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**Directions for Completing Narrative and Budget**

Below are the guidelines for completing the narrative and budget, which should be limited to five pages and be submitted as one document.

**Part I: Narrative**

The narrative MUST be formatted using the following sections:

**1) Project Abstract/Summary**

**2) History and Accomplishments**

 Briefly describe the organization’s history, mission, current programs/activities, and students served.

**3) Needs Statement**

Please identify the population to be served, the problem(s) it faces, and why the project is necessary.

**4) Objectives**

Please describe how the proposed project will address the problem(s) identified in the Needs Statement. Objectives should be stated in clear, measurable terms. Be sure to include the anticipated number of students to be served and the approximate amount of instruction that they will receive.

**5) Project Description**

This section offers an overview of the project. Please provide a clear description of the project’s components as well as the curriculum and/or teaching materials to be used. Descriptions should also include: 1) the student population that will be served; 2) how, when, and where health literacy instructional services will be provided; 3) how your program will work with adult learners to identify and develop a suitable project-based learning activity.

**If you are a 2017 health literacy grant recipient, please summarize the results of your program, including outcomes, successes and challenges faced during implementation.**

**6) Collaboration and Partnerships**

Please state how the program plans to collaborate with outside partners to recruit students, deliver instruction, and/or promote health literacy.

**7) Recognition**

Please describe how Florida Blue Foundation will be recognized for supporting the initiative and/or be involved in the proposed project. (See Guidelines)

**8) Timeline**

Please outline the steps and time needed to develop and implement the proposed program.

**9) Evaluation**

Please document how the objectives and outcomes of the proposed project will be measured. (Please see required assessment tools in the Guidelines section.)

**Part II:** **Budget**

Please provide a program budget, ensuring that items in the budget are supported in the program description. Below are instructions for each section of the budget. An example budget is on the following page; feel free to format in a spreadsheet document if preferred.

**REVENUE**

Specify line items. These may include the Florida Health Literacy Initiative grant funds provided by Florida Blue, as well as any additional cash resources (e.g. grants, donations, fees, etc.) projected to be used for the project and their sources. Matching funds are not required.

**PROJECT EXPENSES**

**Salaries and Benefits**

Please list the salaries and benefits for all paid personnel, including instructors, administrative, and program management staff. Please estimate the total number of hours each employee will contribute to the project and the rate at which they will be paid. Benefits should be listed separately and may include employer’s portion of such things as the following: FICA, employee allowances, health insurance, etc.

*Example:*

*ESOL Instructor (5 hrs per wk. @ $18 hr. for 35 weeks) $3,150*

*ESOL Instructor benefits (FICA, benefits) $350*

**Other Expenses**

Specify line items. Examples: instructional materials and supplies, lease, telephone, program events and field trips, project-based learning activities, staff travel,equipment,speaker/professional fees, marketing, printing and postage, recognition, training and development, etc.

*Example:*

*Supplies for Student Health Fair $500*

*Field Trip to local County Public Health Agency (bus rental and insurance) $300*

*Photocopies/printing $200*

This grant allows up to $450 to be budgeted towards the attendance of staff member(s) at the 2018 Annual Florida Literacy Conference. Equipment purchases are limited to $400.

**IN KIND RESOURCES**

**Description**

Specify line items. These may include volunteer time, office space, supplies, and more.

List separately any in-kind resources that you anticipate will be contributed in support of this project. Volunteer time should be valued at $24.14 per hour.

 (Source: [http://www.independentsector.org](http://www.independentsector.org/volunteer_time?s=volunteer%20value))

**2018-2019 BUDGET FORMAT**

|  |  |
| --- | --- |
| **REVENUE** | **Amount** |
| Florida Health Literacy Initiative Grant |  |
|  |  |
|  |  |
|  **TOTAL REVENUE** |  |

|  |  |
| --- | --- |
| **PROJECT EXPENSES** | **Grant Amount** |
| **Salaries and Benefits**  |  |
|       |       |
|       |       |
|       |  |
|  **Total Salaries and Benefits** |  |
| **Other Expenses**  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  **TOTAL EXPENSES** |  |

|  |  |
| --- | --- |
| **IN-KIND RESOURCES** |  |
| **Description** | **Amount** |
|  |  |
|  |  |
|  |  |
|  |  |
|  **TOTAL IN-KIND RESOURCES** |  |

**Formatting and Delivery Notes:**

* Documents should be Microsoft Word or PDF documents that are typed using a 12-point font (Times or similar), formatted with one-inch margins on all sides and include page numbers.
* The proposal (including the budget) should be limited to five pages and be submitted online as one document.
* Supporting documents should be submitted separate from the proposal in the designated areas on the application website.
* Proposals must be submitted by **March 5th, 2018.**

Applications that do not comply with the guidelines and instructions may not be reviewed. Please do not fax, mail or e-mail applications. Upon receipt of a proposal, an acknowledgement will be e-mailed to the applicant. For your convenience, you may refer to the application checklist.

Please contact Heather Surrency at surrencyh@floridaliteracy.org or 407-246-7110, ext. 209, if you have questions.

Thank you and we look forward to your application!