

## Southwest Philadelphia Program Support

**Deadline to Apply: December 1, 2017**

The City of Philadelphia's Office of Adult Education (OAE) will provide program support in the range of \$200-\$1000 for new or existing literacy programs in southwest Philadelphia. The support is designed to assist new or existing adult literacy (English as Second Language or Adult Basic Education) programs with startup costs and operational costs within the first year. This support is made possible through the Paschalville Partnership and the Free Library of Philadelphia. Those interested must submit a formal request for support at [philaliteracy.org/sw-philadelphia-partnership](http://philaliteracy.org/sw-philadelphia-partnership).

### 1. Who can request support?

- New or existing adult education programs within 1.5 miles of zip code 19142 and accessible by public transportation (organizations within zip code 19142 are not required to be accessible by public transport) will be considered for support. Consideration will be given to adult literacy programs that meet the following criteria:
- Have at least two administrators/teachers/tutors.
- Have a clear plan for sustainability beyond the first year.
- Have space for teaching.
- Planning or already delivering instruction in one or more of the following areas: (a) Beginning Reading, (b) English as a Second Language(ESL), (c) Adult Basic Education (ABE), or (d) GED® or HISET® Exam Preparation.

### 2. What is the process for requesting support?

- Complete the online request form at [philaliteracy.org/sw-philadelphia-partnership/](http://philaliteracy.org/sw-philadelphia-partnership/) and outline a feasible plan for your adult education program.
- OAE will schedule a site visit after reviewing the request.
- OAE will notify the organization of status within 30 days after the site visit.

### 3. What are the programs that receive support expected to do?

- Supported programs will be asked to sign an agreement committing to responsibilities that include:
- Offer classes or tutoring at no charge to at least ten learners per year, for at least three hours per week, in English (already started or starting within two weeks of receiving support).
- Incorporate digital life skills into instruction.
- Participate in meetings organized by OAE.
- Submit data and reports.
- Use the online student registration and tracking system.
- Send learners to a myPLACE<sup>SM</sup> campus for pre and post assessments, or provide OAE approved standardized assessments at your site, given by a trained facilitator.
- Join the Philadelphia Literary Alliance and attend meetings

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## 4. What can my program use the support for?

- Support can be used for instructional materials, supplies, software, and (up to \$600) equipment or hardware. Program support may not be applied toward salaries or wages, space rental, or utilities.
- What does my program receive?
- Support requested, up to \$1000.
- Training for volunteer teachers/tutors.
- Access to professional development opportunities.
- Network of Philadelphia adult education professionals.
- Access to and training for OAE's online registration and tracking system.

## Important things to note

- Program support is provided no more than once per organization.
- Program support is available until funds are depleted, and is provided to approved organizations on a first-come, first-serve basis.