

Educated & Capable Community through Literacy

FY2021 Strategic Partnership Grants

Literacy Council of Buncombe County

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Application Form

INSTRUCTIONS

As part of the FY2021 Strategic Partnership Grants program, Buncombe County requests proposals for community-based projects working toward outcomes in alignment with Strategic Plan focus areas.

Please refer to the Grant Guidelines published on the Strategic Partnership Grants website at buncombecounty.org/grants for complete information about the grant program, including: Purpose; Funding; Eligibility; Timeline; Grant writing workshop; Review process; Awards; and more.

Applications are due by 5:00 on February 14, 2020.

BASIC INFORMATION

BASIC INFORMATION – Before completing the application, please tell us a little about the request.

Project Name*

Educated & Capable Community through Literacy

Strategy*

Recognizing that some projects will use more than one strategy, select the strategy that most closely applies to this project:

- Environmental Stewardship - High quality air, water, farmland and renewable energy for future generations
- Educated & Capable Community - A county where all people thrive and demonstrate resilience throughout their lives
- Vibrant Economy - A robust and sustainable economy that builds on homegrown industries/talent and provides economic mobility for all
- Resident Well-Being - A county where residents are safe, healthy, and engaged in their community

Educated & Capable Community

Funding Request*

How much funding is this project requesting for FY2021?

\$40,000.00

Grant Guidelines*

Have you read and understand the information presented in the FY2021 Grant Guidelines Strategic Partnership Grants?

Click here for the Grant Guidelines.

If no, please contact County staff to request assistance: Rachael Nygaard, (828) 250-6536 or rachael.nygaard@buncombecounty.org.

Yes

Nonprofit Status*

Upload proof of nonprofit status, such as IRS Determination Letter or documentation from the North Carolina Secretary of State. If this documentation is not available, briefly state the reason.

LCBC 501c3 tax-exempt letter.pdf

Board of Directors*

Upload a current list of your organization's Board of Directors. If your organization does not have a board of directors, briefly state the reason.

2019-2020 Board.doc

APPLICATION

APPLICATION QUESTIONS – Responses to these questions will be scored by the grant committee. Each question is worth 10% of the final score.

Organization*

Tell us about your organization. What is your mission? Highlight two or three key facts and accomplishments that best define your organization.

The Literacy Council's mission is to increase comprehensive literacy and English language skills through specialized instruction by trained tutors and access to literacy resources. We serve students in four core programs: Adult Literacy provides basic literacy tutoring and high school equivalency (HSE) preparation for English-speaking adults. English for Speakers of Other Languages (ESOL) provides English language tutoring and citizenship preparation for adults. Youth Literacy provides intensive literacy tutoring for children and youth from low-income homes. Dolly Parton's Imagination Library mails free books every month to children under the age of five.

A lack of basic literacy is a relatively hidden yet pervasive challenge in our community: 10% of adults read, write, or spell below a third-grade level (National Assessment of Adult Literacy). Low literacy skills keep

talented individuals from finding living-wage jobs and limit their ability to help their children in school. Research shows that children of parents with low literacy skills have a 72% chance of being at the lowest reading levels themselves, making low literacy and poverty an interconnected, generational cycle.

For over 30 years the Literacy Council has provided free, one-on-one and small group tutoring to those who would otherwise be unable to afford private tutoring or attend traditional classroom settings.

Need for the Project*

What is the main issue this project is established to address? What data or qualitative factors/stories are available to show that need?

To create an educated and capable community through literacy we are constantly working to increase awareness of who we are and what we do so that we can recruit more tutors and serve more people. Currently, we have a waiting list for each of our tutoring programs. Our overarching need is for salary support and for funding classroom space. Over the past 3 years we have lost a significant amount of federal funding due to a change in the funding formula, from \$126,000 in FY 2017/2018 to \$56,000 in 2019/2020.

Additionally, we have relied on a full-time AmeriCorp position to assist with tutor recruitment and outreach coordination. For the 2019/2020 fiscal year, a last-minute decision was made by NC Literacy Corps not to renew their contract with AmeriCorps, and therefore we were not able to fill this position. This grant would allow us to fund this position again with a part-time employee dedicated to tutor recruitment and outreach coordination.

The grant would help to partially fund the Adult Literacy program director salary, the ESOL program director salary, the ESOL specialist salary, a part-time outreach coordinator, and a portion of our rent that is specifically used as classroom space for tutor training, workshops, and lessons.

Project*

Explain the project and how it will work. Include the overall purpose and any models or evidence-based practices that will be included. What specific activities and milestones are included in the project plan?

Activities and Milestones:

Ongoing-

- Utilize community presentations, social media, and print/digital media listings to recruit new volunteer tutors and students.
- Orient and pre-test students. Students attend an intake session to set personal literacy goals, take a federally-approved pre-test, and learn about the program and expectations of tutors and students.
- Match students with trained volunteer tutors and provide them with learning materials.
- Provide direct services where tutors and students meet for a minimum of two hours each week over the course of at least one year. These may be held in one-on-one or small-group instructional settings and are reinforced with additional at-home and/or computer lab study.
- Provide support services through access to the resource library, weekly e-newsletters with relevant tools and resources, and specialized feedback from the program directors.

Monthly:

- Conduct volunteer tutor orientations and training sessions. Volunteers receive 15 hours of training on utilizing research-based teaching methods and curricula. The Adult Literacy curriculum utilizes multi-sensory and phonics-based methods and materials, such as Orton-Gillingham and the Wilson Reading System. The ESOL curriculum includes life-skills based materials, such as Ventures (Cambridge University Press), and citizenship preparation.
- Host in-service workshops to upskill volunteer tutors. Host informal gatherings so tutors can learn from each other and celebrate successes.

Quarterly:

Track student attendance hours and progress toward achieving personal literacy goals through quarterly attendance reports filed by tutors.

Annually:

Post-test students to track progress. Evaluate program success based on student outcomes as well as feedback from tutors and students.

People Served*

How many people will be served by this project? Describe the people served, including demographics such as geography, income, race & ethnicity, age, etc.

We will serve 225 adult students. We serve every age range, gender, and ethnicity. 80% of our students are people of color. Most of our students are disadvantaged and/or low-wealth, 8% are disabled. Many have learning differences as well. Further breakdown shown below:

Gender

72% Female

28% Male

Ethnicity

71% Hispanic/Latinx

20% White

5% Black or African-American

4% Asian, American Indian, or Alaska Native

Age

69% 25-44

16% 45-54

10% 55-60+

5% 16-24 years of age

Results*

What results do you hope to achieve with this project? Be specific about how much impact the project will have in line with Commissioner focus areas.

In 2020/21, we will serve 225 adult students. Eighty percent (180) students will attend at least 40 hours of instruction, making them eligible for post-testing. Of these, 65% (117) will show improvement according to post-tests. Students will use their improved literacy skills to achieve personal literacy goals. Based on students' most commonly stated goals, 20 students will secure a new job or earn a promotion, 40 students will increase involvement in their children's education, 8 students will pass the U.S. Naturalization test, and 2 students will earn their HSE diploma.

Individuals at the lowest literacy and numeracy levels have a higher rate of unemployment and earn lower wages than the national average. Low literacy costs the U.S. at least \$225 billion each year in non-productivity in the workforce, crime, and loss of tax revenue due to unemployment (ProLiteracy). With increased literacy skills, our students will earn higher wages, increasing the stability and resiliency of their families. Those who wish to pursue post-secondary education or training will have the foundational basis to do so. Parents will be better able to support their children's education, increasing their chance of success. We know that literacy is the primary determinant of health, employment, income levels, and constructive self-expression. These are all essential components of a thriving and resilient life.

Evaluation*

How will you know you have succeeded? Explain the project evaluation process, including specific measures that will be tracked.

Upon acceptance into the program, students complete a federally-approved pre-test and set personal literacy goals with the Program Director and/or their tutor. After at least 40 instructional hours or at the end of an instructional period, students are post-tested and their progress is tracked by staff. Post-tests are administered at least annually after the first year of instruction, and post-tests are compared to the most recent previous test to track ongoing progress in subsequent years. Personal literacy goal accomplishments (such as receiving a job promotion, participating in a child's education, and passing the U.S. Naturalization exam) are tracked through written quarterly progress reports from tutors. HSE attainment is tracked through data-matching with the local community college that administers the test.

Collaboration*

List any formal and/or supportive partners. Describe their roles in the project. How will they make it stronger?

Approximately 15 non-profit and community agencies refer students in need of literacy and English language instruction to the Literacy Council for instruction. For example:

- A-B Tech
- Family Preservation Services
- Asheville Housing Authority
- Catholic Charities
- GO (Green Opportunities)
- OnTrack Financial Education & Counseling
- Pisgah Legal Services

Asheville-Buncombe Technical Community College (A-B Tech) is a critical partner to the Adult Literacy programs for cross-referrals as well as co-enrollment. The Literacy Council maintains a board seat for a representative from AB-Tech's Department of Transitional Studies. This partnership is long-standing and continues to evolve as we jointly work in students' best interests.

Approximately 20 local churches, libraries, schools, community centers, and non-profit organizations partner with us to provide locations for off-site tutoring. Some of these partners provide childcare for students during tutoring sessions.

Budget*

Download a copy of the budget form [HERE](#). Complete the form, and upload it using the button below.

Explain how grant funds will be used, specifically what type of expenses will be covered by County funds. Describe other sources of revenue, including type of funding, source, restrictions and status.

FY21_SPGrant_Budget_Form.xlsx

The Adult Literacy programs cost \$107,191 in direct expenses, not including administration costs. The Buncombe County Strategic Partnership grant funds would partially support the salaries of a full-time ESOL Director, a part-time ESOL specialist, a part-time Adult Literacy Director, and a part-time outreach coordinator. The funds will also offset the costs of our annual audit, insurance (worker's compensation and business), and a portion of rent for classroom space dedicated to direct services.

We will receive \$56,000 in federal WIOA funds through the NC Community College System. We have received \$20,000 from the People in Need grant through the Community Foundation of Western North Carolina.

In addition to the Buncombe County SP grant, we have a pending grant for \$10,000 from the Dollar General Literacy Foundation.

Other County Funding*

List all other Buncombe County funding that is provided to your organization. For each item, list the project being funded, amount of funding, source (grant, departmental contract, etc.) and whether funding is to be renewed for FY2021.

We received a Tipping Point grant of \$5,000 awarded November 2019 to support a Diverse Workforce through Adult Literacy. We do not know if we will be awarded this grant again in 2021.

Sustainability*

How will the project continue to succeed after the funding of the grant? Explain your plan for making this an ongoing effort.

The Literacy Council has provided literacy tutoring to adults for more than 30 years and English language tutoring to immigrant adults for more than 20 years. We are one of the only organizations in Buncombe County that provides U.S. Naturalization exam tutoring. We receive federal funds through the NC Community College System, a variety of private and corporate foundations, individual donors, faith-based communities, local businesses, and annual special events. Due to funding changes at the federal and state level, we are working to further diversify funding and build sustainability. Our board and staff have worked for the past two years to develop strategies and initiatives to build financial resiliency. One of many strategies is to apply for county- and city-level funding to support our critical community services.

OPTIONAL INFORMATION

OPTIONAL INFORMATION – This information will not impact grant scoring but will be helpful to the committee.

Partial Funding

If the project were to be offered a grant for partial funding, what factors would need to be considered?

Resource Support

Beyond this grant request, how can Buncombe County support your organization with this project and in strengthening your work?

Our office has three dedicated classrooms and a computer lab. We are booked to capacity most of the time, so additional classroom space is always needed. Community partners such as churches and libraries offer space for tutors and students to meet for their lessons. Because transportation issues can be a barrier to access, our ability to provide tutoring space in students' communities removes one more obstacle for them. If the county could offer tutoring space in any of its recreation centers or office buildings, we could increase access for many students.

Other

Is there anything else that you want the committee to know?

File Attachment Summary

Applicant File Uploads

- LCBC 501c3 tax-exempt letter.pdf
- 2019-2020 Board.doc
- FY21_SPGrant_Budget_Form.xlsx

Internal Revenue Service

District Director

Literacy Council of Buncombe County
67 Haywood St
Asheville, NC 28801

Department of the Treasury

Returns Program Management
Staff - Taxpayer Assistance
P.O. Box 1055 - Room 1109
STOP 520
401 West Peachtree St., NW
Atlanta, GA 30370

Date: OCT 07 1993

Date of Inquiry:
09/13/93
Refer Reply To:

Person to Contact: F. Pressley
Telephone: 404 331-4936

EIN: 58-1696409

Dear Taxpayer:

This is in response to your request for confirmation of your exemption from Federal income tax.

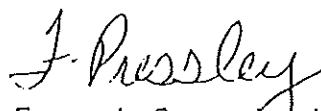
Our records indicate your organization was granted exemption from Federal income tax under section 501(c)(3) of the Internal Revenue Code by our letter dated February, 1987. You were further determined not to be a private foundation within the meaning of section 509(a) of the Code because you are an organization described in section 509(a)(2).

Contributions to you are deductible as provided in section 170 of the Code.

The tax exempt status recognized by our letter referred to above is currently in effect and will remain in effect until terminated, modified or revoked by the Internal Revenue Service. Any change in your purposes, character, or method of operation must be reported to us so we may consider the effect of the change on your exempt status. You must also report any change in your name and address.

Thank you for your cooperation.

Sincerely,



Exempt Organizations Coordinator

TPA4401tr.

Literacy Council 2019/2020 Board of Directors

Zurilma Anuel, *Carolina Small Business Development Fund*

Kevin Baxter, *Buncombe County Schools*

Anne Bleynat, *Ferikes & Bleynat*

Jo Chandler, *Preferred Properties*

Laurie Chess, *Retired speech pathologist*

Marilyn Cortes (Vice Chair), *Kindred at Home*

Aaron Dahlstrom (Secretary), *Graham-Pelton Consulting*

John Hall, *ArtSpace Charter School*

John Lansche, *Ferikes & Bleynat PLLC*

Page McCorkle, *AB-Tech*

Debbie Motz-Bryenton (Treasurer), *360 Adventure Collective*

Susan Perone, *Retired trial attorney*

Leah Quintal, *Status Forward*

Barbara Kolack Veach (Chair), *Retired physician*

Strategic Partnership Grants Proposed FY2021 Project Budget (July 1, 2020 - June 30, 2021)

Organization Name:	Literacy Council of Buncombe County
Project Name:	Educated and Capable Community through Literacy
Grant Amount Requested:	40,000

FY2021 Proposed Project Revenue	Amount	Committed or Pending?
Proposed Buncombe County Strategic Partnerships Grant	\$ 40,000	Pending
List other sources: NC Community College System WIOA	\$ 56,000	Committed
List other sources: Community Foundation of WNC - People in Need	\$ 20,000	Committed
List other sources: Dollar General Literacy Foundation	\$ 10,000	Pending
List other sources:		
List other sources:		
List other sources:		
List other sources:		
Total	\$ 126,000	

FY2021 Proposed Project Expenses	Proposed Grant	Other Funds	Total	Notes
Personnel	\$ 30,653	\$ 68,109	\$ 98,762	\$36
Training			\$ -	
Travel			\$ -	
Supplies / Materials		\$ 3,700	\$ 3,700	Student books
Meetings (Food, Interpreting, Child Care, etc.)			\$ -	
Equipment / Furniture			\$ -	
Printing / Marketing			\$ -	
Licensing / Memberships / Dues / Subscriptions			\$ -	
Client Support			\$ -	
Contracts			\$ -	
Professional Services (Legal, Accounting, etc.)	\$ 1,500	\$ 5,000	\$ 6,500	Audit
Insurance and Bonds	\$ 500	\$ 1,100	\$ 1,600	Worker's Comp. & business
Building Maintenance (Rent, Utilities, Repairs, etc.)	\$ 7,347	\$ 7,347	\$ 14,694	Classrooms
List other costs:		\$ 1,728	\$ 1,728	Phone & internet (50% of total)
List other costs:		\$ 1,100	\$ 1,100	Printer lease \$1,600/year (69% programs)
List other costs:		\$ 500	\$ 500	Program related postage
List other costs:			\$ -	
Total			\$ 128,584	

Overall Organization Budget	Amount	Notes
FY2019 Actual Year-End Revenue	\$ 391,069	
FY2019 Actual Year-End Expenses	\$ 346,742	
FY2020 Adopted Budget Amount	\$ 344,000	
FY2021 Proposed Budget Amount	\$ 360,000	