

Adult Education Grant Application Family Literacy Supplement

**Please note, all applications must be submitted through [Survey Monkey Apply](#), TCSG's online application portal, by March 13, 2024. TCSG will not accept applications submitted in any other format (mail, email, etc.) or after the submission deadline. This document lists the application questions for reference only.*

I. Family Literacy Program Overview

1. Please provide an overview of your family literacy program by completing the information below:
 - a. **Participant Information**
 - i. Anticipated number of families served annually:
 - ii. Brief description of the adults (eligible for services under AEFLA) and their families that will participate in the program (e.g. English Language Learners, ABE, etc.)
 - iii. Ages of children that will participate in the program (*per TCSG policy, children birth through 18 or through 21 if the child is still receiving services under the Individuals with Disabilities Act (IDEA) - can participate*).
 - b. **Program Structure**
 - i. Duration of the program
 - ii. Number of hours per week (*per TCSG policy, programming must be scheduled for minimum of six hours per week which can include adult education, parent education and interactive literacy activities*).
 - c. **Partner Organizations**
 - i. Please list the organization you will partner with:

Application questions align with the 13 Considerations outlined in AEFLA Section 231(e) and 34 CFR 463.20(d). A crosswalk between these considerations and the application questions is provided on pages 5-7 of the Adult Education Grant Application Guidelines.

II. Integration of Existing Literacy Efforts

2. Please describe existing literacy efforts in your community as well as the need for your family literacy program. How will your family literacy program align with these existing literacy efforts? (*500 words*)
3. Using the chart below, please outline your plans to integrate the four components of Family Literacy (as outlined in WIOA Section 203(9)).

Family Literacy Component	Description	Lead Organization(s) <i>(organization(s) that will provide this component of Family Literacy)</i>	Funding Source¹ <i>(AEFLA, partner contribution, in kind, etc.)</i>	Instructional Delivery Method <i>(In Person, Hybrid, Hy-flex, Virtual- Synchronous, Virtual – Asynchronous)</i>
Adult Education				
Interactive Literacy Activities				
Parent Education				
Children's Education				

¹ Per WIOA 231(d), before using Adult Education and Family Literacy Act state or matching funds on ineligible participants (children in family literacy programs), programs must first attempt to coordinate with other programs or services.

III. Partner Organizations

Note: Programs must have, at a minimum, two community partners (state requirement).

4. Please describe each partner organization, including the roles and responsibilities of each partner as it pertains to the Family Literacy Program. Please specifically include the role of any Certified Literate Community Programs (CLCPs), if applicable. (*Consideration 10*)
5. Please upload **statements of commitment** from each of the listed partners (state requirement). Statements of Commitment must include the partner's specific roles and responsibilities as they pertain to the family literacy programming.

IV. Alignment with Georgia's Family Literacy Indicators of Program Quality

6. Please describe how you will ensure your program aligns with Georgia's Family Literacy Indicators of Program Quality. Specifically address the areas below:
 - a. How will you recruit and retain families into the program?
 - b. How will you partner with families to ensure the Family Literacy program meets their needs as caregivers?
 - c. How will you ensure the program is inclusive of all types of participating families? (*Considerations 10 and 11*)
 - d. How will you develop family education plans for each family? How will you collaborate with families to check in and monitor progress?
 - e. Describe what evidence-based curriculum or instructional materials you will use for your family literacy program. (*Consideration 6*)
 - f. How will your program collect data for NRS Table 8 (Outcomes for Family Literacy Programs)? (*Consideration 12*). (*Please note: Table 8 is available in the Appendix of the Family Literacy Indicators of Program Quality*).
 - g. What data will you collect to determine if the program is effective? How will you use this data to evaluate and improve the program? How often will this process occur? (*Consideration 12*) (750 words)

V. Budget

Note: Please ensure you included your Family Literacy budget in your General Adult Education budget template.

7. Please provide a budget rationale describing how you will use AEFLA Grant funds to support the Family Literacy programming.

II. Professional Development Certification

Note: Per state requirement, funded Family Literacy programs are required to attend Family Literacy professional development offered by OAE and its partner organizations, including the National Center for Families Learning (NCFL). Professional development will include an in-person implementation session, as well as additional coaching and professional learning communities, with no more than one required event per month. Events will occur both in person and virtually, depending on the nature of the professional development. Funded programs must ensure that representatives from their partner organization(s) are also able to attend key professional development sessions. Please certify that you agree with these requirements by checking the boxes below:

- I understand that, as a condition of the grant, I will be required to attend Family Literacy professional development.
- I understand and will ensure that representative(s) from partner organizations will attend the required professional development.
- I understand that, as I attend the professional development session, the plans for my family literacy program may strengthen or change. I agree to be open to improving my family literacy programming based on the information I learn during the professional development. If any significant changes occur, I will ensure to submit a project or budget amendment per TCSG's Adult Education Policies and Procedures.