



NEW MEXICO COALITION FOR LITERACY

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LITERACY PROGRAM GRANT APPLICATION GUIDELINES PROGRAM YEAR 2010-2011

INTRODUCTION: The New Mexico Coalition for Literacy (NMCL) is a private, nonprofit New Mexico corporation serving organizations and individuals providing literacy services to adult learners. The NMCL links NM literacy programs, Adult Basic Education programs, libraries, educational institutions, government, community-based organizations, the media, business, industry, and concerned individuals to work together to address the challenges of illiteracy.

MISSION: The NMCL was established in 1987 to coordinate, enhance, and expand the delivery of adult and intergenerational literacy services in the state of New Mexico.

STATE SUPPORT FOR THE LITERACY INITIATIVE: A state legislative appropriation provides the funding for this grant program. The NMCL then distributes the funds to local literacy programs through a competitive grant application and review process. Grants are generally awarded directly to the service provider; however, if your program does not have its own 501(c)(3) (tax-exempt) status, it is appropriate to present your application under the aegis of a sponsoring fiscal agent with 501(c)(3) status.

Grant awards will range to \$26,250 and will cover the period from September 1, 2010 through June 30, 2011. An estimated 20-30 grant awards will be made. In the event that partial funding of a request is awarded, the applicant will be asked to submit a revised project budget and revised goals showing how overall funding of the project will be accomplished. **Payments to grantees will likely be made on a reimbursement basis for expenses incurred.** Therefore, local projects must be able to pay initial expenses of a project prior to being reimbursed with grant funds.

ELIGIBLE ORGANIZATIONS: Grants are available to New Mexico 501(c)(3) agencies, institutions and organizations providing basic literacy and/or English language instruction to out-of-school New Mexico adults (age 16 or older) whose basic skills are below the sixth grade level. Programs providing intergenerational literacy services to this population are also eligible. Eligible programs must be primarily adult-oriented and utilize volunteer tutors in a one-to-one setting. **Programs that are primarily child-focused or that rely heavily on classroom instruction are generally not a priority.** If your organization does not meet this description but you are interested in support for your program, contact the NMCL directly to learn more about our Training and Technical Assistance program and other services offered by the New Mexico Coalition for Literacy.

ELIGIBLE COSTS: Funding may be used to cover the costs of salaries and benefits; purchased services (contracts with trainers and consultants, printing or duplicating services, etc.); supplies and materials; in-state travel; and utilities.

NEW AND START UP PROJECTS: If you are interested in starting a literacy program in your community, we strongly encourage you to seek assistance from the NMCL in planning your program prior to applying for funding. A limited number of start-up literacy projects will be considered for funding. Contact the NMCL for additional information by calling 1-800-233-7587 or visit the NMCL's website at www.nmcl.org. New programs must be able to demonstrate a strong infrastructure in process, an engaged advisory or governing board of directors, and a plan for adult basic literacy student and volunteer tutor recruitment. Sustainability must be demonstrated through strong community support and partnerships with other agencies, such as the fiscal agent, if applicable.

DEADLINE FOR APPLYING AND APPLICATION REQUIREMENTS: All applications must be received by July 20, 2010, 5 pm. There will be no exceptions. You must send one original and one copy of your grant application. No special bindings, paperclips, or covers will be accepted; no electronic or faxed copies will be accepted. We will accept single staple only for each copy and all applications will be rejected that do not meet the specifications outlined herein, the cover letter, and the guidelines. You are encouraged to use certified mail, return receipt requested.