



CLCP Georgia Dept. of Education L4GA Community Grant Application

Grant Funds can be used for one or more of the following priority areas:

- **Tutorial:** This priority area supports initiatives that enhance and supplement adult student learning. Applications for this priority area may include the implementation of mobile apps and games (e.g., Learning Upgrade, CellEd, Codex, etc.) to help adult learners improve their literacy skills anytime, anywhere. Activities may also include delivering other high quality, evidence-based tutoring services for adult learners.
- **Marketing:** This priority area supports initiatives and approaches that help market adult education programs to potential adult education students and the broader community. Applications for this priority area may include approaches or initiatives such as social media advertising, marketing campaigns, or other marketing events or initiatives.
- **2 Gen Community Outreach:** This priority area supports community outreach initiatives that positively impact adult student learners and their families. Applications for this priority area include the development of strategic community partnerships to address early literacy through adult education and expand opportunities for learning beyond the traditional classroom.

Seed Grant: Seed grants provide \$1,000 - \$5,000 for CLCPs interested in:

- **Planning** a new initiative or approach related to one or more of the priority areas. Please note, the planning process may include, but is not limited to, gathering information from stakeholders, conducting research, and piloting the approach and collecting data on its effectiveness.
- **Implementing** a small-scale, new initiative or approach related to one or more of the priority areas.

Community Impact Grant: Community Impact Grants provide up to \$5,000 - \$15,000 for CLCPs to implement or scale proven approaches in one or more of the priority areas. Applicants for Community Impact Grants must be able to demonstrate, through both qualitative and quantitative data, that: (a) they have used a similar approach in the past, and (b) the approach has positively impacted adult learners, their families, and/or the community.



General Questions

1. Which grant are you applying for?
 - Seed Planning Grant (to plan a new initiative – up to \$5,000)
 - Seed Implementation Grant (to implement a small-scale initiative – up to \$5000)
 - Community Impact Grant (up to \$15,000)

2. How much funding are you requesting?

Please note you may request between \$1,000 - \$5,000 for a Seed grant and up to \$15,000 for a Community Impact Grant. If your application is successful, the Office of Adult Education (OAE) reserves the right to adjust the amount of funding awarded based on your application and the availability of funds.

3. If awarded, you assert that you are able to provide bank statements that demonstrate financial solvency and that you are able to utilize the funds on a monthly reimbursement basis.
 - Yes, our CLCP has current funding that is at least twice the amount that we are requesting in a verifiable financial banking account.
 - No, our CLCP has less than twice the amount that we are requesting in a verifiable financial banking account.

4. Which priority area(s) is/are your approach/initiative aligned with? Please check all that apply.
 - Tutorial
 - Marketing
 - 2 Gen Community Outreach

5. Are you applying as?
 - An individual CLCP
 - A consortium
 - If applying as a consortium, please list the other CLCPs you are applying with.
 - If applying as a consortium, who will serve as the fiscal agent for grant funds? Describe your process for managing funds among consortium members in accordance with grant expectations.



Seed: Planning Grant Questions

Section I - Grant Narrative

1. What is the initiative or approach you would like to plan? Why do you need assistance in planning? *(250 – 500 word limit)*
2. List 2-3 key questions you will attempt to answer by the end of the planning process. *(For example, what specific needs can the CLCP attend to with local childcare facilities that positively impacts Adult Education?)*
3. Upload the **Scope of Work template** outlining your planning process. *(Please note: The items listed in the Scope of Work should help you answer the questions you listed in question 2).*

Section II - Grant Capacity and Partnership

4. Who is on your planning team? In your answer, please address: (a) why each person was selected as a member of the planning team, and (b) what their specific role on the planning team will be. At least one member of the planning team should be the local **Adult Education Program Administrator** or their designee.
5. Describe any key community partners that will support you in the planning process, including each partner's specific role. Please upload letters of commitment from each partner organization that detail how they will support you in the planning process.
6. Upload a letter of commitment and support from the local Adult Education Program Administrator or their designee.

Section III - Grant Budget

7. Please upload the **CLCP Grant Budget Template** indicating how you will spend the funds.
8. Based on the budget you uploaded, write a budget rationale explaining how each cost will support the planning process.



Seed: Implementation Grant Questions

Section I - Grant Narrative

1. What is the initiative or approach you plan to implement? Why is there a need for this particular approach in your community? *(250 – 500 word limit)*
2. Please list 2-4 SMART goals for your approach/initiative (SMART = Specific. Measurable. Achievable. Relevant. Time-Based)
3. Please upload the **Scope of Work Template** outlining your implementation process.
4. At the end of the implementation phase (end of May 2023), how will you know your implementation grant was successful in meeting the needs of adult learners within the community? *(250 – 500 word limit)*

Section II - Grant Capacity and Partnership

5. Describe your grant implementation team. In your answer, please address: (a) why each person was selected as a member of the implementation team, and (b) what their specific role on the implementation team will be. At least one member of the implementation team should be the local **Adult Education Program Administrator** or their designee.
6. Describe any key community partners that will support you in the implementation process, including each partner's specific role. Please upload letters of commitment from each partner organization and from the Adult Education Program Administrator that detail how they will support you in the implementation process.

Section III - Grant Budget

7. Please upload the **CLCP Grant Budget Template** indicating how you will spend the funds.
8. Based on the budget you uploaded, write a budget rationale explaining how each cost will support you in the implementation process.



Community Impact Grant Questions

Section I - Grant Narrative

1. What is the initiative or approach you plan to implement or scale? Why is there a need for this approach in your community? *(250 – 500 word limit)*
2. Describe the qualitative and quantitative evidence that this initiative or approach has positively impacted adult learners, their families, or the community. You may upload supporting documentation as needed. *(250 – 500 word limit)*
3. Please list 2-4 SMART goals for your approach/initiative (SMART = Specific. Measurable. Achievable. Relevant. Time-Based).
4. Please upload the **Scope of Work template** outlining your implementation process.
5. At the end of the grant period (end of May 2023), how will you know the grant was successful in meeting the needs of the community? *(250 – 500 word limit)?*

Section II - Grant Capacity and Partnership

6. Describe your grant team. In your answer, please address: (a) who will lead the implementation process, (b) each person's specific role in the process. At least one member of the implementation team should be the local **Adult Education Program Administrator** or their designee
7. Describe any key community partners that will support you in the implementation/scaling process, including each partner's specific role. Please upload letters of commitment from each partner organization and from the Adult Education Program Administrator that detail how they will support you in the implementation process.

Section III - Grant Budget

8. Please upload the **CLCP Grant Budget Template** indicating how you will spend the funds.
9. Based on the budget you uploaded, write a budget rationale explaining how each cost will support you in the implementation process.