

Even Start Family Literacy Grant Application Checklist

_____ Part I – General Information

_____ Part II – Program Abstract

_____ Part III – Needs Assessment

_____ Part IV – Fifteen Required Components

- Identification and Recruitment of Families Most In Need of Even Start Services*
- Screening and Preparation of Participants*
- Flexible Scheduling and Support Services*
- High Quality, Intensive Instructional Programs*
- Staff Qualifications*
- Staff Training*
- Home Based Instruction Services*
- Year-Round Services*
- Coordination with Other Programs*
- Instructional Programs Based on Scientifically-Based Reading Research*
- Attendance and Retention*
- Reading Readiness Activities Based on Scientifically-Based Reading Research*
- Continuity of Services*
- Providing Services to Families Most In Need*
- Local Independent Evaluation*

_____ Part V – Plan of Operation and Continuous Improvement

- Measurable Objectives
- Objectives are Consistent with Performance Indicators
- Strategies, Activities, Services, Timelines
- Staff Responsibilities

_____ Part VI – Coordination and Collaboration

_____ Part VII – Promise as a Model

_____ Part VIII – Local Program Evaluation Plan

_____ Part IX – Additional Funding (optional)

_____ Part X – Budget Plan

- Even Start Budget Worksheet
- Budget Summary Form
- Budget narrative

_____ Part XI – Statement of Assurances

REQUIRED ATTACHMENTS

- Part IV – Fifteen Required Components – Staff Qualifications – Please attach a job description for each position listed. Label this “Attachment 1”.
- Part VI – Coordination and Collaboration – Please attach appropriate documentation on interagency collaboration and support (such as a letter from each collaborating agency). Label this “Attachment 2”.
- Part IX – Additional Funding (optional) – Please provide data and evidence to support your request for additional funding. Include the additional amount you are requesting. Label this “Attachment 3”.