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
- Collaborative grant applications
- Local Foundations
- Local businesses that fund locally or employ ELL employees