



**CONTINUING
EDUCATION**
People, Changing



Contextualized Basic Skills Instruction

Curriculum and Program Development Grant

Application Checklist:

- Cover Page
- Grant Narrative
- Budget
- Project Team Description
- Staffing/Organization Chart
- Letter(s) of Support

All application materials must be submitted to Wynne Ferdinand at LaGuardia Community College at wferdinand@lagcc.cuny.edu by January 7, 2013.

If you have any questions, you may contact Vanessa Martin at MDRC at vanessa.martin@mdrc.org, or Wynne Ferdinand.

I. Description

MDRC and LaGuardia Community College, through funding provided by MetLife Foundation, will select a community college or community-based organization that is interested in, or already in the process of developing a contextualized career-focused GED program and curriculum to receive in-depth technical assistance and professional development. Technical assistance for program and curriculum development and data collection tools will be provided to the awardee by MDRC and LaGuardia Community College. In addition, awardees will receive a small stipend to cover the cost of staff time and travel.

[The GED Bridge to College and Career Program at LaGuardia Community College](#) is a rigorous education credentialing program that serves adult students with career aspirations who need to earn their GED. Designed as a springboard to either college or vocational training, Bridge classes utilize an original, career-focused curriculum to develop students' reading, writing and math skills in preparation for the GED and

post-secondary education. Current career sector foci include: science, business, and healthcare.

LaGuardia Community College and [MDRC](#), a nationally recognized social policy research organization, are currently conducting a small scale random assignment evaluation of the GED Bridge Program. The purpose of the evaluation is to examine the extent to which GED instruction that is linked specifically to students' career interests and goals improves their likelihood of passing the GED and transitioning to post-secondary education. Preliminary findings indicate the Bridge students are passing the GED and transitioning to college at higher rates than their counterparts in a more traditional GED preparation program.

To support continued innovation in contextualized GED and Adult Basic Education, MetLife Foundation will fund a short term professional development and program design grant for one organization to replicate the GED Bridge to College and Careers Program model at a new program site.

The grant will support the early stages of program development, including staff consultations and site visits to the GED Bridge to College and Careers Program at LaGuardia Community College, and onsite technical assistance to build institutional support and program capacity to offer rigorous career focused instruction for adult learners. In addition, MDRC is interested in exploring the possibility of conducting a rigorous evaluation with the grantee. The evaluation would be separate from the planning phase, would not start until the program is fully implemented, and would be funded separately from this grant. However, MDRC would begin having discussions with the grantee during the planning phase to assess the feasibility of conducting an evaluation.

The grant recipient will:

- Craft a plan for program design and implementation to include:
 - Staffing plan
 - Funding strategy
 - Curriculum development plan
 - Sector/Career focus identification
 - Implementation goals
 - Student transitions plan
- Participate in a technical assistance partnership with GED Bridge Program faculty and staff to develop a framework for career focused basic skills instruction customized to the specific needs of their region, students and organization.
- Send at least one representative to a kickoff meeting at LaGuardia Community College/CUNY in New York. This meeting will be held in early February.

The grant may be used for:

- Staff and faculty release time to participate in the replication planning.
- Travel costs for site visits to LaGuardia Community College's GED Bridge Program lab classrooms.
- Program site technical assistance consultations with LaGuardia Community College staff.
- Participation in ongoing professional development opportunities offered by the Pre-College Academic Programming Department at LaGuardia Community College.
- Presentation of program materials and implementation plan to funders and institutional supporters to gain program funding.

II. Award Information

The successful applicant will be awarded a grant for the term of six months. The award of \$10,000 will be disbursed in two increments, provided the grantee submits funding reports that meet the planning grant milestones. Reporting requirements and due dates will be outlined in the award document.

The planning grant does not commit MetLife Foundation to continued support for program implementation. Applications for continued support and/or available funding are evaluated separately.

III. Eligibility

To be considered, programs should demonstrate capacity to serve:

- students 19 and older
- low income communities¹
- at least 200 GED students per year in a managed enrollment setting

Eligible applicants are two-year public post-secondary institutions. Non-profit organizations are also eligible to apply; however, they must be able to demonstrate a strong partnership with a two-year public post-secondary institution. Priority consideration will be given to applicants participating in the [2012 Designing Career Focused Basic Skills Instruction](#) course, offered by LaGuardia Community College in partnership with NCTN/World Education.

IV. Application and Submission Information

The following materials must be submitted to complete the application:

1. Cover Page

¹ See the chart in Appendix A for income and demographic information.

The cover page should include the key contact information for applicants and the signatures of the applying organization's leadership. Signatories might include the college president or chief operating officer.

2. Narrative

Narratives should not exceed 5 single spaced pages (plus attachments), with one inch margins. At least 12 point type should be used. The narrative should contain the following, in order:

- I. Purpose and Goals of the application.* A one to two paragraph summary of the applicant's organization goals and purposes for applying for the grant.
- II. Statement of Interest.* Applicants should formulate a statement that demonstrates their organizational need for adult education program innovation and their organization's rationale for implementing contextualized career-focused basic skills and GED instruction for adult students. Applicants should include any preliminary ideas about sectors and career pathways of focus.
- III. Organizational Profile Institutional Context.* A short description of the applicant's organization and institutional context. Applicants should demonstrate the existing structures and program features that will support or potentially hinder the planning process and future program implementation of contextualized career focused instruction.
- IV. Project History.* The organization's history administering adult education and GED projects with low-income students.
- V. Existing Data and Outcomes Summary.* The application should include a narrative describing the existing methods and tools used to collect program and participant data. Benchmark data should be included using the chart in Appendix B as a template.

VI. Budget

The budget should be for six months, starting in February 2013 and ending in July 2013, and should include itemized personnel and travel costs to New York City during this time.

VII. Staffing Plan

The project team staffing plan should name key instructional and administrative staff to be charged with curriculum and program development responsibilities and the percent of their paid time they will dedicate to the planning process. A minimum of one full time instructor or faculty member should be named in the staffing plan. Staff from any partnering organizations should also be named in the plan. Resumes, titles and organizational contact information for all staff involved in the grant should be included in the staffing plan.

VIII. Letter(s) of Support

The applicant should include 1-2 letters of support, on sending organization letterhead, indicating that the development and ongoing implementation of career focused basic skills instruction programs for adult students at the applicant's program site or facility is supported by the institution's leaders. Applicants who are not located at community colleges should include a letter of support from a community college partner who will participate and lend expertise for post secondary transition support services during program implementation. Support letters should indicate both pedagogical and fiscal commitment to innovative program implementation in adult education.

V. Application Review

MDRC and LaGuardia Community College will evaluate applications based on the components described above. Priority consideration will be given to applicants participating in the [2012 Designing Career-Focused Basic Skills Instruction](#) course, offered by LaGuardia Community College in partnership with NCTN/World Education.

VI. Deadlines

The deadline to apply for the Contextualized Basic Skills Instruction Curriculum and Program Development Grant is **January 7, 2013**. No late applications will be considered.

VII. Award Administration Information

Applicants will be notified by MDRC of the decision via email by **January 15, 2013**. Grant information will be sent by email to the awardee by **January 31, 2013**. There will be a conference call the first week of February, followed by a kick-off meeting at LaGuardia Community College in Queens, NY later in the month.

VIII. Key Contacts

Vanessa Martin
Senior Associate
vanessa.martin@mdrc.org
MDRC
16 East 34 Street
19th Floor
New York, NY 10016-4326

Phone: (212) 532-3200
Fax: (212) 684-0832

Amy Dalsimer
Director, Pre-College Academic
Programming Department
adalsimer@lagcc.cuny.edu
LaGuardia Community College
2910 Thomson Ave.
Room C 400
Long Island City, NY 11101

Phone: (718) 482-5385
Fax: (718) 609-2007

IX. Other Information

Appendix A

Demographic Information

| Characteristic | Percentage of students |
|------------------------------------------------------------|------------------------|
| <u>Race and Ethnicity</u> | |
| Hispanic/Latino | |
| Black, non-Hispanic/Latino | |
| White, non-Hispanic/Latino | |
| Other | |
| <u>Income and Earnings</u> | |
| Income below 200% of Federal Poverty Level | |
| Receiving Public Assistance (TANF, Food Stamps, SSI, SSDI) | |

Appendix B

Use this chart as a template for program data reporting.

| Category | Program/Year |
|--------------------------------------------------------------------------|--------------|
| Students Enrolled | |
| Student Retention (completed 12 hours or more of instruction) | |
| Promotion/Graduation/Completion (completed course work) | |
| # Students Passing OPT | |
| # Students Passing GED | |
| # Students Passing Certification | |
| Post-secondary Education | |
| Job Placement/Internships | |