

## Family Literacy Grant Program Project Description Template

Complete the table below and attach to the LaMPSS funding proposal as the detailed project description. The information provided in this template will build on the information provided in the application under Section 2: Applying for Family Literacy Grant Funding of the Proposal—Project Description. When completing the table, use as much space as required to provide an accurate description of the project.

Quality family literacy programs include the following practices:

- ❖ focus on the literacy needs of the families involved;
- ❖ involve families in designing the program;
- ❖ develop partnerships to deliver sustainable programs;
- ❖ provide a safe environment for families to learn;
- ❖ continue to assess the program to ensure goals are met;
- ❖ use gender/age appropriate and culturally sensitive materials;
- ❖ engage in raising literacy awareness; and
- ❖ are visible in the community.

Project proposals will be reviewed using these criteria. For more detailed information, a copy of the document, “Good Practices for Family Literacy Programs” can be found online at <http://www.gonssal.ca/General-Public/Literacy-Programs/documents/best.pdf>.

<b>Organization Information</b>
Name of Organization
Project Title

<b>Executive Summary</b>	<i>Using the brief project description provided above, provide more specific details including objectives, activities, expected results of your plan, and how you will achieve the expected outcomes.</i>

<b>Demonstrated Need</b>	<i>Why is the project you propose necessary in your area?</i>

<b>Project Objectives</b>	<i>List the purpose of your activities/services. The objectives stated should be clear and measurable.</i>

<b>Evaluation Plan</b>	<i>Provide specific details on the expected results of your organization’s Family Literacy Grant Project, as well as how the project will be measured. This may include, but not limited to, participation evaluation forms, surveys, pre- and post-assessments, and/or quantitative measures.</i>

<b>Project Team</b>	<i>Organizations must establish a project team who will oversee the project development, delivery and evaluation. The team should be comprised of individuals who understand the goals and objectives of the project including the appropriate regional Adult Education Coordinator. Organizations must ensure the Adult Education Coordinator is notified of scheduled meetings. This will ensure any unforeseen issues or challenges are dealt with quickly and efficiently limiting the impact on the project participants. Identify the names and organizational representatives who will form the project team as well as details on how the team will oversee the project development, delivery and evaluation.</i>