

Creating a Citizenship Preparation Program

VI. Program Development

Funding must be considered when seeking to begin a new program or to expand the services offered by a current program. There are several characteristics of a strong language and legal program that funders may seek in a proposal when deciding to grant funding.

Possible Program Standards Required by Funders

Legal Program

- Completed needs assessment
- Confidentiality policies
- Authorization to practice immigration law (i.e. attorney or BIA Recognition and Accreditation status)
- Well-trained legal staff
- Standardized case files
- Case Management software
- Client outcomes tracking system
- Training curriculum for volunteers
- Client satisfaction surveys

Language Program

- Completed needs assessment
- Confidentiality policies
- Scheduling and class level options
- Student assessments
- Developed curriculum
- Real-life material used
- Qualified and trained teachers
- Recruitment practices for teachers and volunteers
- Certain numbers of hours of instruction
- Student progress data
- Training curriculum for volunteers
- Client satisfaction surveys

Potential Funding Sources

When beginning your search for funding, you might check the following sources for potential grants and other types of funding.

City and State governments

Local Foundations

Collaborative grant applications

Local businesses that fund locally or employ ELL employees