

**Florida Financial Literacy Initiative**

**A statewide Initiative managed by the Florida Literacy Coalition and supported by Wells Fargo**

**2023 GRANT APPLICATION**

Please complete the following application electronically and submit it online [here](https://form.jotform.com/232364383420148) before **October 18th, 2023, at 5:00 pm.** The narrative and budget should be submitted as one PDF 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 and 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

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.)

The following are examples of measurable goals: (1) FLC will deliver 18 hours of financial literacy content to at least 60 students during the grant year. (2) At least 90% of students will report that the financial literacy class helped them in their everyday life; (3) Students will facilitate a student-organized financial literacy event during the grant year.

## 5) Project Description

This section offers an overview of the project. Please provide a clear description of the project’s components, and the curriculum and/or materials to be used. Be sure to describe the student population and how, where, and when financial literacy instructional services will be provided. Please describe how you will work with adult learners in your program to identify and develop a suitable project-based learning activity.

\* If you are a 2022 financial literacy grant recipient, please summarize your program’s success and describe your plans for program continuation.

## 6) Collaboration and Partnerships

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

## 7) Recognition

Please describe how Wells Fargo will be recognized for supporting and/or be involved in the proposed project. (See Guidelines)

**8) Timeline**

Please provide a timeline with project milestones.

## 9) Evaluation

Grant recipients must administer pre- and post-financial literacy assessments, student survey, and teacher survey. Programs are welcome to also use additional evaluation tools if appropriate. Please describe these tools here (optional.)

# Part II: Budget

Please read this section carefully to ensure your budget request meets the following guidelines.

1. Budget items should clearly support the project description and objectives. Please only include anticipated revenues and expenses for the proposed financial literacy project and not for your larger program/organization.

1. If the project has additional funding sources**, please specifically note how the funds from this grant will be used.**

1. Equipment purchases, such as iPad, headphones, etc., are limited to $1,000.

1. Grant funding may be used to purchase small incentives, food, prizes for students etc. These items, however, should not be the focus or a major expense of the budget request.

1. Travel is limited to $450 and may include attendance at the 2024 Florida Literacy Conference.

**Below are instructions for each section of the budget. Feel free to use the format provided below or use a spreadsheet document, if preferred.**

## REVENUE

Specify line items. These may include the Florida Financial Literacy Initiative grant funds provided by Wells Fargo, 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. Specify the line items that will be funded by this grant proposal.

## PROJECT EXPENSES Salaries and Benefits

Please list the salaries and benefits for all paid personnel, including instructors, administrative, and program management staff. Please indicate 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 the employer’s portion of such things as the following: FICA, employee allowances, health insurance, etc.

*Example:*

*ESOL Instructor (4 hrs per wk. @ $19.00 hr. for 30 weeks)*  *$2,280*

*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, classroom materials, printing and postage, recognition, training, etc.

*Example:*

*Supplies for student project $500*

*Classroom materials $200*

*Bus for classroom field trip $350*

**\*Equipment purchases are limited to $1,000.**

## 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 to support this project. Volunteer time should be valued at $29.41 per hour.

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

**2023 BUDGET**

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

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

|  |  |
| --- | --- |
| **IN-KIND RESOURCES** (Optional) |  |
| **Description** | **Amount** |
|  |  |
|  |  |
|  |  |
| **TOTAL IN-KIND RESOURCES** |  |

# Part III: Supporting Documents

Please include the following documents with your online application:

* Current Operating Budget;
* Copy of IRS tax-exempt determination letter (for non-profits only); and
* Other supporting materials (i.e. letters of support, newspaper articles, etc.) are optional. This material must be limited to 2 pages.

**Formatting and Delivery Notes:**

* Proposals should be 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 PDF document**.
* Supporting documents (detailed above) should be submitted separately from the proposal in the designated area on the application website. A maximum of two pages will be accepted. Any additional pages will be deleted and not included with the final application.
* Proposals must be [submitted here](https://form.jotform.com/232364383420148) before **October 18th, 2023, at 5:00 p.m.**

Applications that do not comply with the application guidelines and instructions may not be reviewed. Please do not fax or e-mail applications. For your convenience, you may refer to the enclosed application checklist. Please contact Alison Bell at bella@floridaliteracy.org with questions.

Thank you and we look forward to your application!