 1st.

Contact: foundationgrants@starbucks.com 206.318.7022

www.starbucks.com/foundation.com

Target

Target provides local grant money to hometown organizations, and focuses on programs that promote a love of reading or encourage children to read together with their families.

Deadline: Target accepts grant applications between March 1 and May for programs taking place between October 1st and September 30th.

Contact: Contact your local Target store.

<http://sites.target.com/site/en/corporate/page.jsp?contentid=prd03-004090>

UPS Foundation

The foundation supports programs that provide education and employment skills to undereducated adults and their families to equip them with the tools to succeed in their communities, schools and workplaces.

Contact: community@ups.com

<http://www.community.ups.com>

Verizon Foundation

The foundation supports programs that create innovative eSolutions, help bridge the digital divide, foster basic and computer literacy, help enrich our communities, and create a skilled workforce. One of the foundation's funding priorities is literacy.

Contact: Verizon.Foundation@Verizon.com 800.360.7955

<http://foundation.verizon.com>

Voluntary Prekindergarten Program

A constitutional amendment passed by Florida's voters in November 2002 required a voluntary pre-kindergarten program for all four-year-old children by fall 2005. House Bill 1-A was signed into law by Governor Bush on January 2, 2005, creating a program designed to prepare four-year-olds for kindergarten and build the foundation for their educational success. Public, private, and faith-based providers may be eligible to deliver the program depending on whether they meet the minimum standards required in law. Contact : Florida Agency for Workforce Innovation, Office of Early Learning

<http://www.floridajobs.org/vpk/index.html>

The Wachovia Foundation

This foundation's priorities include work force development, financial literacy/empowerment and the elimination of the pre-K - 12 "achievement gap" in education.

Contact: contact.community@wachovia.com

http://www.wachovia.com/inside/page/0,,139_414_430_432,00.html

Wallace Foundation

This foundation provides funding, through grants, to programs that support the arts, communities, and education. Deadline: Ongoing.

Contact: The Wallace Foundation, General Management, 5 Penn Plaza, 7th Floor, New York, NY 10001

<http://www.wallacefoundation.org/>

Wal-Mart

Wal-Mart funds local education initiatives.

Contact: all requests for funding must be directed to the Community Involvement Coordinator at your local Wal-Mart store. For more information about the Wal-Mart Foundation, call 800.530.9925.

www.walmartfoundation.org

Weyerhaeuser Family Foundation Children's Initiative

The initiative funds programs that serve children under the age of six, provide services to children in non-traditional settings, and involve parents or guardians in the planning, delivery or evaluation of the program.

Contact: 651.215.4408

<http://www.wfamilyfoundation.org/>

21st Century Learning Centers

The purpose of the 21st Century Learning Centers Program is to provide opportunities for academic enrichment; offer students a broad array of services, programs, and activities; and offer families of students served by community learning centers opportunities for literacy and related educational development. A community learning center offers academic, artistic, and cultural enrichment opportunities to students and their families when school is not in session. Centers provide students with a broad array of other activities such as drug and violence prevention, counseling, art, music, recreation, technology, and character education programs - during periods when school is not in session. Community learning centers must also serve the families of participating students, e.g., through family literacy programs. Grant recipients are funded for a period not to exceed five years. Grants cannot be made in an amount less than \$50,000.

Contact: 850.245.0852

<http://www.fldoe.org/curriculum/21century>

United Way

United Way Success By 6® focuses on improving school readiness through community change. Contact your local United Way.

<http://national.unitedway.org/sb6/index.cfm>

In-kind Opportunities

AmeriCorps*VISTA

AmeriCorps*VISTA (Volunteers in Service to America) provides full-time members to nonprofit, faith-based and other community organizations, and public agencies to create and expand programs that ultimately bring low-income individuals and communities out of poverty. To apply for AmeriCorps*VISTA members, a potential sponsor must contact the Corporation State Office covering the area in which the proposed project would be located to discuss application requirements and procedures. The Corporation State Office will send an AmeriCorps*VISTA project application to the agency and provide technical assistance during the application process. You can also download the initial application.

Contact: fl@cns.gov

<http://www.americorps.gov>

Florida Literacy Coalition—AmeriCorps*VISTA Initiative

The coalition administers a statewide grant to support programs working in adult and family literacy. Organizations may apply through FLC as a sub-grantee for up to two full-time AmeriCorps*VISTA positions. Contact: 407.246.7110

www.floridaliteracy.org

Beginning With Books

Beginning with Books distributes book packs through organizations that serve low-income families, e.g., WIC, Head Start, and family support centers, through its Gift Book Program. It also provides parent counseling on reading and talking about books to their children.

Contact: 412.361.8560

<http://www.beginningwithbooks.org>

Bonding With Baby Book Donation Program

This program is designed to give all children an equal start by providing the Bonding With Baby board books free to disadvantaged families through nonprofit organizations. These books utilize a wordless format so parents of any background, skill, or language can “read” them with their children. They feature real life characters and culturally universal stories that can appeal to all parents.

<http://www.bondingwithbaby.org>

Dolly Parton’s Imagination Library

Dolly Parton’s Imagination Library has been replicated in communities across the United States. All children in the community are enrolled at birth or when they move into the community. Each month, from the day the child is born until their 5th birthday, a selected book arrives at the mailbox. The Dollywood Foundation has developed the delivery system, negotiated price, selected the publisher and the individual titles, and created registration and promotional materials. Local champions finance the cost of the books and the mailing. Local champions are businesses, individuals, United Ways, school systems, local and state government, foundations and nonprofit organizations.

Contact: 865.428.9607

<http://www.dollywoodfoundation.com>

Federal Work Study Program

The Federal Work Study Program is for undergraduate and graduate students who need the income to help pay for their education. Work can consist of part-time and community service.

Contact your local institution of higher education—community colleges, universities, work colleges.

First Book

First Book gives children from low-income families the opportunity to read and own their first, new books. The children supported by First Book include those who participate in literacy programs based in shelters for homeless and abused children, public housing programs, Head Start centers, migrant worker camps, libraries, and school-based programs.

Contact: 866.READ.NOW

www.firstbook.org

Books For Kids Foundation

The foundation promotes literacy among all children with special emphasis on disadvantaged children and youth. Books for Kids donates books, creates libraries, and participates in reading initiatives within community-based organizations, service agencies, schools and under-served institutions. In addition to assisting recognized learning programs, such as Head Start, the Books for Kids Foundation seeks to create opportunities for children and parents in under-served or over-looked locations.

Contact: Books for Kids Foundation, 225 West 35th Street, 3rd Floor, New York, NY 10001

www.booksforkidsfoundation.org

Global Fund For Children, Books For Kids

Global Fund for Children donates materials to children through community organizations that are able to demonstrate a need. These donations help local groups expand their educational resources and facilitate dialogue about diversity and multiculturalism. Deadline: Ongoing.

Contact: info@globalfundforchildren.org 202.331.9003

<http://www.globalfundforchildren.org/applyforagrant/index.html>

Mobile One-stop Career Center

The Mobile One-Stop Career Center is a self-contained vehicle equipped with state-of-the-art telecommunications equipment capable of being deployed inside or outside of the vehicle. The Mobile Center will make a full array of employment, reemployment, and employer services available to private and public entities that have workforce-related needs and purposes that the center can serve.

Contact: Florida Agency for Workforce Innovation 850. 245;7105

<http://www.floridajobs.org/onestop/index.html>

National Book Scholarship Fund (Nbsf)

The National Book Scholarship Fund (NBSF)[®] provides local literacy programs throughout the United States with New Readers Press books and other educational materials needed to support their literacy initiatives. NBSF grants are made in the form of the New Readers Press materials requested in the grant proposal. Grants typically average \$2,000, but have ranged from \$500 to \$7,000 depending on the needs of the applicant organization.

Contact: 315. 422.9121

<http://www.nbsf.org>

Reach Out And Read (ROR)

Reach Out and Read (ROR) is a national non-profit organization that promotes early literacy by giving new books to children and advice to parents about the importance of reading aloud in pediatric exam rooms across the nation.

Contact: startup@reachoutandread.org

<http://www.reachoutandread.org>

Reading Is Fundamental

The program prepares and motivates children to read by delivering free books and literacy resources to those children and families who need them most. All RIF programs combine three essential elements to foster children's literacy: reading motivation, family and community involvement, and the excitement of choosing free books to keep. RIF's National Book Program (NBP) motivates children, families, and community members to read together through a triad of principles basic to the entire RIF organization: book ownership, motivational activities, and family involvement in children's reading.

Contact: 877.RIFREAD 202.673.1641 contactus@rif.org

<http://www.rif.org/>

TechSoup

TechSoup Stock connects nonprofits and public libraries with donated and discounted technology products. Choose from over 240 products from companies such as Microsoft, Adobe, and Symantec.

Contact: startup@reachoutandread.org 415.633.9300

<http://www.techsoup.org/>

Wxel Ready To Learn (PBS)

PBS Ready To Learn is public television's contribution toward ensuring that all children begin school ready to learn. The core of Ready To Learn is a full day of non-violent, commercial-free, educational children's television programming broadcast on WXEL TV 42 free of charge to every American household. Ready To Learn also provides extensive outreach services to parents, child care providers, and other early childhood educators.

Contact: 800.915.9935

<http://www.wxel.org/resources/readytolearn.php>

Grant Writing

Getting Started

Planning

The most successful grant seekers are those who strategically plan their efforts rather than indiscriminately pursue funding opportunities.

- Review your organization's mission.
- Assess the need of those you want to serve.
- Review your ability to deliver services.
- Prioritize the needs you want to meet.
- Discuss potential project partners.

Develop a Concept Paper

A concept paper simply describes and outlines your idea on paper. Before one can seek funders, it is important to construct this framework, simply boiling down a big idea by answering the following questions:

- What's the problem?
- What do you want to do about it?
- How do you want to do it?
- How much will it cost?
- How will you know when you succeed?

Research and Identify Potential Funders

After completing a concept paper, you may now need to research potential funding sources. (See Funding Section). The following organizations regularly post information on funders.

- The Foundation Center www.fdncenter.org
- The Complete Guide to Florida Foundations www.floridafunding.com
- Chronicle of Philanthropy www.philanthropy.com
- Florida Literacy Coalition www.floridaliteracy.org
- United Way www.state.fl.us/dms/hrm/fsecc/local.html

Proposal Guidelines

It is critical that once a promising grant source is identified, the writer adheres to the grant application's guidelines and instructions. Read the guidelines carefully; then read them again! Guidelines usually include information about:

- submission deadlines;
- award levels;
- eligibility;
- timetable;
- proposal format;
- award levels forms;
- margins and spacing;
- evaluation process
- restrictions on the number criteria of pages, etc.;
- budgets;
- funding goals and priorities;
- evaluation process and criteria;
- whom to contact;
- other submission requirements.

Writing Your Proposal

While the format for proposals may somewhat vary, most grant writers will need to organize their proposals into seven sections.

- Introduction
- Problem/Needs Statement
- Objectives
- Project Description
- Evaluation
- Budget
- Abstract

Introduction

This section describes the group requesting the grant. It establishes the organization's credibility and the significance of the idea being presented. It typically includes information on the organization's: 1) mission; 2) history; 3) customers; and, 4) accomplishments.

Problem/Needs Statement

This section identifies the problem and addresses why the project is necessary. The problem should be supported by evidence drawn from experience, statistics, and appropriate literature. Include local data when available.

Some good starting sites to go to are:

- U.S. Census <http://www.census.gov/>

- National Assessment of Adult Literacy (NAAL) <http://nces.ed.gov/naal/>
- U.S. Department of Education <http://www.ed.gov/index.jhtml>
- Florida Department of Education <http://www.fldoe.org/>
- Florida Literacy Data and Statistics Reference Guide (Florida Literacy Coalition) http://www.floridaliteracy.org/about_literacy__facts_and_statistics.html
- Community Needs Assessments

Objectives

This section describes how the project being proposed will address the problem that has been identified. Objectives should be stated in clear, measurable terms. Below are examples of measurable and non-measurable objectives:

Measurable Objective:

- 75% of students will achieve one level increase on the TABE Test.
- Or
- 80% of enrolled participants will attend at least nine classes during the semester.

Not Measurable and Vague:

The program will help students with their reading.

Project Description

This section provides an overview of the project. It should provide a clear understanding of project components and activities and present the sequence, flow, and interrelationship of those activities.

Evaluation

This section shows how you will document the value of your project. It should:

- Outline your system for collecting and communicating your project results.
- Identify what will be evaluated, the methods used to evaluate and who will provide the evaluation.
- Show your success in achieving your measurable objectives.
- Describe testing instruments.
- Show how the project contributes to sponsors' goals.

Abstract

This is an umbrella statement of your case and a summary of your entire proposal.

Budget

This section provides a financial description of the project with explanatory notes.

- Don't forget to list other funders and anticipated in-kind donations. Funders like it when you can demonstrate that you are leveraging resources.
- This is often one of the first sections funders look at when they open your proposal, make sure to do your homework on costs and justify your budget.

Proposal Writing Resources and Tutorials

Proposal Writing Short Course, The Foundation Center:

<http://foundationcenter.org/getstarted/tutorials/shortcourse/index.html>

Proposal Budgeting Basics, The Foundation Center:

Guide for Writing a Funding Proposal; S. Joseph Levine, Ph.D.

Michigan State University www.learnerassociates.net/proposal/
http://foundationcenter.org/getstarted/tutorials/prop_budgt/index.html

Grant Proposal Writing Tips, Corporation for Public Broadcasting:

www.cpb.org/grants/

Grant Writing Tips:

www.seanet.com/~sylvie/grants.htm

Grant-planning questions, basic elements of good proposals, and links to grant resources from an experienced grant writer. www.seanet.com/~sylvie/grants.htm

Non-profit Guides

Grant-writing tools for nonprofits, including tips, sample proposals, and links,

www.npguides.org

Grant Writing Tips, Virginia Adult Learning Resource Center

<http://www.aelweb.vcu.edu/publications/foundgrants/pdf/grant-tips.pdf>

Writing a Successful Grant Proposal

The Minnesota Council on Foundations' detailed outline of a grant proposal, which is particularly oriented to project proposals, www.mcf.org/mcf/grant/writing.htm

Dr. Charity

Nonprofit survival guide to fundraising, grant-writing, marketing, and management,

www.drcharity.com/grants.html

Grant-writing Basics

Ten tips for writing a successful proposal, along with additional resources for grant writers from the Harvard Graduate School of Education, www.gse.harvard.edu/~hgseosr/toolbox.html

Grant-Writing Tips

Do:

1. Follow instructions and adhere to the format that is requested.
2. Be consistent
3. Your homework. Research the funding agency, its priorities, application process, and history of giving, well before submitting a letter of inquiry or grant application. Individualize, or tailor your application for each unique funder.
4. Double-check and triple-check your application! Ask a colleague to review the application for grammar, spelling, adherence to guidelines, and attachments.
5. Get to the point. Shorter is better. Never exceed the recommended page or application length.
6. Use declarative rather than conditional verbs. Avoid the words if, could, and might. Instead, boldly declare that the gift WILL create a positive outcome.
7. Provide evidence about the “need” or “problem” on multiple levels. If space allows, provide a recent state or national statistic with the source identified by name or title. Next provide a statistic related to your geographic region or county. Finally, summarize internal data to show how many participants are helped or services that are provided by your organization.

8. Describe concrete benefits to the investor (e.g., increased public visibility). When submitting a proposal to a corporation, use language describing an investment, rather than a gift. Be explicit on the benefits to the company, such as visibility through press releases or naming opportunities.
9. Form partnerships and collaborations. Letters from potential collaborators stating their willingness to share equipment, expertise, or other resources can be very beneficial.
10. Communicate program goals, a strategy for implementation, and benchmarks for success.
11. Fulfill all your obligations and provide progress reports as required.
12. Ask for readers' comments. Funders will often provide you with feedback upon request. Use this information to make adjustments to your proposal.
13. Keep trying; excellent proposals are often turned down because the institution has already funded other similar projects.

Don't

1. Stretch your project to make it appear related to the foundation's mission. Be realistic!
2. Inflate your request hoping to get half of what you request.
3. Be over ambitious. Reviewers tend to scrutinize "large" grant applications more than smaller ones. Applicants of larger grants may also be too ambitious in what they hope to accomplish.

Sources:

Elizabeth Howell Brunner, GrantProposal.com
10 Commandments of Private Foundation Grant Proposals by John Huley,
MacArthur Foundation, February 2006