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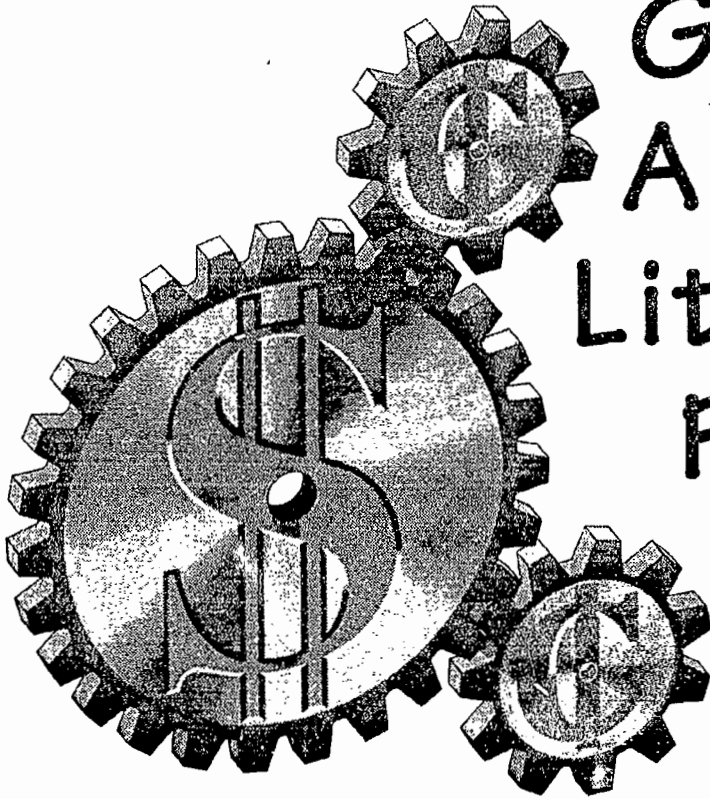
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ABSTRACT

This guide is designed to help providers of adult literacy programs in Colorado identify sources of financial support for their programs. The first half of the guide is an annotated listing of 59 funding resources (including philanthropic foundations, trusts, and corporations/corporate programs) for adult literacy programs. Each annotation contains the address and phone number of the organization, a contact person, and a brief summary that may describe some or all of the following: areas of funding, types of projects/client groups in which the organization is especially interested, geographic or other restrictions, sizes/numbers of grants available, and application requirements. Presented next is a list of 15 key publications containing current information on source of funding for literacy programs. The third section describes the programs funded under various titles of the Job Training Partnership Act (JTPA), presents basic information on JTPA funding procedures and cycles, and lists the addresses of Colorado's nine JTPA service delivery areas. Concluding the guide are lists of tips for successful grant writing and tips to enhance the development of grant proposals. (MN)

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Funding Resource Guide for Adult Literacy Programs in Colorado



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Office of Educational Research and Improvement
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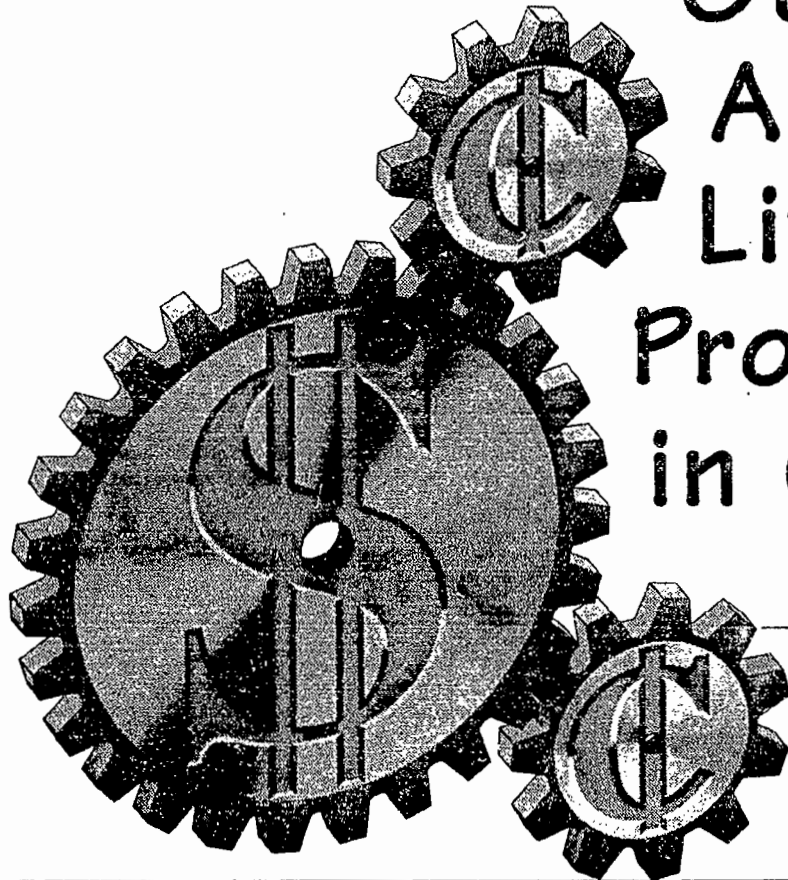
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March 1994

CE 068 450

Funding Resource Guide for Adult Literacy Programs in Colorado



Prepared for the Colorado
Adult Literacy Commission by
the Collaboration Task Force

cde

OFFICE OF ADULT EDUCATION

Colorado Department of Education
201 E. Colfax Avenue
Denver, CO 80203
(303) 866-6609

Copies of this publication are available for \$ 5.00 Each

The Purpose of the Adult Literacy Commission

The Colorado Adult Literacy Commission is the principal advisory board to the State Board of Education. The Commission is empowered to study, advise and recommend action to the State Board of Education on Colorado literacy issues and serve as an advocate in promoting awareness of the issues of adult literacy.

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Colorado State University, Member

Dr. Adriann Wycoff
Metropolitan State College
Adult Literacy Advocate

Members with an * are on the
Collaborations Committee responsible for
compiling this Resource Guide on Funding
Agencies for Literacy Programs.

They would like to express special
appreciation to **Sonia Mayrath, Scott Becker,**
and **Cynthia Ginther**, all graduate students from
Colorado State University, for their contributions
in developing this guide.

Special thanks also to **Mary Crabbe**
Gershwin, Director of Workplace Literacy with
the Colorado Community College and
Occupational Education System, for writing the
section on "Tips for Successful Grant Writing."

Providing support for the Adult Literacy
Commission is the Colorado Department of
Education, Office of Adult Education, staff.

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Funding Resource Guide for Adult Literacy Programs in Colorado

The purpose of this Funding Resource Guide for Adult Literacy Programs is to provide information regarding a variety of sources for possible funding of literacy projects. The agencies, foundations and trusts listed in this resource guide have been identified by reviewing a number of national data sources. The sources with an asterisk (*) following their name responded to an inquiry that was sent out from a committee of the Colorado Adult Literacy Commission. Their information is current and has been supplied directly by the agency, foundation or trust. The other sources listed in this resource guide have been identified from secondary sources of information and are considered possible funding sources for various types of literacy projects.

Also included are the names of key publications that contain current information on sources of funding for literacy programs and for other activities. A special section contains information on the Job Training Partnership (JTPA) and the final section provides guidelines for preparing grant applications. All of the funding sources listed in this guide require that grant applications be submitted for each proposed literacy project.

With the exception of the Colorado Department of Education and the Job Training Partnership Act Programs, governmental funding sources were not researched for this document. Two companion directories are being proposed as priority projects for the Adult Literacy Commission for 1994: one would list governmental funds and information clearinghouses, the other would focus solely on Colorado funding sources for adult literacy programs.

In the interim, the Office of Adult Education, Colorado Department of Education, will provide as much technical assistance as possible on governmental funding and information sources.

FUNDING AGENCIES FOR LITERACY PROGRAMS

OFFICE OF ADULT EDUCATION

Colorado Department of Education
201 E. Colfax Avenue
Denver, CO 80203
(303) 866-6609

This office is the major funder of Adult Literacy programs in Colorado. Information on funding sources is available through this office.

Contact: Dian Bates, Executive Director

AETNA FOUNDATION

151 Farmington Avenue
Hartford, CT 06156-3180
(203) 273-6382

The foundation contributes to a wide range of funding interests including education associations, literacy, and programs for disadvantaged adults.

Contact: Diana Kinosh, Management Information Supervisor

ANHEUSER-BUSCH FOUNDATION

c/o Anheuser-Busch Companies, Inc.
One Busch Place
St. Louis, MO 63118
(314) 577-7368

Areas of funding include community improvement and development, education, employment, human services, and youth development.

Contact: Cynthia M. Garrone, Contributions Administrator



AT&T FOUNDATION

1301 Avenue of the Americas, Room 3122
New York, NY 10019
(212) 387-5400

The foundation contributes to a wide range of funding interests including education, employment, human services, and youth development.

Contact: Marilyn Laurie, Chair

BALL CORPORATE GIVING PROGRAM*

345 South High Street
Muncie, IN 47305
(317) 747-6100

This corporate contribution program is involved with literacy, mostly with matching gifts to adult higher education and college student funding. No formal application form required. Primarily limited to operating areas, includes Boulder and Golden, Colorado.

Contact: Dr. Ann Swedeen

BELL ATLANTIC FOUNDATION*

1310 North Court House Road, 10th Floor
Arlington, VA 22201
(703) 974-3000 974-1729

The Foundation supports literacy projects, but restricts gifts to organizations described in Section 501(c)(3) or Section 170(c) of the Internal Revenue Code. Applicants should send a letter or brief abstract including a brief description of the organization and its major objectives, accomplishments, and activities and a description of the proposed literacy project for which funds are sought. The information should include the specific amount of the request with a description of how the funds will be used.

Contact: Ruth P. Caine, Director

BOETTCHER FOUNDATION*

600 17th Street, Suite 2210 South
Denver, CO 80202
(303) 534-1937

The Foundation provides funds for literacy projects. There are no set forms for making application to the Trustees for grants. A brief letter will suffice and should be submitted preliminary to formal application. Funding limited to Colorado. For more detailed information contact the foundation for the "Guide to Applications for Grants".

Contact: William A. Douglas, President

BONFILS-STANTON FOUNDATION

1601 Arapahoe Street, Suite 5
Denver, CO 80202

Provides funding for education, community and human services, literacy, and disadvantaged. Funding is limited to Colorado. Does not support religious organizations for religious purposes. Formal application form is not required, send letters.

Contact: David L. Gies, Executive Director

BARBARA BUSH FOUNDATION*

1002 Wisconsin Avenue NW
Washington, D.C. 20007
(202) 338-2006

The Foundation funds adult literacy programs. Contact it for information.

Contact: Benita Sommerfield, Executive Director

CARNEGIE CORPORATION OF NEW YORK

437 Madison Avenue
New York, NY 10022
(212) 371-3200

Areas of funding include community improvement and development, education, human services, and youth development.

Contact: Warren Christopher, Chair



CHRYSLER FUND*

12000 Chrysler Drive
Highland Park, MI 48288-1919
(313) 956-5194

Provides funding to non-profit organizations. Target populations are primarily K-12. The average funding per project is \$5000. Send a letter of inquiry for funding information.

Contact: Lynn A. Feldhouse, Manager of Chrysler Fund

CITIBANK, N.A.*

850 Third Avenue, 13th Floor
New York, NY 10043
(212) 559-0173

Citibank funds educational research and their goal is to increase literacy and to help students improve their grades. Grants are made to non-profit organizations. Prefer to fund local programs where Citibank does business. No formal application process.

Contact: Paul M. Ostergard, Vice President and Director of Corporate Contributions

THE COCA-COLA FOUNDATION, INC.

P.O. Drawer 1734
Atlanta, GA 30301
(404) 676-2568

The Foundation funds a wide variety of interest areas including literacy projects. Grants are made to non-profit 501(c)(3) or equivalent organizations. No geographical restrictions and no formal application form.

Contact: Michael Bivens, Education Director

COLORADO SPRINGS COMMUNITY TRUST FUND*

90 South Cascade, Suite 1000
P.O. Box 2340
Colorado Springs, CO 80901
(719) 475-7730 Ext.472

Adult literacy is a target population for funding. Geographically limited to El Paso County, Colorado. Smallest funding is \$500 and the largest is \$18,000, with an average of \$5,000. Contact the foundation for additional information.

Contact: Jack W. Foutch, Director

THE COLORADO TRUST

The Colorado Trust Building
1600 Sherman Street
Denver, CO 80203-1604
(303) 837-1200

The Trust provides support for human development and the strengthening of families. Giving is limited to Colorado. Does not support for religious organizations for religious purposes. Formal application form is not required.

Contact: Jean Merrick, Vice President

COORS BREWING COMPANY*

"Coors Literacy. Pass It On!"
311 10th Street
Dept. NH420
Golden, CO 80401
(303) 277-5397

Adult and family literacy are target populations. Contact the company for further information.

Contact: Mary Anne Fleet

THE DENVER FOUNDATION

455 Sherman Street, Suite 220
Denver, CO 80203
(303) 778-7587

The primary purpose of the Foundation is to assist, encourage, and promote the well-being of mankind, primarily the inhabitants of metropolitan Denver. Support is limited to Adams, Denver, Douglas, Jefferson, Arapahoe, and Boulder counties in Colorado. Does not support sectarian programs or projects supported largely by public funds. Formal application form not required.

Contact: Robert E. Lee, Executive Director



EASTMAN KODAK CHARITABLE TRUST

c/o Eastman Kodak Company
343 State Street
Rochester, NY 14650-0316
(716) 724-3127

Areas of funding include community improvement and development, education, employment, human services, and youth development.

Contact: Stanley C. Wright, Director of Corporate Contributions

EL POMAR FOUNDATION

Ten Lake Circle
P.O. Box 158
Colorado Springs, CO 80906
(719) 633-7733

Makes grants to non-profit organizations for education, adult education, disadvantaged and literacy. Giving limited to Colorado. Application forms are available but not required.

Contact: William J. Hybl, Chair

FIRST BANK SYSTEM FOUNDATION

P.O. Box 522, MPFW 0105
Minneapolis, MN 55480
(612) 370-5176

Areas of funding include community improvement and development, education, employment, and human services.

Contact: John F. Grundhofer, Chair

THE FORD FOUNDATION

320 East 43rd Street
New York, NY 10177
(212) 573-5000

Areas of funding include community improvement and development, education, employment, human services, social services, and youth development.

Contact: Edson W. Spencer, Chair

THE FREEDOM FORUM

(Formerly Gannett Foundation)
1101 Wilson Blvd.
Arlington, VA 22202
(703) 528-0800

The Forum's interests are primarily national and include the promotion of adult literacy. Application form required.

Contact: Charles L. Overby, President

THE GATES FOUNDATION

3200 Cherry Creek South Drive, Suite 630
Denver, CO 80209-3247
(303) 722-1881

Support is limited to Colorado, primarily the Denver metropolitan area. Does not support private foundations. No formal application form.

Contact: Thomas Stokes, Executive Director

HASBRO CHILDREN'S FOUNDATION

32 West 23rd Street
New York, NY 10010
(212) 645-2400

Areas of interest include special education with focus on handicapped; health; societal needs including abuse and neglect, homelessness, literacy, and education of the disadvantaged; and improvement in the quality of life of children. Eligibility is limited to 501(c)(3) organizations. No geographical restrictions. Awards from \$5000 to \$1,000,000. No formal application form.

Contact: Eve Weiss, Executive Director



WILLIAM RANDOLPH HEARST FOUNDATION*

The Hearst Foundations
90 New Montgomery Street, Suite 1212
San Francisco, CA 94105
(415) 543-0400

Interest areas include programs to aid poverty level and minority groups. Grants are made only to non-profit, tax-exempt organizations. No formal application process. Contact the Foundation for further information.

Contact: Thomas Eastham, Western Director

THE HUNT ALTERNATIVES FUND

1255 Fifth Avenue
New York, NY 10029
(212) 722-7606

Denver application address:
500 East 8th Avenue
Denver, CO 80203

Areas of funding include disabilities.

Contact: Lauren Casteel (Denver)

JOHNSON & JOHNSON FAMILY OF COMPANIES CONTRIBUTION FUND

One Johnson & Johnson Plaza
New Brunswick, NJ 08933
(908) 524-3255

Areas of funding include community improvement and development, education, employment, and human services. Gifts limited to established programs; limited opportunity for unsolicited support.

Contact: John J. Heldrich, President

KAMAN CORPORATE GIVING PROGRAM

133 Blue Hills Avenue, P.O. Box 1
Bloomfield, CT 06002-0001
(203) 243-6307

Sciences Corporation of Colorado Springs deals with Colorado contacts. The program funding is directed at the disadvantaged/handicapped in its area first. Other funding has greatly decreased due to the economy.

Contact: Russell H. Jones, Vice President

W. K. KELLOGG FOUNDATION

One Michigan Avenue East
Battle Creek, MI 49017-4058
(616) 968-1611

Areas of funding include community improvement and development, education, employment, human services, and youth development.

Contact: Russell G. Mawby, Chair

KNIGHT-RIDDER, INC.*

One Herald Plaza
Miami, FL 33132-1693

There are no grant application forms or formal application processes. Requests should be made by clearly written letter, giving the purpose and achievements of the requesting organization with information about the specific program to be funded. List percentages that will go to overhead, promotion, and directly to the cause. Request should be accompanied by a copy of the organization's 501(c)(3) status.

Contact: Sharon Owens, Administrative Assistant to Chairman and CEO

KRAFT GENERAL FOODS FOUNDATION*

Kraft Court
Glenview, IL 60025
(708) 998-7032

Contact the Foundation for information.

Contact: Linda Bird, Director, Corporate Contributions



**ELI LILLY AND COMPANY
FOUNDATION**

Lilly Corporate Center
Indianapolis, IN 46285
(317) 276-5342

Areas of funding include community improvement and development, education, human services, and youth development. Funds limited to areas where company has operations.

Contact: Vaughn D. Bryson President

**A. L. MAILMAN FAMILY
FOUNDATION***

707 Westchester Avenue
White Plains, NY 10604
(914) 681-4448

The Foundation supports programs that benefit children and families. School districts, nonprofit organizations, and higher education institutions are eligible to apply for funding. Contact the Foundation for more information.

Contact: Luba Lynch, Executive Director

**MARRIOTT CORPORATE GIVING
PROGRAM***

Dept. 977.01, Marriott Drive
Washington, D.C. 20058
(301) 380-7430

Contact Ms. Hadfield for information. Limited to operating areas.

Contact: Judi Hadfield, Director, Corporate Relations

**MARTIN MARIETTA
CORPORATION FOUNDATION**

6801 Rockledge Drive
Bethesda, MD 20817
(301) 897-6863

Areas of funding include community improvement and development, education, employment, human services, and youth development. Giving is limited to areas of company operations.

Contact: John T. de Viser, Director of Corporate Affairs

MATTEL FOUNDATION*

333 Continental Boulevard
El Segundo, CA 90245
(310) 524-3530

Target population is K-4 special education. January 1 is the deadline for current year funding. A grant application for special education technology learning labs is available. Preferred agencies for funding are schools.

Contact: Nena Lauerman, Foundation Administrator

**MCKESSON SERVICE
MERCHANDISING***

P.O. Box 790
Harrison, AR 72601
(501) 741-3425

Contact: Cheri Marks, Employment and Communications Manager

METROPOLITAN LIFE*

One Madison Avenue
New York, NY 10010-3690
(212) 578-6272

Funds all types of programs. Application form is available and should be requested in a letter to the corporation.

Contact: Blanche Lawton, Director of Corporate Contributions

**MONFORT CHARITABLE
FOUNDATION**

1900 AA Street
Greeley, CO 80631
(303) 353-2311

Provides funds for educational programs. Restricted to northern Colorado.

Contact: Dave Evans



**CHARLES STEWART MOTT
FOUNDATION**

1200 Mott Foundation Building
Flint, MI 48502-1851
(313) 238-5651

Areas of funding include community improvement and development, education, employment, and human services.

Contact: Judy Samelson, Director of Communications

**NATIONAL FOUNDATION FOR THE
IMPROVEMENT OF EDUCATION**

1201 16th Street, N.W.
Washington, D.C. 20036
(202) 822-7840

Areas of interest include educational improvement, teacher initiatives - all grades, all subjects. Grants and technical assistance awarded to teachers to design and initiate dropout prevention and literacy programs for students. Grants are available for K-12 school teachers. Awards of support range from \$5,000 to \$25,000. Official application form is available. Contact: Donna C. Rhodes, Executive Director

NEW YORK LIFE FOUNDATION*

5. Madison Avenue
New York, NY 10010
(212) 576-7341

Adult literacy has been a major focus in the past, but it may be phased out of their grants. Contact the Foundation for information.

Contact: Carol J. Reuter, President

**MARTIN J. AND MARY ANNE
O'FALLON TRUST**

2800 South University Boulevard, Room 61
Denver, CO 80210
(303) 753-1727

Makes grants to established organizations and agencies to assist cultural programs and social and educational services. Giving is limited to Colorado, priority is given to Denver metropolitan area.

Contact: Alfred O'Mears, Jr., Chair

**PENN MUTUAL LIFE INSURANCE
COMPANY GIVING PROGRAM***

Independence Square
Philadelphia, PA 19172
(215) 956-8000

Call for information. Request a transfer to the Corporate Communications Department.

Contact: Marian Castro, Corporate Communications

THE PEW CHARITABLE TRUST

One Commerce Square
2005 Market Square, Suite 1700
Philadelphia, PA 19103-7017
(215) 575-9050

Areas of funding include community improvement and development, education, employment, human services, and youth development.

Contact: Thomas W. Langfitt, M.D., President

THE PFIZER FOUNDATION, INC*

235 East 42nd Street
New York, NY 10017
(212) 573-3351

Contact the Foundation for information.

Contact: Wyndham Anderson, Executive Vice President

**THE CARL AND LILY
PFORZHEIMER FOUNDATION***

650 Madison Avenue, 23rd Floor
New York, NY 10022
(212) 223-6500

Contact the Foundation for information.

Contact: Carl H. Pforzheimer, III, Vice President



**PHILLIPS PETROLEUM
FOUNDATION, INC.**

16 C4 Phillips Building
Bartlesville, OK 74001
(918) 661-6248

Areas of its funding include community improvement and development, education, human services, and youth development.

Contact: R. W. Peters, Jr., President

THE PITON FOUNDATION

Kittredge Building
511 16th Street, Suite 700
Denver, CO 80202

The Foundation Creates and supports opportunities that allow children and adults to move from poverty and dependency to self-reliance and self-determination. Giving is limited to the city of Denver, Colorado.

Contact: Phyllis Buchele

THE ROCKEFELLER FOUNDATION

1133 Avenue of the Americas
New York, NY 10036
(212) 869-8500

Its areas of funding include community improvement and development, education, employment, human services, and youth development.

Contact: John R. Evans, Chair

**THE SEARS-ROEBUCK
FOUNDATION***

Sears Tower, Department 903—BSC 51-02
Chicago, IL 60684
(312) 875-8337

The Foundation funds specific national programs related to work-force readiness and literacy. It does not support religious groups for religious purposes, fraternal, labor organizations, or colleges. No formal application form required.

Contact: Paula Banks, President

TOYOTA USA FOUNDATION*

19001 South Western Avenue
Torrance, CA 90509
(310) 618-6766

Grants are made primarily to education programs, with special emphasis in the area of pre-collegiate education. Priority is given to math and science programs, development of special talents, and partnerships between higher education institutions and secondary schools. Contact the Foundation for application guidelines.

Contact: Foundation Director

UNION PACIFIC FOUNDATION*

Martin Tower, Eighth and Eaton Avenues
Bethlehem, PA 18018
(215) 861-3215

Contact the Foundation for information.

Contact: Judy L. Swantak, President or Carole Mesko

THE UPS FOUNDATION

400 Perimeter Center, Terraces North
Atlanta, GA 30346
(404) 913-6374

UPS is interested in funding projects in human welfare including programs for families and children in crisis and adult literacy. It supports worthy philanthropic projects and organizations that are tax exempt under 501(c)(3). Grants are open to United States and Canada. Average award is \$25,000. No formal application form required.

Contact: Clement E. Hanrahan, Vice President

THE UPJOHN COMPANY FUND

7000 Portage Road
Kalamazoo, MI 49001

Contact: Donald R. Parfet, President and Treasurer



**U.S. DEPARTMENT OF
EDUCATION**

Student Literacy Corps
ROB-3, Room 4025
7th and D Streets, S.W.
Washington, DC 20202-5251
(202) 708-8394

Grants are made to projects operated by institutions of higher education. Grants support projects in which volunteer undergraduates serve as unpaid literacy tutors in public community agencies.

Contact: Ms. Diana Hayman, Program Manager
P.O. Box 84
Washington, DC 20044

**WOODWARD GOVERNOR
COMPANY CHARITABLE TRUST***

5001 North Second Street
Rockford, IL 61101
(815) 877-7441 Ext. 135

Write for information.

Contact: Harry Tallacksen, Chairman,
Contributions Committee

U.S. WEST FOUNDATION

7800 East Orchard Road, Suite 300
Englewood, CO 80111
(303) 793-6661

U.S. West's giving is primarily for health and human services, including programs for minorities, youth, and disadvantaged. It does not support religious organizations for religious purposes, nor schools, or fraternal organizations. No grants are made to individuals or for scholarships.

Contact: Larry Nash, Director of Administration

WALGREEN GIVING PROGRAM*

200 Wilmot Road
Deerfield, IL 60015
(708) 940-2500

Organizations should sent a letter of request identifying the entity seeking funding. Requests are evaluated when received.

Contact: Miss Kimmery Lee, Corporate
Manager, Public Affairs



Source Books for Literacy Program Funding

This is a sampling of available source books for literacy program funding. These resources may be found at college, university, city, and the Colorado Department of Education libraries. Colorado libraries can usually request books from any other state library (and some out-of-state) through ILL (Inter-Library Loan).

Annual Register Of Grant Support: A Directory Of Funding Sources
27th Edition, Publ. R.R.Bowker
#LB2338 .G7
1994

Dermer, Joseph
Where America's Large Foundations Make Their Grants.
Public Service Materials Center, New York
#HV89 .D47
1983

The Directory Of Corporate And Foundation Givers.
#HG4028.C6 D5

The Foundation Directory
The Foundation Center
#AS911 .A2F65
1993

The Foundation Grants Index
21st Edition
#AS911 .A2F66
1993

Gannett Foundation Literacy Challenge Grants Program
Albany, NY
#LC243 .G27
1992
(Note: The Gannett Foundation is now called the Freedom Foundation)

Grants For Literacy, Reading, and Adult Education
The Foundation Center, New York
#361.702573 G7672
1991/1993

Junior League of Denver
Colorado Foundation Directory
6300 E. Yale
Denver, CO 80222
(303) 692-0270
There is a fee for this directory.

Literacy Videorecording
A Fund Raising Primer
WQED (Pittsburgh, PA)
#LC151 .L573
1988

Marano, Cynthia
A Road Map To Funding: Finding The Resources For Teaching Literacy In Context
Washington, D.C.,
Wider Opportunities For Women
#HG177 .1728
1992

Popp, Robert
A Guide To Funding Sources For Family Literacy.
National Center For Family Literacy, Louisville, KY
#LC149.2 .P66
1992

Sound Recording
Public Library Association (ALA)
Digging For Dollars: Finding Funding For Literacy Programs In The 90's.
#LC151 .D53



Torp, Karen
(Colorado Department of Education)
**Colorado Department of Education Directory
of Adult Education and Literacy Programs.**
#374.012025 C719
1989

This directory does not list funding sources. It does, however, list programs throughout the state that currently provide adult literacy services. There is a \$10.00 fee for the directory.

The following publication (\$299 per year) is published 50 times annually. Access may be available at larger public or university libraries in the state.

Education Grants Alert
Capitol Publications, Inc.
1101 King Street
P.O. Box 1453
Alexandria, VA 22313-9877

National Data Book of Foundations (Computer Access)

The information contained in the **National Data Book of Foundations** is stored in a computer file and the data are accessible online through DIALOG Information Services Databank of over 350 databases. Check with local libraries to determine how to access DIALOG data bases. There is a charge for conducting DIALOG data searches. The National Data Book of Foundations contains approximately 369 independent, company-sponsored and community foundations in Colorado.



Job Training Partnership Act-JTPA

Federal Public Law 102-367, September 7, 1992

The Job Training Partnership Act (JTPA) programs are to prepare adults and youth for participation in the labor force by providing job training and other services that will result in increased employment and earnings, increased occupational and educational skills, reduced welfare dependency, and result in improved long-term employability.

JTPA programs are funded under several different titles which have varying eligibility and target groups as listed below:

- Title II-A For adults who are economically disadvantaged and who possess a barrier to employment.
- Title II-B Summer Youth Programs provide work experience and academic enrichment for youth ages 14 - 21 years who are economically disadvantaged.
- Title II-C For youth (ages 14 - 21) who are economically disadvantaged. Fifty percent must be out-of-school.
- Title III EDWAA For dislocated workers who have lost their jobs through no fault of their own. There is no economic eligibility test for this program.

Literacy training is only one of a large array of services available to JTPA eligible individuals. Service Delivery Areas (SDAs) may offer the literacy programs in their own facility or they may contract these services out to a local community college, public school, Adult Basic Literacy Provider, or other service provider.

Target populations are adult literacy and family literacy. GED and basic skills instruction have been funded. The funding cycle is from July 1 to June 30. The dollar range of literacy projects funded varies by the SDA. Contact the nearest SDA for application information; it is a formal process.

The following is a list of the JTPA SDAs in the state of Colorado. Contact individual directors for more information.

Service Delivery Areas

Adams County Employment Center
Donna Marsh
7190 Colorado Boulevard, 5th Floor
Commerce City, CO 80022
Phone: (303) 289-6500
Fax: (303) 289-6339

Arapahoe County Employment
and Training
Patricia Kuskie
11059 Bethany Drive, #201
Aurora, CO 80014-2617
Phone: (303) 752-5820
Fax: (303) 752-5850



Boulder County Employment
and Training Center
Michael Schneider
2905 C-Center Green Court South
Boulder, CO 80301-2274
Phone: (303) 441-3985
Fax: (303) 939-0054

Mayor's Office of Employment
and Training
Erma Zamora
1391 North Speer Boulevard, #500
Denver, CO 80204
Phone: (303) 893-3382
Fax: (303) 899-4029

Colorado Springs, El Paso County
Industrial Training Administration
Ray Rodriguez
702 East Boulder
Colorado Springs, CO 80903
Phone: (719) 578-6870
Fax: (719) 578-8337

Office of Rural Job Training
J. Dwight Steele
1900 Grant Street, #800
Denver, CO 80203
Phone: (303) 894-7410
Fax: (303) 894-7416

Jeffco Employment and Training Services
Mary Kreutzer
900 Jefferson County Parkway
Golden, CO 80401
Phone: (303) 271-4600
Fax: (303) 271-4444

Weld County Department Human Resources
Linda Perez
P.O. Box 1805
Greeley, CO 80631
Phone: (303) 353-3800
Fax: (303) 356-3975

Larimer County Employment and
Training Services
Neil Gluckman
3842 South Mason
Fort Collins, CO 80525
Phone: (303) 223-2470
Fax: (303) 223-7456



Tips for Successful Grant Writing

Grant writing has become a key and essential activity for literacy providers. The following information provides an overview of the basic process for writing a grant.

Overview of the Proposal

The following items are included as standard format in most grant applications:

Cover Letter: Introduces the agency, the project and the title of the project. Signed by the agency's CEO and includes the project director's name and phone number. Mentions the total amount requested in the final paragraph.

Abstract: Introduces the project and the agency to the funding agency. Draws the reader into the proposal with quotable quotes and interesting statements.

Needs/Problem Statement: Describes the community to be served and the problem or need being addressed by the proposed project. The need should never be the agency's need ("need for money for our program"). Rather, it should be characterized as the need of your clients.

Goals and Objectives: States what the funding will achieve. Goals may be broad and visionary. Objectives must be measurable and define exactly what you are going to do.

Methods: Describes the activities to be used to achieve the objectives. Include a rationale in your choice of methods. You must convince your readers that your methods can best respond to the problem described in the needs statement.

Evaluation: Presents a plan for determining if goals and objectives have been met. Uses logical methods to evaluate.

Future Funding: Describes a plan for continuation beyond the requested funding period.

Budget: Itemizes expenditures and provides rationale. Expenses in the budget should support activities mentioned in the narrative of the proposal.

Some funding agencies require a different format or may specify the length of each section. Other categories, such as key personnel and dissemination plans may be required. Always follow the funding agency's guidelines when they are provided.



Tips for Success

The following tips are designed to enhance the development of grant proposals:

- 1 Start planning your project with a problem statement. Develop a clear sense of the needs/problem you are addressing. Take time to conceptualize your grant proposal by answering the following questions: "What is the problem? Why is this a problem? Who is experiencing the problem?"
- 2 Choose a concise, meaningful title for your proposal. Include key words to make filing easy. Refer to the project by its title throughout the proposal. Remember, if your title turns the reader off, it may not matter how good the rest of the proposal is.
- 3 Follow directions!! Read and re-read the directions issued by the funding source to ensure that you have followed the proper format and included all of the information requested.
- 4 Include charts, tables, flow charts, and diagrams when they are useful. A graphic picture can make a drastic and easy-to-understand statement. A time line or PERT chart can save pages of unnecessary verbiage.
- 5 Use concise language. Keep it short. "A grant does not have to be eternal to be immortal."
(Charles Mac Warren)
- 6 Don't send "Dear Friend" letters to corporations or funding sources. Take time to get the name of a contact and the correct spelling of the name.
- 7 Research the funding agency before you write your proposal. Proposal writers who have researched the funding agency and spoken with representatives of the agency are three times more likely to be successful. Find out what the foundation will fund, and what its areas are by making contact with it before you apply for a grant.
- 8 Make sure you are qualified to receive funds from a foundation. You must have a 501 (c) (3) designation from the Internal Revenue Service to receive funding from most foundations.
- 9 Develop a relationship with the funding agency before you write the proposal, but don't badger the staff after it has been submitted. Ask how long the process will take, and plan for adequate time for your proposal to be evaluated.
- 10 Collect successful proposals. Some funding agencies will send copies of successful grants. Books on grant writing often include sample proposals in the appendices.
- 11 If your proposal is not funded, write for comments, revise and resubmit.



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Office of Adult Education
201 E. Colfax Avenue
Denver, Colorado 80203
(303) 866-6609



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