



**GREATER
HARRISBURG
COMMUNITY
FOUNDATION**

**2020 GREATER HARRISBURG COMMUNITY FOUNDATION
UPSTREAM GRANT APPLICATION
DATE DUE: AUGUST 1, 2020**

Thank you for applying to the Greater Harrisburg Foundation, a regional foundation of The Foundation for Enhancing Communities. Tell your story clearly and concisely. Attachments are required; follow all directions. Failure to answer questions, utilize this template, or attach required documents will disqualify your application. **Answer all questions using information that applies to the project seeking support of grant funds.** Contact Jennifer Strechay, Program Offer for Community Investment, at jstrechay@tfec.org or 717-236-5040 with questions.

APPLICANT PROFILE

Applicant Organization Name

Lincoln Intermediate Unit 12 Franklin County Literacy Council

Provide your organization's name as currently recognized by the IRS

- Check box if the Applicant Organization Name above is a "Doing Business As" name and the provided 501c3 letter states a different name. To be recognized by the "Doing Business As" name, attach ONE legal document using the provided name. If not provided, TFEC will utilize the 501c3 name.**
- Check box if the Applicant Organization uses a Fiscal Sponsor and provide name here**
Click or tap here to enter text.

Name, Title, Email, Phone of Executive Leader

Sharon Hagenberger, Director of Adult Education, sahagenberger@iu12.org, 717-624-6411

All contracts and notifications of grant status will be addressed to the individual provided here

Applicant Organization's Physical Address

101 E. King St, Chambersburg, PA 17201

Applicant Organization's Address for Mailed Communications

101 E. King St., Chambersburg, PA 17201

All contracts and notifications of grant status will be sent to the address provided here

Name, Title, Email, Phone of Contact Completing Application

Angela Wilt, Program Coordinator, ajwilt@iu12.org, 717-504-4459 ext. 3504

If application questions arise, this individual will be contacted by TFEC staff

Organization's Mission Statement

Our mission is to aid low-literate adults in the development of basic math, reading, and English language literacy skills.

Organization History (Do not exceed this page)

The LIU12 Franklin County Literacy Council (FCLC) is a 501(c)(3) nonprofit and a part of the adult education division of the Lincoln Intermediate Unit 12 (LIU 12)—a special education provider in South Central PA. The FCLC has been empowering Franklin County PA adult residents since 1985 when it was founded by four community conscious citizens in the Chambersburg area. As the need for adult education and English language learning services became more evident, the founding members merged with LIU 12 in order to better serve their adult learners. Throughout the past thirty-five years, FCLC's locations have changed, but our mission to provide basic literacy instruction and strengthen communities has never wavered.

PROJECT PROFILE

Project Title

Help Lift Our Learners in the LIU12 Franklin County Literacy Council Literacy Programs

Project Title must match title listed throughout application and online.

Project Areas of Focus

UPSTREAM GENERAL

Choose UPstream General if your project utilizes upstream strategies but is not principally centered upon the categories below. See the grant guidelines for additional detail.

UPSTREAM: FOCUS AREAS

Choose an UPstream Focus Area (if your project is principally centered upon one or more of the categories below). Please select only those area(s) that apply to this project. See the grant guidelines for additional detail.

<p>EDUCATION</p> <p><input type="checkbox"/> Programs & projects that focus upon or nurture access to early childhood education</p> <p><input type="checkbox"/> Education & development programs for children & youth</p> <p><input checked="" type="checkbox"/> Educational programs serving adults</p>	<p>ENVIRONMENT & PARKS</p> <p><input type="checkbox"/> Environmental stewardship</p> <p><input type="checkbox"/> Horticulture & the arts</p> <p><input type="checkbox"/> Health & environment</p> <p><input type="checkbox"/> Park beautification & improvement</p>
<p>HEALTH</p> <p><input type="checkbox"/> Health & human services</p> <p><input type="checkbox"/> Cancer awareness and/or research</p> <p><input type="checkbox"/> Dental care for those in need</p> <p><input type="checkbox"/> Health & human services</p> <p><input type="checkbox"/> HIV & AIDS</p> <p><input type="checkbox"/> Individuals with debilitating or terminal illness</p> <p><input type="checkbox"/> Individuals with intellectual disabilities</p> <p><input type="checkbox"/> Prevention of head and/or spinal cord injury</p> <p><input type="checkbox"/> Purchasing of devices that improve accessibility</p>	<p>HOMELESSNESS</p> <p><input type="checkbox"/> Homelessness & hunger</p>
<p>MENTAL HEALTH</p> <p><input type="checkbox"/> Counseling for children with terminally ill family members</p> <p><input type="checkbox"/> Guidance, counseling, or programming that includes guidance and/or counseling for youths</p> <p><input type="checkbox"/> Mental health</p>	<p>SENIORS</p> <p><input type="checkbox"/> Programs & projects serving older adults</p>
<p>COMMUNITIES OF FOCUS</p> <p><input type="checkbox"/> Disaster relief & human services that serve the communities of Lebanon City, PA and Cressona, PA</p> <p><input type="checkbox"/> Programs and projects that benefit residents of Millersburg, a borough of Dauphin County, PA</p> <p><input type="checkbox"/> Projects to enhance Camp Hill Borough parks provided by youth organizations such as Scout programs or other youth organizations; programs & projects that focus upon or nurture access to early childhood education within Camp Hill.</p>	

Counties to be served as part of project; check all that apply.

Cumberland Dauphin Franklin Lebanon Perry Northern York (Dillsburg Area)

Projected Number of Individuals to be served by project

 60+ Total number of ADULTS served

 0 Total number of CHILDREN (ages 17 and under) served

 60+ Total number of ALL INDIVIDUALS served by the project

If above data is not appropriate to project, be sure to fully state the audience type and numbers to be served in Question 2 of the Impact Narrative.

PROJECT SNAPSHOT

1. Capture your UPstream project and the community need it seeks to address in 200 words or less.

Low literacy among adults impacts communities at a fundamental level. Individuals who lack the reading, math, and English language skills necessary to succeed in life-supporting practices such as applying for sustainable employment or understanding written or spoken communications are considered low-literate. When low-literate adults lack the skills to apply for a job, hold a conference with a child's teacher, or confer with medical practitioners, the challenges can become a permanent barrier to their success. Often, low-literate adults feel isolated and unable to integrate with or contribute substantively to their families or communities.

Since 1985, the Lincoln Intermediate Unit 12 Franklin County Literacy Council (LIU12 FCLC) has empowered area adults by providing free instruction in basic reading, math, English language, and life and workforce skills. Volunteer tutors provide quality instruction in small groups or in one-on-one settings and are required to meet high standards of preparation and instruction determined by LIU12 FCLC and the PA Department of Education.

The FCLC also collaborates with other agencies and businesses to provide educational literacy workshops for the general community. Workshops focus on topics such as digital, financial, and health literacy to support families and individuals who need to improve these skills.

PROJECT NARRATIVE

Answer questions 2-10 clearly and concisely; no limit.

2. The GHCF UPstream grant opportunity seeks to improve our area communities by supporting existing or new "upstream" systems, interventions, programs, or projects that attempt to create positive social change by addressing a problem at its source rather than managing its "downstream" symptoms. Describe your proposed upstream project, the geographic area it will serve, and the audience to be served; state why this audience was selected. Include how/why your project is "upstream" and how your project is working to address a specific need or needs. You MUST use and complete the following statement within your answer, "Grant funds will be used to _____".

Addressing literacy is, by definition, a quintessential "upstream" need. Literacy is fundamental to human life and is one of the key determinants for a healthy community. The ability to understand written and spoken communications; to think critically in order to problem solve and advocate for self and others; and to secure life-sustaining wages to support homes and families are all linked to literacy.

Low literacy means that an individual lacks higher-order skills in basic areas such as reading, math, communication skills, and comprehension or critical thinking abilities. It can also mean the lack of or a low level ability to communicate in English. Individuals with low literacy exhibit levels of skill within the kindergarten to fifth grade educational levels and often find it difficult to fill out forms or applications, understand communications and directives in a workplace or social environment, and are unable to support their children's academic needs after a certain point. Low-literate individuals often are left behind and become increasingly isolated as our society relies more on technological and digital skills. Basic and higher understanding in other areas such as financial and health literacy also influence the overall health of an entire populace. For non-native English speakers, the challenges associated with low literacy can become almost insurmountable.

According to the national adult education advocacy group, ProLiteracy, approximately one in five United States residents are low literate. Their website also cites that "children of parents with low literacy

skills have a 72 percent chance of being at the lowest reading levels themselves. These children are more likely to get poor grades, display behavioral problems, have high absentee rates, repeat school years, or drop out". The organization also surmises that low literacy places communities at higher risk for poverty, crime and recidivism, domestic abuse, and poor health (<https://proliteracy.org/Adult-Literacy-Facts>).

Low literacy within a family can have generational "downstream" repercussions, and families in Franklin County are no exception. In United Way's 2017 ALICE (Access Limited, Income Constrained, Employed) Report, data presented showed that thirty percent (30%) of all Franklin County households cannot afford basic necessities (www.uwfcpa.org/alice). The financial hardship study also found that the rates in specific communities differed. For example, data revealed a staggering percentage of hardship and poverty exists in Franklin County's two largest boroughs. Chambersburg Borough – the Franklin County seat – reported a population of 20,029 residents in 2018, and the ALICE report showed that 44% of its households are experiencing hardship or poverty. Waynesboro Borough accounted for 10,874 Franklin County residents in 2018; the ALICE report determined that 51% of households in that community are experiencing hardship or live below the poverty line. Conversely, communities like Montgomery Township have much lower rates of ALICE and poverty, showing only 17% of households experiencing financial hardship or poverty. It should be noted that, since the pandemic arrived in March 2020, the numbers of households in Franklin County communities experiencing poverty, financial hardship, socio-economic barriers, or even homelessness have likely increased.

These statistics are astounding and reflect a dire need for adult literacy and education programs. Because communities are comprised of the individuals who reside within them, raising literacy levels has the potential to improve those same communities. Programs such as those available through the Lincoln Intermediate Unit 12 Franklin County Literacy Council (LIU12 FCLC) are the answer to this "upstream" need and are needed now more than ever. With the advent of the pandemic, improved literacy skills for members of these households will be crucial as they seek to re-enter the workforce, support their children's virtual education needs, and understand the types of financial aid they may be eligible for. For those who have additional challenges presented by a language barrier, LIU12 FCLC programs are critical.

The provision of adult education programs and educational community events has the potential to empower individuals and families to thrive instead of simply survive. LIU12 FCLC adult education programs have supported participants in accomplishing goals such as the following:

- achieve self-sufficiency by securing household- and family-sustaining employment
- obtain a higher education degree or certification in a desired field
- communicate with medical professionals for themselves and loved ones
- advocate for themselves and others professionally, personally, and for social justice
- become a United States citizen
- attain a driver's license
- interact effectively with a child's teacher
- read a book to a child or grandchild

At LIU12 FCLC, we believe that as an individual's literacy improves, so will their ability to prosper - individuals like Rasha D., who came to the FCLC with specific goals. A religious asylum seeker from Egypt, this wife and mother of three was determined to improve her English language skills, obtain her General

Education Diploma (GED), and become a United States citizen. Rasha's determination has carried her far. Since she entered the LIU12 FCLC program in February 2015, she has significantly improved her English speaking and writing skills, become a U.S. citizen, and has passed three of the four GED sections with flying colors. She has been able to better communicate with her children's physicians, school teachers, and other mothers at the park. Both her educational and social goals seemed to be far away dreams when she began her learning journey at the LIU12 FCLC. Now, she is on the verge of accomplishing them all. Her confidence in her abilities has shown in her many successes.

Like Rasha, all of our learners benefit from adult education instruction with our volunteer tutors. They come to gain vital, valuable skills that will support their individual life, family, educational, and employment goals. Unfortunately, not all of the members of our Franklin County communities take the bold step of seeking out adult education programs as soon as they could.

Because of the stigma surrounding low literacy, it took another student, Jeri C., a few years to work up the courage to come to the LIU12 FCLC. A single mother of three, Jeri had worked in the home health care field for nearly twenty years. As she spent time in the homes of her clients, she recognized some of the same situations she'd overcome in her past, and realized she had a desire to become a social worker. Her first steps were to polish her writing skills and to get her GED. Jeri's journey wasn't an easy one, but she stayed the course. After a few years of diligent work, Jeri obtained her GED and enrolled in Harrisburg Area Community College classes. She has since received her Associates Degree and has transferred to Shippensburg University. She continues to work full-time, attends courses part-time, and is working to achieve her dream of empowering others to elevate their lives as she has.

Rasha and Jeri are just two examples of how improved literacy changes lives and provides a positive "upstream" solution for families and communities. Our mission at the LIU12 FCLC is to empower adults and communities through literacy, and we want everyone who needs these essential services to receive them. However, due to COVID-19's economic impact, our agency faces devastating funding cuts, and our programs are imperiled.

The LIU12 FCLC has been serving low-literate adults of Franklin County, PA by offering small group and one-on-one instruction since 1985. Our well-trained volunteer tutors provide weekly instruction in both Adult Basic Education (ABE) and English Language Learning (ELL). ABE groups and pairs address literacy needs in subjects such as reading, math, computer and digital literacy, as well as other life and employment skills. ELL groups and pairs provide instruction for all English language learner levels and also include adult basic education topics. All services of the LIU12 FCLC are free for participants, and tutored sessions are available during times that meet the needs of the students.

In addition to adult education instruction, our staff provides barrier support for our enrolled learners in an effort to educate them about community resources they may be eligible for. In collaboration with other agencies and organizations, the LIU12 FCLC also strives to provide free literacy workshops to the community. Workshops address various community needs such as financial and health literacy for individuals and families, computer and digital literacy to support employment skills and personal communication, and English Language Exchange conversation workshops to promote English speaking practice and unity within the community.

As a part of the LIU12 Adult Education Division, we rely heavily on PA Department of Education (PDE) grant funding to pay for our daily operations and staff salaries, the purchase of resources for student and volunteer tutor use, to provide additional professional development and training for staff and volunteers, and to raise public awareness of the need for adult education. As stated previously, the state

economy has been ravaged by the COVID-19 pandemic. This program year, instead of approving a typical twelve month budget, the PDE has only approved a partially funded five month budget for adult education programs statewide; it has also completely defunded the Optional Tutor Grant which had allowed us to hire our Student Support Coordinator.

Currently, the LIU12 FCLC staff consists of one full-time and two part-time staff members. Each of these staff plays an important role in our agency. The partial funding for the approved five month budget will only cover approximately two-and-a-half months of funding through the end of November, and there is no assurance that any additional funding will be provided for the remaining seven months of our program year. This places our programs at LIU12 FCLC in critical need of additional funding sources.

As of July 27th, we have already been forced to furlough one staff member and drastically reduce the hours of another. To be frank, the agency simply cannot function if there is insufficient money to support these staff who, in turn, provide essential support to both students and tutors. Additional funding sources are imperative if our agency is to remain open. Essential "upstream" solutions like LIU12 FCLC adult education programs simply cannot be left to perish in this current economy!

****Grant funds will be used to keep the LIU12 FCLC's critical upstream services in operation and to purchase additional resource materials for tutor and student support. It is imperative that our essential programs remain available to Franklin County residents. While the FCLC is part of the LIU12, all funds raised via efforts of FCLC staff remain in Franklin County and are used to support the efforts of our tutors, learners, and staff as we strive to increase the literacy levels and the quality of life in our communities. ****

DATES & LOCATIONS

3. When and where will the project take place? List dates and locations as appropriate in chronological order. State if provided dates/locations are confirmed, estimated, or to be determined.

LIU12 FCLC's adult education program is an ongoing project. Our program year runs from July 1 through June 30 each year. This is typically a confirmed date, but the drastically reduced state funding may change the length of our 2020-21 program year and may fall under the "to be determined" category. Typically, ABE and ELL instruction is provided at the LIU12 FCLC offices in the lower level of the Coyle Free library in Chambersburg, PA. Volunteer tutors also meet in other spaces within the Coyle Free Library, other Franklin County Library Systems Libraries, and at Grandpoint Church. Each tutor has an established instruction schedule with their learners. Groups and pairs meet twice a week either in person or via a remote video platform. Currently, our tutors and students are meeting online for instruction as the LIU12 FCLC and Coyle Library continue to follow CDC and state health guidelines and prepare our spaces for reopening. The LIU12 FCLC's current schedule includes instruction times in the morning, afternoon, and evening and is determined by the availability of both volunteer tutors and their students. Once a class time is established, groups and pairs maintain that schedule.

Community-based workshops are also offered throughout a program year. These offerings are determined throughout a given program year via collaborations with other entities. During our 2020-2021 program year, financial literacy workshops had been planned (and confirmed) in partnership with F&M Trust and Franklin County Library System. Additionally, English Language Exchange workshops were slated to happen in the fall of 2020 and Spring of 2021 in collaboration with Sue Marshall at King Street Church's Agape program and Wilson College Spanish Professor, Dr. Kathy Cuniffe-Peña. All community workshops have been postponed until pandemic restrictions for large meetings have been lifted and are now pending

until they can be rescheduled. Other potential community collaborations had been in the planning phase prior to the pandemic and are to be determined.

ROLES & RESPONSIBILITIES

4. Does the project involve partnerships, collaborations, service, or affiliations with other organizations that will strengthen the project? If so, LIST their name(s) and corresponding role(s) within the categories below OR if this does not apply to you, state why your project is best positioned for success as a single organization.

SINGLE ORGANIZATION STATEMENT: This does not apply to the FCLC. We are part of the adult education division of the LIU12 and work together with other Franklin County organizations for the betterment of our communities.

PARTNERSHIPS: *We are equally invested in providing this project and success is dependent upon all organizations and shared roles although one entity serves as the applicant for this grant. Our application includes a letter from each partner that states their role in this relationship.*

The FCLC does not work in partnership with other agencies or entities in a way that fits the definition of partnerships provided here. We do, however, collaborate heavily with other agencies and organizations in Franklin County.

COLLABORATIONS: *We are working with other organizations to make this project happen, but we serve as the lead organization for this grant opportunity and our project success is enriched by, but not dependent upon, our collaborators. An additional letter is NOT required, but may help the application.*

We are very collaborative in our relationships with the following organizations in Franklin County:

Franklin County Library System (FCLS) – Our current office is located in the lower level of Coyle Free Library, and we have held tutored pairs and groups at many of the other FCLS libraries. Coyle Free Library is a designated Family Place library, and their staff collaborate with LIU12 FCLC staff to provide community programs that benefit families in our county. Some past programs have included computer literacy workshops, job fairs, and creative writing workshops. Via our rent agreement, we also have access to space and accommodations for tutor training and student intake, orientation and assessments. Coyle Free Library has donated space for other events outside of our lease agreement such as fundraisers and community presentations. Prior to the pandemic, the FCLS libraries, F&M Trust, and FCLC staff were slated to offer financial literacy workshops for adults and families in Franklin County.

King Street Church Agape Program – LIU12 FCLC has collaborated with King Street Church's Agape (a-GAWP-ay) program for the past year. This program is directed by Sue Marshall and is offered through King Street Church as a community service. Together, the LIU12 FCLC, Agape Program, and Wilson College Spanish professor, Dr. Kathy Cuniffe – Peña, collaborated to present English Conversation and Language Exchange Workshops in the 2019-2020 Program Year. These workshops consisted of volunteer-facilitated conversational topics designed to support non-native English speaker conversation skills, while also inviting native English speakers who want to learn or improve foreign language skills by speaking with native language speakers. Languages "exchanged" included English, Spanish, Vietnamese, Portuguese, and French. These workshops were well attended until the pandemic required us to suspend them.

F&M Trust – LIU12 FCLC is collaborating with F&M Trust to provide community financial literacy workshops in both Chambersburg (Coyle Free Library) and Waynesboro (Alexander Hamilton Memorial Free Library). Workshop topics cover: basic banking designed to inform recent high school and college graduates

regarding the basics of opening a checking and savings account, and balancing both; teaching children how to begin and add to a savings account and create a habit of saving throughout their lifetime; and for those seeking to understand establishing credit, we will offer a workshop designed to demystify this often confusing topic for first time car buyers, apartment renters, or home owners.

SERVICE: *Our project will serve these organizations and cannot take place without their commitment to accept service. Our application includes a letter from each organization (this includes school(s) that states their intent to participate.*

None of FCLC's services or collaborations meet this definition.

AFFILIATIONS: *Our project may be affiliated with these organizations in some way, but is not 100% dependent upon their participation. An additional letter is NOT needed.*

United Way of Franklin County (UWFC) – United Way of Franklin County is a local grant provider for the FCLC. As an affiliated program, UWFC serves as a valuable resource for many of our learners. UWFC's Step Forward Works program is a source of certificate and training programs for our learners and other eligible adults in the Franklin County area. UWFC also offers informative learning and training opportunities throughout the calendar year for our staff to attend including seminars on the ALICE Report and Census training. In turn, LIU12 FCLC serves as a valuable resource for UWFC clients who are in need of literacy services and is included in the UWFC's 211 community information service.

PA Career Link – Franklin County Career Link offers resources for our student support efforts by providing up to date employment trends and resources. LIU12 FCLC's Program Coordinator attends monthly workforce meetings to keep a finger on the pulse of local employment needs and opportunities. The LIU12 FCLC is, in turn, a resource for the Career Link's clients who may need to obtain a GED, improved English language, or to brush up on a specific subject before taking a certification exam. LIU12 FCLC informational pamphlets are consistently on display at Franklin County PA Career Link

Pathstone Migrant and Head Start Program – LIU12 FCLC has a Memorandum of Understanding (MOU) with this fantastic nonprofit child care facility. Pathstone Migrant and Head Start Program predominantly serves Hispanic families in the community, and LIU12 FCLC serves as a valuable resource for their clients. Efforts are made on an annual basis to inform Pathstone's clients of LIU12 FCLC ELL services by members of our staff who attend parent meetings twice a year and provide literature on a regular basis.

COMPARABLES

5. Are other organizations in your service area providing services that are similar to your proposed project? If yes, state their names or services and explain how your project differs. If no, state NA.

There are two other programs besides the LIU12 FCLC in the Chambersburg area that offer English Language Learning (ELL) opportunities, but neither adheres to the standards that are inherent in our program.

The first is a program offered at the Coyle Free Library. This program is taught by a library employee named Dennis Laub who utilizes the Mango Languages online program. The program is accessible for free by any Franklin County Library System card holder. It is part of their online resource offerings. Prior to the COVID-19 pandemic, the class would meet every Saturday morning and was open to the public. The class offered both Mango specific instruction as a group and conversation opportunities. Mr. Laub also offered

Spanish, French, and German classes in addition to the English language classes. These programs were offered as a public service and were suspended when the library closed during the pandemic.

The other provider of English language classes in Chambersburg, PA is the Agape program through King Street Church. This program is run directly by a King Street Church congregant, Sue Marshall. She and her team of volunteers offer English language learning via the Rosetta Stone online learning system as well as a literacy level ELL group for those who are low literate in their own language. The Agape program is a public service and also aims to help participants overcome certain barriers such as food insecurity. This program was also closed down during the pandemic.

There are several differences between these two community programs and the adult education services at the LIU12 FCLC. The largest difference is that, as part of the Adult Education Division of the Lincoln Intermediate Unit 12, the FCLC is largely funded by grants from, and under the direction of, the PA Department of Education (PDE). LIU12 FCLC offers both ELL and Adult Basic Education (ABE) instruction in small groups and pairs. Because we are funded through the PDE, we are obligated to meet state grant requirements, including: regular student assessments; a minimum of 3 weekly instruction hours for students; adherence to state College and Career Readiness Standards (CCRS) and English Language Proficiency Standards (ELPS); training and professional development for volunteer tutors; the use of approved resource materials; and community outreach when and where appropriate. The PDE requires adult education agencies like the LIU12 FCLC to follow its requirements in an effort to provide proper instruction and assessment for our adult learners as they seek to gain the proper skills and abilities that will lead them to more provident living.

Thanks to the tireless efforts of LIU12 FCLC staff and volunteer tutors, our adult education programs were able to continue in a remote learning setting when the COVID-19 pandemic forced our physical locations to close on March 13, 2020. Currently, we are the only Adult Education and English Language provider in Franklin County available as the pandemic continues.

ASSESSMENT & IMPACT

6a. What will project success look like? Provide a brief overview of the project's key outcomes, outputs, and/or other results of success.

There are two ways to measure success in LIU12 FCLC's program. The first, and key outcome, is through learners achieving Educational Functioning Level (EFL) gains. At least twice throughout a program year, adult learners are assessed to determine their academic skill level using PA State-approved assessment tools such as TABE and CASAS exams. These assessments are administered at the beginning of their enrollment, and then again after fifty or more hours of instruction. Ideally, a learner will rise from one skill level to the next as they commit to their learning pathway. Even if a learner doesn't reach the next EFL, any progress toward that higher level (considered measurable skill points) is considered a success for that student; however, only EFL gains are recorded in our data files.

The second indicator of student success is through interaction with the learners and anecdotal progress reports submitted by our tutors on a monthly basis. At the beginning of enrollment, learners set goals (i.e., getting a driver's license, getting a better job, reading a book to a child/grandchild, etc.). As those goals are met, we are given the information and record it in the student's file along with proof of the goal completion when possible.

6b. How will project success be measured and documented (i.e.: how will you know the project is successful? Are you collecting value statements, numbers served, surveys, photos, before and after images, or using other methods)?

The PA Department of Education (PDE) requires certain documentation and measurements be recorded in the eData v.2 system. This system aligns with the National Reporting System (NRS) used at the federal level for recording adult education gains and success rates.

LIU12 FCLC staff and volunteer tutors adhere to these requirements and record them within the time frame set forth by the PDE. We utilize the information gathered to inform our agency's tutor training topics, program improvements, curriculum adjustments, and public outreach narrative as needed.

Learner success is our key objective, and when they succeed, we succeed. Some of the assessed indicators we use are as follows:

Weekly Attendance records;
Monthly Progress reports and Lesson Plan review;
TABE/CASAS test results entered into PDE's eData system;
Individual Education Plan Goals sheet;
Student work (formal and informal assessments);
Tutor anecdotal information and regular goal assessment meetings with our Student Support Coordinator.

Through the eData v.2 system, we're able to track the number of learners served and which goals have been met. As our students meet their goals, we take photos and add them to their files as additional support of their success.

FUNDING & SUPPORT

7. If this proposal is not funded at the level requested, will you be able to implement the project as stated? Explain as needed.

Because of the COVID-19 pandemic and its devastating impact on the economy, the LIU12 FCLC is experiencing extreme funding cuts, and our programs have become endangered. Without the critical funding needed, our agency may need to close its doors. If the LIU12 FCLC were to close, there are no other agencies in the Franklin County area that would be able to serve low-literate learners with the same level of quality that we do. Our resources would no longer be available to the public, and our workshops would cease. Every dollar raised through grants such as the TFEC UpStream Grant is needed to ensure that our program is able to continue service through this time of economic distress for our county, state, and country. It is urgent that we receive the amount requested in order to remain open and serving our communities.

8. This grant opportunity will not fund 100% of any project. Restate the amount you are seeking and describe other funding sources and amounts.

The FCLC is seeking \$10,000 to cover the loss of critical funding from the PDE. Other sources of funding are as follows and equal the amount of \$107,750.00:

PA State Department of Education - \$32,000

United Way of Franklin County Community Action Grant (two and a half grant sums) - \$35,000

LIU12 FCLC Local Funds (donations, fundraisers, etc.) - \$36,750

F&M Trust (partially earmarked for financial literacy community workshops) - \$4,000

9. Did the applicant organization end its most recent fiscal year with a budget surplus or deficit? If so, briefly state the amount of the surplus or deficit and state how the surplus may be used (i.e. is it earmarked for another program) and/or how the deficit may be handled.

As a part of the Lincoln Intermediate Unit 12 (LIU12) Adult Education Division, the FCLC receives a portion of PA Department of Education (PDE) grant funding received by that organization. The LIU12 Adult Education Division includes three separate literacy councils located in Franklin, Adams, and York counties. The division also supports Adult Secondary Education (ASE) classes in these three counties through Federal grant funding. Because of the level of funding received through PA state and Federal grants, LIU12 Adult Education programs are required to adhere to guidelines, requirements, and standards determined by entities at those levels. The LIU12 Adult Education Supervisor prepares and submits the state and federal grants during their appointed cycles. Once grants are approved and monies are received, the LIU12 distributes the allocated funds into each literacy council and ASE program's individual budget account.

Within this division, literacy councils are the only programs required to raise a portion of their annual budget. The annual budget for each literacy council is managed at the LIU12 level; however, all money received through donations, fundraising, or grant writing efforts are assigned to the accounts of the specific literacy council for which it was acquired. In other words, all grant funds or money raised by staff of the LIU12 FCLC are used only by and for the support of the LIU12 FCLC and is not used for any other programs under the LIU12 Adult Education Division.

The bulk of LIU12 FCLC's budget is provided through the PDE grant under Title II. PDE grant cycles last at least three program years. Throughout a program year (July 1-June 30), additional grant applications are submitted through foundations, agencies, and local companies by staff at the LIU12 FCLC. Local fundraising events are also held throughout a program year. Local efforts made to raise funds for the Literacy Council are required by the PDE to make up approximately twenty-five percent of our budget.

At the end of the last program year, the LIU12 FCLC had a surplus of approximately \$55,000 due to private and local business donations, and fundraising efforts over the course of the last few years. However, due to the COVID-19 pandemic, many things have changed.

At the beginning of this program year (July 1, 2020) we were informed by the PDE that adult education at the state level would have an approved budget for five months instead of the expected twelve months. Additionally, an optional state grant we'd been awarded (which had allowed us to hire a part time staff member) had been defunded, and during that five-month period, we would only receive about two-and-a-half month's worth of our typical funding.

Although we have enough surplus to sustain the agency's operational and salary costs for a few months, there is no guarantee of additional funding from the state at the end of the five month budget. If we are unable to secure additional funding through other sources, we may no longer be able to provide vital educational services to Franklin County residents.

The loss of these funds has created a dire situation for the staff, students, and volunteers at the LIU12 FCLC, and we are now operating with a devastating deficit before our program year has gained momentum. As mentioned in the Project Narrative, as of July 27th, we have already been forced to furlough one staff member and drastically reduce the hours of another. To be frank, the agency simply cannot function if there is insufficient money to support these staff who, in turn, provide essential support to both students and tutors. There is no assurance that any funding will be provided for the remaining seven months of our program year. Additional funding sources are imperative if our agency is to remain open.

ACCESS & INCLUSION

10. As a community foundation, TFEC fosters a climate of purposeful inclusion that values diversity of gender, age, race, ethnicity, national origin, range of abilities, sexual orientation, and socio-economic status. Please state how your project will be made accessible to all individuals who qualify for participation in the project and describe any accommodations, modifications, technologies, or services you will offer to ensure that all eligible participants experience the best possible services or outcomes.

The LIU12 FCLC has a strict non-discrimination policy. Every effort is made to ensure that all adults over the age of 18 who need our services are given equal opportunity to participate in our program regardless of age, gender/gender identity, sexual orientation, race, religion, or creed.

LIU12 FCLC offices and offsite meeting locations are all ADA compliant and our main office is accessible by elevator. Specialized support kits include supplemental items such as magnifying glasses, line readers, stress balls, rulers, etc. and are available at the literacy council office for students with specific needs.

LIU12 FCLC programs and community workshops are always free of charge so that Franklin County residents may have access to the information being shared, regardless of their socio-economic status.

LIU12 FCLC also offers both in-person and virtual learning experiences for enrolled learners, and their schedules and circumstances are considered at the time of their enrollment to ensure that their learning pathways meet their schedules as well as their skill levels. During the pandemic, all of our services have been offered remotely. When we are able to reopen our physical location, online services and blended instruction will continue to be offered as convenient options for our learners. Supplemental learning is also offered through state approved services like USA Learns and Khan Academy at no cost for program and non-program participants.

BUDGET WORKSHEET

Complete the Budget Worksheet below; a Project Total is required.

ITEM OR SERVICE <i>Examples include: Contracted Services, Equipment, Personnel, Supplies; list your own as appropriate.</i>	DESCRIPTION OF ITEM OR SERVICE	REQUESTED GRANT FUNDS <i>Indicate where funds sought through this grant opportunity will be applied.</i>	OTHER FUNDING SOURCES <i>State the names and amounts of all other funding sources.</i>	PENDING, COMMITTED, OR RECEIVED <i>Using a P, C, or R, indicate the status of all funding sources.</i>	\$ TOTALS <i>Add across to provide a total for each row. Total columns as indicated in bottom row.</i>
Operational Costs - Rent, utilities, etc.	Supplemental support to help keep our location open after drastic state funding cuts	\$4000	PDE grant - \$12,000 FCLC local funds - \$3,000 UWFC grant - \$6000	P	\$25,000.00
Salaries and Benefits	Supplemental salary payments to offset recent drastic funding cuts at the state level	\$4000	State Grant - \$20,000 UWFC Grant - \$15,300 FCLC local funds- \$24,700	P	\$64,000.00
Student Support - online and physical materials, etc	Updated supplies and materials needed to support adult learners' goals	\$1500	UWFC Grant - \$6,000 FCLC Local Funds- \$7, 500	P	\$15,000.00
Tutor Training and Development	Training supplies and fees/items needed to train tutors (Prof. Development)	\$500	UWFC Grant - \$1000 FCLC Local Funds - \$1000	P	\$2,500.00
Other Items	Space rentals/supplies for workshops, staff training, travel, postage, duplication, etc.	\$0	UWFC Grant- \$6700 F&M Trust donation - \$4000 FCLC Local Funds - \$550	C	\$11,250.00
		\$			\$
		\$			\$

		\$			\$
		\$			\$
TOTALS		\$10,000	\$107,750.00		\$117,750.00
		Total: Requested Grant Funds	Total: Other Funding Sources		PROJECT TOTAL

LIU12 Board of Directors 2020

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Recording Secretary

United Way of Franklin County

182 S. Second St.
Chambersburg, PA 17201



July 30, 2020

The Foundation for Enhancing Communities

Attn: Jennifer Strechay

PO Box 678

Harrisburg PA 17108-067

Dear Ms. Strechay

I am writing in support of Franklin County Literacy Council (FCLC) and their proposal for funding of programs offered in Franklin County. For many people in our community, literacy is a barrier which impedes education, health and financial stability.

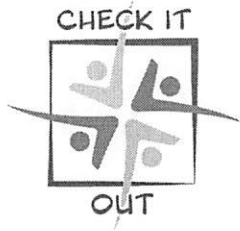
The connection to this organization can make the difference for individuals whether they are seeking their next job, considering an advancement in education, or simply trying to read to their children. In some cases, the ability to read and understand the label on a can of food has led to improvement of health factors.

This is a program that United Way of Franklin County supports, and I believe is worthy of your consideration.

Best wishes,



Amy M. Hicks
Executive Director
United Way of Franklin County



Franklin County LIBRARIES

101 Ragged Edge Road South
Chambersburg, PA 17202
Website: <http://www.fclspa.org>

July 27, 2020

Ladies and Gentlemen:

I support the Franklin County Literacy Council's programs and services to adults in need of literacy skills throughout our communities. I support their proposal for an Upstream grant from TFEC to fund their staff, office and classroom space, and materials for the future.

COVID-19 has taken a sizeable amount of state funding away from Adult Literacy and libraries. Franklin County Library System is a collaborative partner with LIU 12-Franklin County Literacy Council, participating in some of its programs and donating some classroom and meeting space to the Council. We are also the landlord for their office space. Funding for them also supports the libraries directly in that manner. We mutually build our impact on the communities by sharing public space.

As Angie has talked to us about the disintegration of state funds for adult basic education, we are dismayed to think that adults may soon have nowhere to turn for tutoring in our communities.

Due to reductions in our own funding, the libraries have been forced to halt their second language instruction program, as well.

Please fund this critical request for Franklin County. The Literacy Council works so hard and reaches so many people in need of reading and other basic skills. I have been involved with literacy since my first public library directorship years ago in Fulton County. People need to read to have opportunities to succeed. You have a wonderful opportunity to be a part of the success of many people who need literacy skills.

Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Bernice D. Crouse".

Ms. Bernice D. Crouse
Executive Director

2020 GREATER HARRISBURG COMMUNITY FOUNDATION UPSTREAM SIGN & SUBMIT FORM
Provide signatures from the applicant organization, below. Both organization representatives must sign.

By providing your original OR digital signature below, you agree that the provided information in this application is true to the best of your knowledge and may be submitted for review. Completion of this form is one component of your Complete Application.

- | | | | |
|-------------------------------------|------------------------|---|---|
| <input checked="" type="checkbox"/> | President/CEO | <u>Jeffrey D. West</u>
Ink Signature | Jeffrey D. West, Ed.D.
Digital Signature |
| <input checked="" type="checkbox"/> | Board President | <u>Sue Heistand</u>
Ink Signature | Click or tap here to enter text.
Digital Signature |

REQUIRED ATTACHMENTS TO BE UPLOADED & SUBMITTED BY 4PM ON THE DEADLINE DATE

All grant materials must be submitted through the TFEC online application system by 4pm on the deadline date.. This grant opportunity does not utilize delivered or mailed materials.

- Complete Application:** Applicant Profile, Project Profile, Project Snapshot, Project Narrative, Budget Worksheet, and Sign & Submit Form with original or digital signatures.
- Board of Directors List:** Professional affiliations (ie: work positions and/or titles as applicable) must be included.
- ONE, TWO, or THREE letters of support with original or digital signatures.** Applicants may submit the number of letters that will best support their application. Letters of support from the applicant organization's Board of Directors will not be accepted. Identical form letters are discouraged. A minimum of ONE letter of support is REQUIRED for this grant opportunity regardless of response to Question 4.
- If you have indicated PARTNERSHIP with or SERVICE to other Agencies as stated in Question 4, you must upload letters with original or digital signatures documenting the relationship.** A letter of partnership or service may also serve as a letter of support if support is expressly stated.
- Applicants who utilize a FISCAL SPONSOR** must include a letter signed by the Executive Leader of the Fiscal Sponsor organization indicating agreement to serve as the Fiscal Sponsor. An original or digital signature is required.
- IRS 501(c)(3) determination letter.**
- 1st Page of Applicant Organization's Most Recent 990.** If 990 is not available, upload applicant organization's most recent audit or financial statement to meet this requirement.

QUESTIONS

If you should have any questions regarding this form or TFEC grant opportunities, contact Jennifer Strechay, Program Officer for Community Investment, at jstrechay@tfec.org or 717-236-5040.