GREATER HARRISBURG COMMUNITY FOUNDATION

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
Perry 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
Kathleen Bentley, Executive Director, kbentley@pa.net, 1717-567-7323
All contracts and notifications of grant status will be addressed to the individual provided here

Applicant Organization's Physical Address
133 South Fifth Street, Newport, PA 17074

Applicant Organization's Address for Mailed Communications
P.O. Box 37, Newport, PA 17074
All contracts and notifications of grant status will be sent to the address provided here

Name, Title, Email, Phone of Contact Completing Application
Kathleen Bentley, Executive Director, kbentley@pa.net, 717-567-7323
If application questions arise, this individual will be contacted by TFEC staff

Organization's Mission Statement
The Perry County Literacy Council is a 501 c (3) organization with the mission to, "Provide educational programs for Perry County residents and families that will enable them to better function as productive and responsible citizens".

Organization History (Do not exceed this page)

The Perry County Literacy Council (PCLC) is a 501 (c) (3) organization, founded in 1984 by dedicated volunteers who identified a need for literacy services in Perry County, Pennsylvania. In 2020, volunteer tutoring remains a core service. PCLC offers a variety of relevant curriculums and effective instructional models aligned with transferrable skills and portable credentials valued by a wide range of employment communities, creating pathways to self-sufficiency including: *Adult Basic Education,* providing in person and remote, one-on-one tutoring in Reading, Math, and Language

Arts; English Literacy and Citizenship Preparation; and College and Career Readiness and remediation; *Community GED® Instruction,* providing in person and remote, individualized instruction aligned with the Pearson VUE GED® and the ETS® HiSET® High School Equivalency Diploma; *Community GED® Testing and 100+ Professional Certification Testing Options,* providing onsite Pearson VUE and ETS® HiSET® Test Centers; *Prison GED® Instruction,* providing in person individualized GED® instruction and onsite ETS® HiSET® High School Diploma Testing at the Perry County Prison; *Community Supplemental Instruction,* delivered online at any location by Khan Academy and KET FastForward™; *PCLC Career Pathway Program,* providing in person classes and certification testing aligned with National Retail Federation® (NRF®) Customer Service and Sales; *Computer Essentials and Microsoft Office Proficiency Training*, delivered online by Teknimedia™ with live technical support; and *ServSafe® Food Handler and Food Manager Certifications* delivered online with live technical support; *PCLC Drivers Training Program,* providing in person instruction and managing the logistics and supportive services aligned with the obtaining a PA Learner's Permit, completing Behind the Wheel Driver's training, and obtaining a PA Driver's License; the *PCLC Social Work Office,* serving PCLC and its collocated partners' participants as well as Perry County residents with barriers to goals ranging from daily living needs to employment and postsecondary training; and the *PCLC Ready, Set, Kindergarten! Program,* operating an Early Childhood Resource Center serving PCLC parent students, jobseekers, families, preschool programs and community-based early childhood organizations with resources that support high quality early learning, school readiness and family literacy.

PROJECT PROFILE

Project Title
Digital Literacy for the Workplace
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.

EDUCATION	ENVIRONMENT & PARKS
☐ Programs & projects that focus upon or nurture access to early childhood education ☐ Education & development programs for children & youth ☒ Educational programs serving adults	☐ Environmental stewardship ☐ Horticulture & the arts ☐ Health & environment ☐ Park beautification & improvement
HEALTH ☐ Health & human services ☐ Cancer awareness and/or research ☐ Dental care for those in need ☐ Health & human services ☐ HIV & AIDS ☐ Individuals with debilitating or terminal illness ☐ Individuals with intellectual disabilities ☐ Prevention of head and/or spinal cord injury ☐ Purchasing of devices that improve accessibility	**HOMELESSNESS** ☐ Homelessness & hunger
MENTAL HEALTH ☐ Counseling for children with terminally ill family members ☐ Guidance, counseling, or programming that includes guidance and/or counseling for youths ☐ Mental health	**SENIORS** ☐ Programs & projects serving older adults

COMMUNITIES OF FOCUS

☐ Disaster relief & human services that serve the communities of Lebanon City, PA and Cressona, PA

☐ Programs and projects that benefit residents of Millersburg, a borough of Dauphin County, PA

☐ 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.

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

_____50_____ Total number of ADULTS served

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

_____ 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.

    1. Recent events, including school closings and the transition to online public education have highlighted the barriers and economic disparities associated with access to technology and Internet in rural Perry County. Families are sitting in cars in school parking lots and other locations with tethered hotspots so that their children can use the iPads that were provided by the school districts to participate in online learning. An Unemployment Compensation system that provides real time remote and online filing has been unable to meet the overwhelming demand. PCLC was immediately impacted as a number of adult students did not have computers. Students with land lines or cell phones and Internet access were able to participate in real time remote Distance Learning activities with an instructor and through access to web-based instructional programs. Locations where residents in need typically access computers like the county's local libraries and PCLC were closed. Technology and digital literacy have become necessities in 2020. This UPstream project aims to reduce barriers for low income adults who have few to no digital literacy skills. It will also provide technology resources for a limited number of students who have access to Internet but no personal technology.

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 _____".

    2. PCLC will expand its digital literacy program to serve a broader population, providing free, in person and remote digital literacy instruction using Teknimedia™, a web-based program that teaches the full range of skills needed to use any computer. This program will be open to low-income unemployed and dislocated workers; at risk, out of school youth; disabled adults and youth; cash assistance clients; parents with preschoolers; and aging workers who are residents of Perry County seeking employment throughout the grant term. Candidates for this program will be pre-screened using the TABE 11 12 Locator to assess their ability to read at a sufficient level to successfully participate in this program. Individuals whose scores indicate the need for remediation will be offered the opportunity to work with a PCLC volunteer tutor. Teknimedia™ will facilitate up to twenty concurrent users with a model that supports both in person and remote learning from any location with instructional and technical support provided. As an individual completes their program, their user license will be extended to another individual. TekAssess™, a preassessment component, tailors the program to the needs of the individual, placing each user at their appropriate entry level. Users receive certificates that may be added to resumes and portfolios. This UPstream project will reduce and eliminate downstream barriers to using any computer. The project promotes the inclusion of adults who may not have had the opportunity to participate in digital literacy activities in school. Employers value candidates who have had digital literacy training. This project will provide sustainable skills that will be applied to many human roles including that of a student, a worker, a private citizen, a home owner, a parent and a grandparent. Seven program completers with few resources will receive laptop computers throughout the grant term. Literacy is one key to a thriving community. Grant funds will be used to purchase the Teknimedia™ Computer Essentials & Microsoft Office Proficiency Package for 20 Concurrent Users who may participate at PCLC or at any location and for two $700.00 laptop computers to be provided to two students with greatest barriers to obtaining their own technology.

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.

    3. This project will take place from January 4, 2021 through December 30, 2021, at PCLC's Center from 9 AM to 2:30 PM and at other locations. These dates and times are confirmed. Students who are enrolled in other PCLC programs will be offered the opportunity to co-enroll in the Teknimedia™ program. Other candidates for the Teknimedia™ program will attend an Intake and Assessment appointment at PCLC. Eligible individuals will meet with the PCLC Workforce Preparation Instructor who will enroll them in Teknimedia™ and remain their contact for instructional and technical support. Students may participate in Teknimedia™ in person at a scheduled time during instructional hours at PCLC's Center or remotely at any time and location. Instructional and technical support are provided in person and remotely. The Instructor will monitor each student's progress. As students complete the program, their User License will be transferred to the next eligible student who will attend an Intake and Assessment appointment at PCLC and meet with the Instructor to enroll in the program.

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 PCLC project is a single organization project that will be operated as a part of the agency's curriculum. PCLC is the lead agency of its One Stop site. Perry County residents may participate in any of the programs and services that are provided. Typically, the target population aligned with this funding is duel-enrolled in adult education programs and employment services.

    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.*

    Click or tap here to enter text.

    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.*

    Click or tap here to enter text.

    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 schools) that states their intent to participate.*

    Click or tap here to enter text.

    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.*

    Click or tap here to enter text.

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.

4. There are no other organizations who are providing digital literacy classes or programs.

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.

The following outcomes will reflect the success of this project: 50 low-income unemployed and dislocated workers; at risk, out of school youth; disabled adults and youth; cash assistance clients; parents with preschoolers; and aging workers will enroll, persist in and complete Teknimedia™ Computer Essentials & Microsoft Office Proficiency programs throughout the grant term. 45 program completers will transition to training and/or employment throughout the grant term.

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)?

Program completion will be verified in the Teknimedia™ system. Employment outcomes are verified as participants will submit two pay stubs to the PCLC Workforce Preparation Instructor.

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.

If this proposal is not funded at the level requested, PCLC will have to reduce the number of Teknimedia® Concurrent User Licenses at any location and/or the student laptops.

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

5. PCLC is requesting $3,909.00 from GHF UPstream. Other funders include: UWCR Road to Success Participant Programming $1,684.00; Hoverter Foundation Teknimedia® User Licenses $450.00; Community Aid Teknimedia® $1,601.00; PNC Foundation Teknimedia® $555.00; and Perry County Community Foundation Student Technology $3,500.00.

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.

PCLC ended its most recent fiscal year with a $75,794.38 deficit. PCLC has experienced a significant loss of income. The agency's Race for Reading event takes place each year on the first Saturday in May. This is PCLC's largest fundraiser that also includes a mailing campaign. The Race for Reading event was cancelled due to the COVID-19 pandemic. The event generates $38,000.00 each year. These fundraising contributions support the agency's Council Funds that are directed at staff salary and operational costs. PCLC receives a grant from the PA Department of Education Division of Adult Education and Family Literacy each year. This grant supports salary and operational costs for the agency's adult basic literacy, English language instruction and pre-GED® programs. At this time, the PY 2020 2021 grant has been reduced from the $35,306.00 to $8,000.00, a $27,306.00 loss. The state also cancelled the Tutor Options Grant that is provided to agencies like PCLC that operate volunteer tutoring programs. This was another $16,000.00 loss in income. And, PCLC facilitates a Community Aid bin which makes the agency eligible to apply for a $5,000.00 Community Aid grant each year. This program was cancelled due to the COVID-19 crisis.

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.

6. The Perry County Literacy Council and its collaborative partners serve all eligible residents regardless of ethnicity, race, age, gender, sexual orientation, socioeconomic status, first language, and/or physical and mental abilities. Its center is handicap accessible. All printed and computer-based materials, informational flyers, brochures, texts aligned with instruction and website contents are culturally sensitive and approved by Administrators. Codes of conduct for Administrators, Staff, Volunteers and Participants are clearly defined to support cultural sensitivity in an environment that serves a diverse population of residents. Confidentiality Agreements for PCLC Administrators, Staff and Volunteers as well as all collaborative partners define the parameters of information sharing and reporting for all participants. All participant data forms, documents required for enrollment in programs and case notes are secured according to PA State Guidelines. PCLC Students are served at the appropriate level of need in both Adult Education and Workforce Development programs including those with intellectual disabilities requiring testing accommodations. Ex-offenders are supported by referrals to expungement services and professional job developers specializing in training and employment opportunities for this population. Aging Workers are referred to programs for paid training aligned with permanent employment outcomes. The majority of PCLC's Students have low to no incomes and are supported with referrals to partnering agencies as well as with PCLC Supportive Services funds that address basic needs, transportation, clothing, food, housing and utilities. PCLC is committed to improving access to services in a rural community, operating a One Stop Satellite Site where Title I and Title II partners collocate to provide local access to services aligned with the PA CareerLink® system; operating an IdentoGo® site, providing a wide range of identity-related services including the secure capture and transmission of electronic fingerprints for employment, certifications, licensing and other verification purposes; and operating the PCLC Social Work Office where One Stop participants and the public can access services, resources and case management that offer solutions to a variety of barriers to self-sufficiency.

BUDGET WORKSHEET

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

ITEM OR SERVICE *Examples include: Contracted Services, Equipment, Personnel, Supplies; list your own as appropriate.*	DESCRIPTION OF ITEM OR SERVICE	REQUESTED GRANT FUNDS *Indicate where funds sought through this grant opportunity will be applied.*	OTHER FUNDING SOURCES *State the names and amounts of all other funding sources.*	PENDING, COMMITTED, OR RECEIVED *Using a P, C, or R, indicate the status of all funding sources.*	$ TOTALS *Add across to provide a total for each row. Total columns as indicated in bottom row.*
Teknimedia Digital Literacy Program	20 Concurrent User Licenses to be used at any location	$2509.00	UWCR R2S $1,684.00 Hoverter F. $450.00 Community Aid $1,601.00 PNC F. $555.00	R	**$6799.00**
Laptop Computers	7 Laptop Computers	$1400.00	PCCF $3500.00	R	**$4900.00**
Workforce Prep Instructor Salary	$20.50/Hr./4 Hrs./Wk+FICA.	$	PDE Federal Grant $4590.20	C	**$4590.20**
Intake Assessment Coordinator Salary	$20.50/Hr./1 Hr./Candidate/50 Candidates+FICA	$	PDE Federal Grant $1103.41	C	**$1103.41**
		$			$
		$			$
		$			$
		$			$
		$			$

TOTALS	$3909.00 Total: Requested Grant Funds	$13483.61 Total: Other Funding Sources		$17392.61 PROJECT TOTAL

2020 Board of Director and Affiliations:

Kevin Fitzpatrick President
27 East Main Street, P.O. Box 616, New Bloomfield, PA 17068
717-582-8669 (D) 484-363-0561 (M)
kfitzpatrick@cnestagroup.com
CNESTA GROUP, LLC.
Vice President Perry County Economic Development Authority
Perry County Chamber of Commerce
New Bloomfield Lions Club
President, New Bloomfield Borough Council
Historical Society of Perry County

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Director, Marketing Operations and Meal Solutions

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Director, PA Code and Bulletin, Legislative Reference Bureau
Perry County Council of the Arts
Newport Revitalization and Preservation Society
Newport PA Celebrates 175

David Kutz Treasurer
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TFEC Board
Perry County Community Foundation

Anne Chappelka – Life Member
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annerog202@gmail.com
Retired
Perry County Community Foundation
Perry County Council of the Arts
Volunteer Catholic Charities Immigration & Refugee Services

Lane Partner – Life Member/Founder
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Perry County District Attorney
Boy Scouts of America

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Domestic Violence

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PCLC Volunteer Tutor
UWCR Volunteer Tax Preparer

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Vice President Perry County Chamber of Commerce

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The Morgan Tressler Team
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PCLC Volunteer Tutor
Fox Field Airport
Historical Society of Perry County
Perry County Bicentennial Committee

TRI-COUNTY

OIC

Helping People Help Themselves

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July 30, 2020

Jennifer Strechay
Program Officer for Community Investment
The Foundation for Enhancing Communities
PO Box 678
Harrisburg, PA 17010

Dear Ms. Strechay:

Please allow this letter to indicate our support for Perry County Literacy Council's UPstream application to provide digital literacy support services for their adult education students and staff. As we are all aware delivering educational services to both children and adults has become a challenge considering COVID-19 restrictions. Even with the restrictions and challenges, our educators are being creative and successful in meeting the needs of our learners. As students participate in hybrid and remote instruction, we face another challenged – digital literacy.

Many of the students that we hope to serve present a barrier that must be overcome before they can fully engage in instruction. Students who lack digital literacy – the ability to use technology and other media to find and use information – find themselves facing another access barrier to participating adult education classes.

The proposal offered by the Perry County Literacy Council (PCLC) addresses the removal of this UPstream barrier. If rewarded, their grant funds will be used to provide web-based digital literacy classes that will be provided in person at PCLC and available at a distance for remote learners. Students with technology barriers will receive laptops throughout the grant term as well. The class will be open to GED® students and job seekers who are high school graduates.
This effort by PCLC will help assure that access is provided, and barriers are removed that will allow the most at-risk continued opportunities to meet their academic and employment goals.

Thank you for your consideration.

Sincerely,

Jeffrey C. Woodyard
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.

☐ **President/CEO** ___*Kathleen Bentley*___
Ink Signature

Kathleen Bentley
Digital Signature

☐ **Board President** ___*[signature]*___
Ink Signature

Kevin Fitzpatrick
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.