

**SAMPLE GRANT PROPOSAL 6**

**GRANT SEEKER:**

**IEC ENGLISH LANGUAGE INSTITUTE**

**MEMPHIS, TENNESSEE**

**DISCLAIMER:**

Names and addresses in this grant proposal sample have been changed.  
Similarities to actual programs, people or organizations are coincidental and not intentional.

# **“Exploring English for Better Living”**

**Submitted to: Reading and Learning Resource Center**

**Submitted by: iEC English Language Institute**

October 12, 2006

**Mr. Philip Johnson**  
**Community Affairs Office**  
**Reading and Learning Resource Center**  
**5322 Elm Street, New York**

Re: Exploring English for Better Living

Dear **Mr. Johnson:**

iEC English Language Institute is pleased to present to you this proposal for review. Our aim is to provide our students with a program called "Exploring English for Better Living". Initially, the program focused on the reading and comprehension skills of at least 50 students aged 6-12 who were left behind for at least a year of their current level.

For the past six months of conducting the program, we have seen at least 30-40% improvement in our students' performance. They have become more attentive and active as they step to the next level of improving their language skills. Contributing to the success of the program is the continuous support of classroom teachers and some other experts on specific areas of the subject.

With the positive results of the program, we seek to address the needs of all our students at the iEC English Language Institute. We would like to request \$183,320 fund for the purchase of reading software, hardware and training facilities needed to equip our laboratory with computers, scanner, audio-video CDs, and VHS.

We appreciate Reading and Learning Resource Center taking interest in helping our students overcome their reading and comprehension difficulties. Should you require more information about this proposal, you may phone us at 919-123-4567 local 890.

Thank you,

Heathcliff D. Martin  
Curricular Programming Coordinator  
iEC English Language Institute  
900 Firethorn Drive,  
Memphis, Tennessee

## **The Need for “Exploring English for Better Living” Project**

### **The Institute**

iEC English Language Institute serves students ages 6-12 belonging to a culturally diverse community and are behind at least a year from their current academic level. Majority of these students are at risk of flanking in school. iEC mostly serves out-of-school youth whose parents have difficulty financially supporting their children’s academic advancement. iEC’s programs are developed to suit the needs of these students to cope with their academic requirements.

### **Student and Community Needs/Risk Factors**

For the purpose of this grant request, iEC obtained data on student/community “Needs/Factors” from the existing annual state, federal, district and school files and reports. Additional supporting documents were also acquired: these are the most recent academic surveys and reports from the Parents-Teachers Association.

### **iEC English Language Institute Problem Areas**

- Only 55% of the students are eligible for educational, health and nutritional services
- 25% of the students have only one parent working and with very low income
- 20% of the students have no chances of enhancing their language proficiency because of the income factor mentioned

## **Community Problem Areas**

- 100% of the students lack support from the community for English Language Proficiency Programs
- 48% of the parents are non-English speakers
- Income per family is 27% lower than the countywide average family income
- Literacy and technology-based vocational programs are at a high cost and are not accessible to both parents and students

## **Program Goals and Objectives**

### **Goal**

This program hopes to provide students with a pleasant learning environment that will enhance their reading and comprehension skills. This will be possible with the help of competent and supportive teaching staff and language experts in the community.

### **Objectives**

1. Increase students' level of learning by 20-35%. This will be reflected when they take the standardized test on reading and comprehension.
2. Have 85% or more of the students overcoming their reading and comprehension difficulties after 3 months in the program.
3. Have at least 75% of the students show a clearer understanding and wider knowledge of the subject areas tackled after going through the entire program.
4. For students to demonstrate significant improvement in the four areas of the English language proficiency at the start of the school year. This will be shown through the pre-test and post-test that will be conducted by the bureau of public and private schools.
5. Add other helpful curricula to the program that will further enhance the knowledge and skills of students. The board members, faculty, technical support volunteers, and staff will brainstorm on this possibility through their monthly meetings.

## **iEC Language Institute Program Description**

“Exploring English for Better Living” program is specifically designed for the 150 students of the iEC English Language Institute. This program is to help enhance the reading and comprehension skills of the students. It aims to help children aged 6-12 years in the four areas (reading, writing, listening and speaking) of the English language. This program will have lectures and activities covering one full year.

Some of the activities include reading with the use of special software and manuals. All activities will be under the guidance and technical assistance of teachers, language experts and community volunteers. Classes will be from Mondays to Fridays. Students can choose from either of the two sessions available: 8 am to 12 noon and 1-5 pm.

Orientation for the students covers reading and comprehension skills guide, the use of the reading facilities, and getting students acquainted with the reading process. Teachers and other non-teaching staff (technical and engineering) will assist in the flow of the activity from beginning to end.

Volunteer staff will take charge of handling materials and the laboratory equipment (software and other reading tools). At the end of each session, students will be given homework as a follow-up activity for the next day. Designated teachers will do checking, monitoring and recording of progress, and file the same in the students' individual progress report.

Tutorial services will also be provided for slow learners to help them cope with the other students. The Institute will also assist students with the use of existing library facilities and more depending on the students' requirements.

## **Resources**

### Capability Support

“Exploring English for Better Living” program will cater to at least 150 students in the community. Schedule of the program will be from Mondays to Fridays. There will be two sessions, one in the morning from 8 am to 12 noon and another one in the afternoon from 1 pm to 5 pm. This includes tutorial services under the supervision of the curricular coordinators with special arrangements from the faculty and other staff.

### No Cost Support

Other manpower services (such as technical support, proctoring, etc.) for the “Exploring English for Better Living” program will be provided by volunteer groups and individuals free of charge.

### Facilities and Equipment

The program’s facilities will include the following: a library, a reading laboratory, five classrooms for the lecture, audio-visual room, one hundred desktop computers with Internet connection, one hundred headsets, and overhead projector.

### Program Facilitation Procedure

The program coordinator will initially supervise and facilitate the lecture for the students. The teachers will take over as soon as they are ready with the use, handling and distribution of learning manuals as well as the management of the reading laboratory, other facilities and equipment.

The program coordinator will take the lead in the evaluation and monitoring of the students’ progress.

## **Management Plan**

### The Aim for Continuous Program Development

As part of its program development, iEC English Learning Institute will have the following plan of action:

- Hold regular meetings and conferences with staff for monitoring and progress reports.
- Provide intensive training, workshops and seminars for the staff's professional growth.
- Provide teachers with exposure/training to the different kinds of teaching strategies that they can apply to the program.
- Creation of core groups and links with other learning institutions for a wider opportunity and success.
- Distribute newsletters and survey forms for feedback from students, parents, and other observers. The feedback will be used to improve on the Institute's services.
- Monthly forum with the parents, teaching and non-teaching staff to address problems and other issues for the Board of Directors' attention and resolution.

## **Project Evaluation**

### Overview

The program evaluation will be handled mainly by the project coordinator with representatives from the grant making agency plus two independent evaluators. Evaluation will be based on students' test results, attendance, and classroom performance (class standing, etc).

### Measuring Program Objectives

Achieving its goals and objectives are the bases for the program's success. Teacher-made exams, standardized tests, and completed student's evaluation forms will all help in determining these.

### Using an external/independent evaluator

The iEC English Learning Institute has contracted Morris and Company Testing and Evaluation Center (MCTEC) to act as independent evaluator. MCTEC is a certified external evaluator in the city of Memphis. External evaluators in Memphis work closely with low-performing schools to assess barriers to students' academic achievement.

### Budget

| <u>Items:</u>   | <u>Cost:</u>             |
|---|--------------------------|
| 1 program coordinator   | \$ 18,000                |
| 1 teacher facilitator (assistant to the coordinator)                        |                          |
| 12 hours a week, part-time basis/with benefits                              | \$ 5,760                 |
| 2 teachers-in-charge  | \$ 34,560                |
| Library assistants  | \$ 6,000                 |
| Secretarial services  | \$ 10,800                |
| 100 desktop computers   | \$ 70,000                |
| Overhead projector  | \$ 1,500                 |
| 100 headsets  | \$ 3,400                 |
| Maintenance of facilities and equipment                                     | \$ 2,500                 |
| Curriculum program coordinator, 4 hours a day,<br>5 days a week (part-time) | \$ 10,800                |
| Computer software and reading laboratory kit                                | \$ 20,000                |
| <b>TOTAL</b>  | <b>\$ <u>183,320</u></b> |