

# Commonwealth of Virginia

DEPARTMENT OF EDUCATION  
Office of Adult Education and Literacy

## APPLICATION COVER PAGE

### *Project REACH Technology Grant*

Applicant Name (Fiscal Agent): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Federal ID number for the Fiscal Agent: \_\_\_\_\_

Total funds requested: \$ \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail: (required) \_\_\_\_\_

In acknowledgment and acceptance of the stated funding guidelines and requirements:

**Financial Officer:**

**Chief Executive/Superintendent  
For Fiscal Agent:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## APPLICATION REQUIREMENTS

1. **Complete the Application Cover Page.**
2. **Provide evidence that the family literacy program is eligible for the funding.**

To be eligible to compete for the funding, a family literacy program must demonstrate that it provides the four components of family literacy:

- Adult education for eligible parents
- Education and/or child development for the children of the parents receiving adult education
- Structured time for parents and children to work together (Parent and Child Time – PACT)
- Parenting education activities

3. **Submit a Budget Worksheet. A sample Budget Worksheet is attached. The request for funding may not exceed \$5,000. No match is required.**
4. **Submit a Project Narrative of not more than five pages that describes how you will use technology funds to improve your family literacy program. Include the following:**

- a. Program priority that will be developed using technology

The grant should be developed to meet one or both of the following priorities:

- (1) Using computers to support early literacy in children's education
  - To provide a literacy-rich environment
  - To advance language and vocabulary development
  - To assist phonological awareness
  - To increase book knowledge and print awareness
  - To enhance early writing and alphabet knowledge

- (2) Using technology to enhance adult literacy education
  - To complement the curriculum
  - To deliver instruction

- b. Description of how funds will be used. Funds may be used to purchase hardware, software, or a combination of both. These funds may not be used to provide infrastructure without prior approval of the Department of Education. Funds may not be used for salaries or benefits of staff. If training is required to implement hardware and/or software, trainer's expenses may be charged to the grant.

- c. Plan for evaluating the added value of technology in family literacy. This plan should demonstrate the relationship of grant activities to program improvement. The grant does not support the expenses of an evaluator. The evaluation should be a part of the existing program evaluation or supported by other funds.
  
- d. Timeline for project activities.

## SAMPLE BUDGET WORKSHEET

Expenditure Category		Local Match (not required)	Federal/ State	Total
3000	PURCHASED SERVICES Trainer (1 @ \$500/day)		500	500
5000	OTHER CHARGES Travel	200		200
6000	MATERIALS AND SUPPLIES Software		1,500	1,500
7000	EQUIPMENT 3 computers and a printer		3,000	3,000
<hr/> <b>TOTAL</b>		<b>\$ 200</b>	<b>\$ 5,000</b>	<b>\$5,200</b>

Amount Requested  
In This Proposal