



HAWAI'I COMMUNITY
FOUNDATION

Family Literacy and Hawai'i Pizza Hut Literacy Funds Request for Proposals 2017



Overview

The purpose of the Hawai'i Community Foundation Family Literacy and Literacy Funds is to increase the literacy of Hawai'i residents. While there are many forms of literacy, English literacy is the primary focus of these funds. The Family Literacy Advisory Committee reviews applications and makes recommendations for grants that are most consistent with the purpose and priorities of the funds.

- **Family Literacy** – Programs are funded through the Public-Private Partners for Literacy Fund, Harry and Jeannette Weinberg Fund for Family Literacy, and the George J. Henritz Memorial Fund, each of which is a component fund of Hawai'i Community Foundation.
- **Literacy** – Programs are funded through the Hawai'i Pizza Hut Literacy Fund, which is a donor-advised fund of Hawai'i Community Foundation. This fund is supported with money collected from the sale of Hawai'i Pizza Hut's "Literacy" card.

Priorities of the Fund

In 2000, the National Reading Panel summarized several decades of research that shows effective reading instruction addresses **five critical areas including Phonemic awareness, Phonics, Fluency, Vocabulary, and Comprehension**. The panel found that a combination of these five areas, plus guided oral reading, is effective for teaching people to read. (For more information visit <http://www.nichd.nih.gov/research/supported/Pages/nrp.aspx/>.) **Applicants should describe how their programs include these five critical areas.**

Preference will be given to projects that

- **Improve access to programs** for low-income, immigrant/refugee or rural communities by:
 - Utilizing community-based partnerships,
 - Adapting programs to be responsive to diverse cultures, and
 - Utilizing technology to increase access.
- **Improve quality of programs** by:
 - Utilizing research documented best practices, including the National Reading Panel's five critical areas and nationally documented programs adapted to reflect Hawai'i's diverse cultures,
 - Including an evaluation component, and/or
 - Providing teacher training through workshops or conferences to implement quality literacy programs.
- For Family Literacy Programs, focus on families with young children (ages 0-8), engage parents as their child's first teacher, and increase the educational achievement of both children and adults to improve the family's economic status over time.

Projects not likely to be funded

- Programs that take place as part of or supplant any part of a school curriculum.
- Programs that replace DOE funding.
- Requests for books, materials, equipment, and/or technology alone that do not sufficiently align with the National Reading Panel's essential components of effective reading instruction.
- Major capital projects, although some small facility improvements to improve the ability to deliver a literacy program may be considered.
- Funds for an endowment or for the benefit of specific individuals.

Proposal Review Criteria

The strongest proposals will be those that meet all or most of the following criteria:

Integrity of the Proposed Program

- Organization demonstrates ability to deliver program.
- Program is well-defined and likely to be successfully implemented.
- Program budget is adequate; program costs are consistent with the narrative and are reasonable.
- Program is designed and implemented utilizing best practices.
- Program is designed to reach low-income, immigrant/refugee or rural populations.
- If a Family Literacy program, the program is designed to reach young children (ages 0-8) and their families to increase the educational achievement of both children and adults to improve the family's economic status over time.

Potential for Impact of the Program or Project

- Program has clearly defined outcomes and means to measure those outcomes.
- Evaluation of the program is clearly incorporated into program design.
- Program demonstrates the ability to leverage other resources (i.e. funds, in-kind support and/or community partnerships).
- Program has determined or is planning how to sustain the proposed program over time.

Grant Range

Generally, grants from the Hawai'i Pizza Hut Literacy Fund will range from \$5,000 to \$25,000 and are for a one-year period, although organizations may apply for support in subsequent years.

Grants for Family Literacy may be for one or two years and may range from \$5,000 to \$25,000 per year. Proposals for multi-year projects must have clearly defined evaluation processes and the means to measure outcomes. Annual progress reports must be submitted for multi-year grants. Program evaluation and ongoing improvement must be clearly incorporated into program design.

Eligibility

Hawai'i nonprofit organizations that are 501(c)(3) IRS tax exempt organizations, or units of government, such as Hawai'i public schools and libraries, are eligible to apply.

Online Submission

Applications may only be submitted through HCF's online system at:

<https://nexus.hawaiicommunityfoundation.org/nonprofit>, or click on "NONPROFIT GATEWAY" at the bottom of the HCF home page. If you are a new user, click "**New User Registration for Organizations;**" the registration process may take two to three days so please register early.

Application Instructions

We recognize the significance of diacritical markings in written Hawaiian as pronunciation guides, but the online application system is unable to accept Hawaiian diacritical markings consistently. Please do not include markings in your responses – it may cause errors in the character counter and how the online system processes your responses.

Deadline

Submit your proposal online by 4:00 p.m. HST on June 22, 2017.

Proposal Narrative

The online application will ask you to address the following questions:

1. Describe the organization or group. (1,000 character count max.)
 - What are the organization's mission and history, geographic reach, and volunteer and/or paid staff size?

- What is the organization's experience implementing this program and staff capabilities to conduct the proposed work?
 - What community partnerships or collaborations are critical to successful program implementation?
2. Describe the targeted population and program. *(5,000 character count max.)*
- What is the target population and any barriers to literacy?
 - Which of the critical areas (Phonemic awareness, Phonics, Fluency, Vocabulary, Comprehension, and Guided Reading) of effective reading instruction does the program address?
 - What activities are required to implement this program?
 - Why is this program design effective for the targeted population?
 - Which research and best practices have influenced this program design? Were any modifications made?
 - How does this program meet the priorities of the fund?

If this is a multi-year request for Family Literacy and the activities will be different in years 1, or 2, describe the expectations for how the program will develop.

3. Describe the difference that this program is expected to make. *(4,000 character count max.)*
- How many people will participate and, where appropriate, complete the program?
 - What are the anticipated outcomes for participants?
 - How will you measure them?
 - For Family Literacy programs, how will parents be engaged in reading with their children?
 - For Family Literacy programs, how will activities increase the educational achievement of both children and adults to improve the family's economic status over time?
4. If this is an ongoing program, describe any significant improvements and challenges in the program. *(2,000 character count max.)*
- What has the organization learned in planning or implementing this program?
 - What are the challenges for the program?
5. Describe the plan to continue the program after the grant period ends and address financial sustainability specifically. If the grant will continue to have an impact without financial support (such as through improved teaching practices), please describe that. If support from other funding sources is anticipated in the future, please describe those sources or the plan to secure them. *(1,000 character count max.)*

Supporting Documents

You will be asked to upload the following documents:

1. **Project Matrix** outlining program impact including (see application online to download form):
 - a. Objectives – Why are you doing this work? Who do you serve?
 - b. Program or Strategy – What are you going to do? Which of the critical areas of instruction are addressed?
 - c. Actions – What activities will you implement? How many people will participate (provide duplicated and unduplicated projections as appropriate)? How much time? How often?
 - d. Outcomes – What will be the impact of your program or strategy on those you serve, adults and/or families?
 - e. Indicators/Measures – How will you assess impact? What will you use to measure results?
 - f. If this is a multi-year request for Family Literacy, please complete a separate program matrix for each year.
2. **Project Budget Form** (see application online to download form). If this is a multi-year request for Family Literacy, please complete annual project budget sheets and a cumulative project budget.
3. **Board or leadership group list** (not necessary for units of government or public schools)
4. **Financials** (not necessary for units of government or public schools):
 - a. Income Statement (or Profit & Loss Statement) for the most recently completed fiscal year.
 - b. Balance Sheet for the most recently completed fiscal year.
 - c. Annual Operating Budget for the current year, including income and expenses.

5. If you are using a **fiscal sponsor**, please also submit the following fiscal sponsor documents:
 - a. Fiscal Sponsor's Board of Directors Resolution authorizing project fiscal sponsorship.
 - b. Fiscal Sponsor's agreement.
 - c. Fiscal Sponsor's Board of Directors list.
 - d. Fiscal Sponsor's Income Statement (or Profit & Loss Statement) for the most recently completed fiscal year.
 - e. Fiscal Sponsor's Balance Sheet for the most recently completed fiscal year.
 - f. Fiscal Sponsor's Annual Operating Budget for the current year, including income and expenses.

File Naming Format for Supporting Documents

For documents to be uploaded, please use the following descriptive file name format when uploading your files: Application ID #_Your Org Name_Name of File. (For example, '145_HCF_Budget.pdf' or '145_HCF_Board of Directors.doc'). Do not use apostrophes, #, or parentheses in your file name and each file must have a unique file name.

Final Reports

A brief written report is due to the Hawai'i Community Foundation within 30 days after the end of your grant period. The report should describe how the funds were spent, how the community benefited from this project and what outcomes or tangible results were achieved. Organizations that were previously funded will be considered only if all required final reports have been provided. Reporting guidelines are available online at the Family Literacy & Hawai'i Pizza Hut Literacy web page at www.hawaiicomunityfoundation.org.

If a multi-year grant is awarded for Family Literacy, organizations must submit a satisfactory progress report 12 months after the date of the grant award and payment in order for the next payment to be released.

Contact Information

If you have any questions regarding the proposal, contact Pam Funai of the Hawai'i Community Foundation at 808-566-5537, or by email at Pfunai@hcf-hawaii.org. Neighbor Islands may call toll-free 1-888-731-3863.

For technical assistance with the online application process, please contact our Help Desk at <http://hawaiicomunityfoundation.org/ticket>.