



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

July 6, 2000

**RESPOND BY: AUGUST 14, 2000**

**MEMORANDUM**

**TO:** Basic Skills Directors  
Volunteer/Community-Based Organization Directors

**FROM:** Patrick K. Pittman  
Coordinator ABE/ESL

**SUBJECT:** English Literacy/Civics Request for Proposal

An amendment to the North Carolina Basic Skills State Plan for 2000-2004 has been approved awarding North Carolina an additional \$199,470 for English Literacy/Civics programs. The amendment states that request for proposals be sent to all programs funded by the North Carolina Community College System to conduct activities for English Literacy/Civics.

North Carolina will adopt the definition of civics education from the November 17, 1999 Federal Register: "an educational program that emphasizes contextual instruction on the rights and responsibilities of citizenship, naturalization procedures, civic participation, and U.S. History and government to help students acquire the skills and knowledge to become active and informed parents, workers, and community members."

This additional funding should be used for sites to conduct local research, develop curriculum materials, conduct pilot programs integrating English Literacy and Civics Education, develop innovative ways to expand existing programs and integrate them with Civics Education.

Enclosed you will find an application for the proposal. A review team will evaluate the requests and select the recipients. If you would like additional funding, the proposal must be received by August 14, 2000. In addition, recipients will be required to submit an annual report on the outcomes of their project. If you have any questions concerning this RFP, please call me at (919) 733-7051, ext. 720.

Enclosure

C: Presidents  
Senior Continuing Education Administrators

CC00-160  
Paper Copy

*North Carolina Community College System  
Academic and Student Services Division  
Basic Skills Section*

**BASIC SKILLS SPECIAL GRANTS**

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College/Agency/Organization

Date

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Person(s) completing this application

Telephone Number

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Address

***Instructions:*** *If you have questions concerning the application, please call Patrick Pittman at (919) 733-7051, extension 720. Respond to each question and mail to the address listed below. The proposal must be received by **August 14, 2000.** (Not postmarked)*

Patrick Pittman,  
Coordinator ABE/ESL  
North Carolina Community College System  
5024 Mail Service Center  
Raleigh, NC 27699-5024

## CERTIFICATION

This funding is for English Literacy/Civics programs to

- conduct local research
- develop curriculum materials
- conduct pilot programs integrating English Literacy and Civics Education
- develop innovative ways to expand programs and integrate them with Civics Education

<b>To Be Completed by Community College Programs</b>	
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Signature of Vice President/Dean of Continuing Education</b>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Date</b>
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Signature of President</i> <i>Date</i>	
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Signature of Chairman of the Board</i> <i>Date</i>	

## COMPONENTS OF PROPOSAL

(Identification of and instructions for completing the components of the proposal are given on the following pages. Be certain that all components listed are included in your proposal according to the information given under each component heading.)

### **Abstract**

The abstract is a very brief summary of pertinent information found in the proposal. The importance of the abstract cannot be overstated in that it introduces each reviewer to the proposal. It can have the effect of arousing interest or creating doubt on the quality of the proposal.

Limit to one, double-spaced page.

### **Body of the Proposal**

The Body of the Proposal consists of several sections that give the reader a clear view of the problem and how it is to be approached. The content of these sections, along with the other parts of the proposal, gives evidence that the applicant agency has the capabilities for carrying out the proposed project and contributing to the increased effectiveness of Basic Skills programs in North Carolina.

#### **A. Problem**

This should be a general statement of the problem, followed by supporting statements concerning its significance to Basic Skills programs in North Carolina, the need for the project, the rationale upon which the project is based, and a summary of pertinent, related information.

#### **B. Objectives**

The objectives of the project must be listed and stated in very clear terms. They should serve as a guide for the entire project and should be listed in such a way as to determine whether the methods and procedures proposed for accomplishing the objectives are appropriate. The objectives can be in the form of questions to be answered, products to be developed, hypotheses to be tested, etc. The objectives should present a clear flow of thought from the statement of the problem.

#### **C. Procedures**

This section of the proposal indicates what is to be done and how the proposed project is to be conducted. It provides information regarding the design, the populations to be studied, the sequence of activities of the proposed project, and the procedures of analyzing and interpreting relevant data. The procedures used to accomplish each objective, answer each question, develop each product, etc., should be clear.

#### **D. Evaluation**

The plan should be specific about how, when, and by whom the evaluation procedures will be conducted.

#### **E. Dissemination Plan**

The dissemination plan proposes methods and procedures to be followed in making the results of the project known to the educational community. The plan may propose written articles to be disseminated, and/or workshops, conferences, and/or seminars to be conducted as the project progresses and when it has ended. Applicants are encouraged to consider innovative dissemination methods.

#### **F. Time Schedule**

This section describes the timetable by which major parts of the project are to be completed. A time schedule can consist of flow charts, calendars, a personal schedule, or similar methods. The time schedule should clearly state major activities and/or deliverables with the expected completion and/or delivery date.

**Note: The Body of the Proposal should not constitute more than 10, double-spaced, typewritten pages in a twelve-point font. (Proposals longer than the length or in less than a twelve-point font will not be considered for funding.)**

### **Resources**

The resources for the project are described under the following two headings:

#### **A. Personnel**

The qualifications of personnel should be described in sufficient detail to indicate competence for the type of participation proposed for each.

#### **B. Facilities**

The adequacy of necessary facilities, equipment, and services available to conduct the project must be indicated.

### **Budget**

The schedule for the proposed costs of the project must be given on the enclosed budget form. The budget is, at best, an estimate of costs; therefore, provision is made for necessary adjustments within the total allotment after a project is approved and started.