



PWCS Family Literacy Engagement Proposal Template

School Name(s):

Project leader(s) and contact email(s):

Title of Project:

Proposal Narrative Instructions:

Write a proposal narrative description that describes your Family Literacy Engagement project. It should be no more than 250 words maximum.

We are interested in prioritizing proposals that have considered these questions:

- How can educators design and implement family literacy projects/events that empower families as leaders?
- How can a family literacy project create a space where educators access and build on multilingual learners' and families' funds of knowledge as rich learning resources?
- What do families value in their children's literacy education?
- What stories do families and students want to share?

Checklist:

As you write your proposal narrative, be sure that your proposal reflects the elements on this Checklist:

_____ The project draws on applicable best practices from current research and practice guides (see Resources for Best Practices shared on website).

_____ The objectives of the project are SMART (Specific, Measurable, Achievable, Relevant, and Time-Bound).

_____ The objectives and project activities are responsive to the strengths, needs, and interests of the multilingual learners and families served by the school.



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_____ The project has potential to result in a sustainable blueprint which can be repeated or adapted for replication in another school year or in other classrooms/schools.

_____ The project generates a shareable product.

Write Your Proposal Narrative Description Here (250 words maximum). Please be sure to delineate your SMART objectives as part of the narrative:

Responsible Person(s) for Implementation & Timeline

Please briefly state/list who will be responsible for project implementation and provide clear timeline:

Bulleted List of Outcomes for Participating Multilingual Families:

Share what multilingual families will gain/takeaway from participating in this project:

Target Audience:

Who is your target audience? Include how many multilingual families you expect the Family Literacy Engagement project to reach.

If an event, when and where will it be held?:

Budget Items Comprehensive List with Estimates for Allowable Expenditures (Please note the funding details):

Funding Details:



Please provide a comprehensive list of your anticipated expenditures (up to \$1,000) for designing and implementing your proposed Family Literacy Engagement Project here. It will be important to include all anticipated allowable/allocable expenditures and to ensure that your expenditure estimates are as accurate as possible. (Please refer to the Allowable Expenditures information below the table).

Note: We recognize that your actual expenditures may vary above or below the anticipated amounts, and adjustments can be made for any differences (up to \$1,000) when receipts are submitted for reimbursement post-implementation. We ask that you strive to be as accurate as possible in anticipating all allowable/allocable expenditures.

Item	Quantity	Cost

Total Amount:

Please reach out to us via email with questions as you develop proposals: acestem@gmu.edu.

Allowable/Allocable Expenditures

Budget requests must be allowable, allocable, necessary, and reasonable. In general, this means requested items that are directly related to multilingual family literacy, such as books for students and families, school supplies, manipulatives, displays, translation, interpretation, software, print materials. For example, the grant cannot support the purchase of equipment, technology such as iPads, tablets, laptops, phones, furniture, food, promotional materials, gift cards, donations, clothing or other personal items. Please reach out with questions if you are unsure of the eligible items.

ACE-STEM will reimburse up to \$1,000 for the cost of approved project expenditures upon receipt of an official detailed invoice with supporting documentation such as copies of purchase orders, paid receipts or invoices for materials and/or services. On the proposal submission form, you will need to provide a comprehensive list of your anticipated expenditures for designing and implementing your proposed program. Please refer to Allowable/Allocable expenditures (up to \$1,000) as you develop your budget.

If two or more teachers collaborate to submit a proposal, receipts for allowable expenditures can be submitted for up to \$1,000 per teacher on a selected proposal.



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To recognize your time and effort in planning and implementing an approved project, you will also receive an honorarium of \$500 after completing the project and submitting a required project summary (template will be provided). Each teacher working jointly on an approved project will receive an honorarium of \$500 after submission of the required project summary to the ACE-STEM team.