



LITERACY TEXAS

REQUEST FOR PROPOSAL FOR WORKREADY! TRAINING IN YOUR COMMUNITY

FEBRUARY 2012

This Request for Proposal (RFP) seeks four literacy programs or coalitions, who work with adult learners, to host a one-day WorkReady! training for volunteer literacy instructors and tutors.

Background and Introduction

WorkReady! was developed for Literacy Texas by a national literacy expert, Margaret Doughty of Literacy Powerline. While it is not a curriculum, it guides administrators, instructors, tutors and students of community-based literacy programs through a process of infusing workforce literacy into an existing literacy curriculum. WorkReady! is a unique workforce readiness training manual and training tool developed for the traditionally underserved group of adult learners who are currently enrolled in literacy programs such as Adult Basic Education, GED preparedness or English as a Second Language.

Providing learner-relevant content that helps students prepare for the workforce encourages students to persist in their learning and offers them opportunities to "own" lesson planning. WorkReady! assists literacy organizations in customizing their tutoring sessions for the learner/worker to meet individual needs and goals. As the student completes each session, they receive certificates of achievement. They leave with an outline of their learning accomplishments related to the workforce, which helps build their skills, resumes -- and confidence.

The Verizon Foundation has funded a grant to Literacy Texas to provide the workforce literacy program, WorkReady! training, and training manuals, for instructors in four Texas communities. Literacy Texas funded the development of WorkReady! because community-based organizations have expressed a need for preparing their low-literacy students for the workforce with training that could be integrated into their existing literacy curriculum.

Funds Available for this Request

Funds up to \$2,000 per grantee are available to cover expenses for outreach, food, and staff time for recruitment and administration.

Literacy Texas will pay the trainer directly and provide the training manuals for instructors/tutors. It is a goal of Literacy Texas to engage additional trainers and each grantee should recruit two or more instructors/tutors to become local trainers to ensure the sustainability of the program.

Minimum Eligibility and Capacity Requirements

1. The applicant must be a 501 (c) (3) literacy organization that provides adult and/or family literacy services or training.
2. The applicant must demonstrate the administrative and collaborative capacity to oversee all elements of the project, to be completed by July 31, 2012.
3. The applicant must demonstrate the capacity to recruit and host training for 20 to 40 attendees.
4. The successful applicant must distribute and collect the pre- & post-assessment forms and submit to Literacy Texas for evaluation.
5. The successful applicant must be or become a Literacy Texas member.

The Proposal

The proposal should address the following questions in no more than five pages. Please number and repeat the questions before answering.

1. Describe the applicant agency and how the project meets the agency's mission.
2. Describe experience in conducting volunteer instructor/tutor training for community based literacy organizations.
3. Describe the need for WorkReady! training in your community.
4. Describe any workforce literacy programs you currently provide to adult learners.
5. Describe how participants will be recruited. Provide the number of instructors/tutors to be trained as trainers during the workshop.
6. Describe the recruitment and roles of collaborative partners.
7. Provide a project budget and budget narrative.
8. Attach 501(c)(3) documentation.
9. Provide a cover page with the signature of the Executive Director.

Application Due Date and Timeline

Email electronic copy of the proposal by 5:00 p.m. March 5, 2012 to Gloria.Moritz@literacytexas.org. Notification of funding will be made by March 15, 2012. It is expected that the four winning applicants will hold a WorkReady! training in each of the selected Texas communities before July 31, 2012.

For more information about this RFP

Gloria Moritz
Interim Director
Literacy Texas
4802 Hwy. 377 South, Suite 14
Fort Worth, TX 76116
888-577-9347