REQUEST FOR PROPOSALS
ENGLISH FOR FAMILIES

ABOUT

Florida Humanities invites public libraries to apply for funding to participate in an expansion of its new English for Families pilot program, a multi-week series of interactive classes for parents and children (ages 6-12) that focuses on developing English vocabulary and literacy skills through strategic and fun story reading.

Developed in partnership with the Orange County Library System (OCLS), English for Families is designed specifically to improve the language proficiency of individuals whose native language is not English (ESOL) by providing essential reading strategies needed for school-age children to achieve success in the classroom while also developing adults' basic language skills.

Libraries selected for participation will receive extensive online training in the program methodology as well as templated marketing and evaluation materials to measure program success.

APPLICATION DEADLINE:

Deadline:
December 1, 2020
12:00 PM (noon)

Notification Date:
December 18, 2020

Contract Date:
January 1, 2021 -
December 31, 2021

HOW TO APPLY

Before beginning an application, organizations must review the entire guidelines and contact Florida Humanities staff to receive an access code for the application. All applications must be submitted electronically via our online portal. Paper applications will not be accepted. To sign in or create a new user account, go to **www.FloridaHumanities.org/Apply**

PLEASE CONTACT:

Patricia Putman, Associate Director
Florida Humanities
pputman@flahum.org

About

English for Families is a series of interactive classes for parents and children (ages 6-12) that focuses on developing English vocabulary and literacy skills through strategic and fun story reading. The goal of the program is to develop the literacy skills of the whole family with the help of English teachers, laying a path to success at work and school.

(Above) Participants of Orange County Library System's English for Families programming.

Each week focuses on a different learning objective and builds upon the lesson from the week before. During each week, a book is featured and the families discuss the theme of the book while also focusing on learning vocabulary, comprehension and additional literacy skills. The classes provide parents with effective strategies to address challenges their children may face in attending school. The curriculum is also designed to develop participants' second language skills and literacy through the use of books, flashcards and direct instruction.

The program can be delivered either in-person or via a virtual platform. For this grant program, selected libraries will be required to host two, 5-week series (2 meetings per week, approximately one hour each) over a 12-month period with no more than 25 families participating in each series. Due to the on-going coronavirus crisis, all programs will be delivered virtually until it is deemed safe to offer in-person programming.

Selected libraries will receive on-demand, online training that will include a series of modules explaining the curriculum, program strategies, and methodology. After completing the on-demand modules, there will be a live, online training session designed to prepare selected libraries to launch the program. All training will be facilitated by the Orange County Library System.

Libraries will also receive templated marketing materials to promote the program locally and participant surveys to gauge the effectiveness of the program.

English for Families is a partnership program of Florida Humanities and the Orange County Library System (OCLS). The program was developed with funds from the National Endowment for the Humanities.

Funding Eligibility

Florida public libraries and library systems are eligible to apply. Two grants will be awarded for participation in the 2021 program, in anticipation of a larger statewide expansion in 2022.

How to Apply

Before beginning an application, organizations must review the entire guidelines and contact Florida Humanities staff to receive an access code for the application. Interested libraries must contact Patricia Putman, Florida Humanities Associate Director, at pputman@flahum.org to discuss their intent to apply and to gain access to the online application form.

All applications must be submitted electronically via our online portal. Paper applications will not be accepted. To create a new user account, go to **www.FloridaHumanities.org/Apply**

A Note on SAM.gov

Because Florida Humanities is a federally-funded agency, all organizations requesting support are also required to have a DUNS number and be registered in the System for Award Management (SAM.gov), a website used by entities doing business with funds from the U.S. government. Organizations are strongly encouraged to begin the registration process or have an active SAM.gov account prior to submitting their application.

No awarded funds may be distributed to organizations without an active SAM.gov account. Creating and maintaining a SAM.gov account is completely free. **Download this quick start guide** for registering or renewing with SAM.gov.

Contract Period, Award Payment and Program Dates

All programming must take place during the contract period: January 1-December 31, 2021. Funds will be dispersed in 2 payments:
- **90%** upon receipt of signed contract and confirmation of SAM.gov registration.
- **10%** to be paid as a reimbursement upon completion of all programming and approval of final reports.

Application Narrative

All applicants must complete each of the following narrative fields in the online application:
1. **Program Need**:
   What is the need for "English for Families" in your community? Describe the demographics of the community and the library branch or branches that will be hosting the programming.
2. **Current Literacy Programming**:
   Describe current literacy programming offered by your library or library system. This may include youth, adult and/or family literacy programming. Include how many people are served by existing programs and the methods utilized to assess program effectiveness.
3. **Key Personnel:**
   Identify your key program team members and their prior experience with administering and/or facilitating literacy programming. This must include a library program coordinator who will oversee program logistics and family recruitment as well an instructor who will directly

facilitate weekly programming. The instructor should be a certified English language instructor or have at least two years of professional teaching experience in literacy or a similar field. Describe additional staffing resources of the library system or other community partners that will be committed to ensuring the program's success.

4. **Program Publicity and Partnerships:**
Describe your plans for publicizing the program and recruiting families for participation. Libraries should plan for no more than 25 families per 5-week series. Note any partnering community agencies that may assist with program publicity and family recruitment.

5. **Technology:**
Describe the technology available to host the program virtually and the support staff available to ensure participants' technology needs are met.

Budget

Request may not exceed $5,000 and Florida Humanities funds may only be used for allowable expenses incurred during the project period. Allowable expenses include:

- **Program instructor** – Recommended payment is $2000 ($1000 for each 5-week series @ 2 sessions/week).
- **Instructor book set** – The Orange County Library System will provide a list of approximately 30 books to be used by the program instructor. The book set may be used over multiple programs. Estimated cost is $600.
- **Family books** – As an incentive for participation, it is recommended that all families who complete the program receive at least one gift book. Libraries are encouraged to use the Oxford Picture Dictionary (approx. $33/each) or another appropriate book of their own choosing. Libraries should estimate the cost for purchasing at least 50 books (one per family; 25 families for each 5-week series).
- **Other** – Other allowable costs include staff technology support and a digital platform for hosting the program virtually. Libraries may also request funding for additional literacy-focused books for families participating in the program and/or for general library circulation.

Cost Share

Organizations are also required to provide a cost share at least equal to the funds requested of Florida Humanities. Cost share may include any items noted above that are not fully covered by grant funding. They may also include:

- Additional library staffing support directly related to implementation of the programming.
- Additional books provided to families participating in the program.
- Marketing and publicity. Please note that templated publicity materials will be provided by the Orange County Library System. Marketing expenses may include print or digital outreach including social media.

Supporting Documents

The following support documents may be uploaded to your application:

- **REQUIRED** - Letter of commitment and resume for program instructor
- Examples of current literacy programs
- Letters of support/commitment from community partners

Reviewing and Submitting the Final Application

IMPORTANT: Before submitting your final application, please review your entire packet by clicking "Application Packet," to ensure all documents uploaded properly. Once submitted, applicants will no longer be able to make any changes without contacting Florida Humanities staff. The Application Packet should be saved as a pdf file and kept by you as your official copy of the final application.

Need help or have questions? We're here to help!

Florida Humanities staff are happy to provide guidance via email, answering any questions you might have about this opportunity. If you have questions, please contact:

> **Patricia Putman**
> *Associate Director*
> Florida Humanities
> pputman@flahum.org

Note: Due to the coronavirus crisis, all Florida Humanities staff are working remotely and are primarily communicating via email. Phone messages may be returned less frequently.