




## Calgary Learns 2024-2025 Indigenous Initiative General Application

Prior to filling out this application, please check the **Indigenous Initiative Grant Call for Applications.**

Calgary Learns Staff will be available to answer any questions. If you would like your proposal to be previewed for feedback, please send it to [grants@calgarylearns.com](mailto:grants@calgarylearns.com) before January 12, 2024.

Please submit your application to [grants@calgarylearns.com](mailto:grants@calgarylearns.com) by **February 15, 2024.**

Funding support provided by

*Alberta*  Advanced Education

**IMPORTANT:**

Complete and click all the boxes in the left column before submitting your application

<b>STEP ONE: Check Eligibility of Applicant and Initiative</b>	
<input type="checkbox"/>	The organization is a legal entity incorporated for a minimum of two years under one of the following Alberta Statutes: the Societies Act, Part 9 of the Companies Act, the Libraries Act, the Métis Settlements Act, and the Postsecondary Learning Act.
<input type="checkbox"/>	The initiative operates between July 1, 2024 to June 30, 2025, and within Calgary city limits.
<input type="checkbox"/>	The initiative addresses a current foundational learning need for <b>Indigenous adults</b> with financial barriers to learning and does not unnecessarily replicate locally available learning opportunities.
<input type="checkbox"/>	The initiative will ultimately benefit financially and socially barriered <b>Indigenous adults</b> (18+) in Calgary
<input type="checkbox"/>	The initiative is grounded in <b>Indigenous approaches</b> to learning and has <b>culturally appropriate</b> systems in place to collect the required outcomes data and demonstrate the impact of the adult learners.
<input type="checkbox"/>	The initiative is covered under the applying organization's current liability insurance.
<b>STEP TWO: Compile a Complete Application to be Considered</b>	
<input type="checkbox"/>	The completed <b>Application Form</b> (this document) in Microsoft Word
<input type="checkbox"/>	The completed <b>Budget</b> in Excel (found at <a href="http://www.calgarylearns.com">www.calgarylearns.com</a> )
<input type="checkbox"/>	A copy of the <b>Financial Statement</b> for the organization's last completed fiscal year, which includes at least a statement of financial position (formerly 'balance sheet') and statement of operations (formerly 'income statement'), showing the organization's name and fiscal year
<input type="checkbox"/>	A copy of the current <b>General Liability Insurance Coverage</b> in an amount of no less than \$2,000,000 inclusive per occurrence, insuring against bodily injury, personal injury and property damage including loss of use
<input type="checkbox"/>	Proof of submission of the most recently <b>filed annual returns</b> with Alberta Corporate Registry
<input type="checkbox"/>	<b>Declaration and Authorization page</b> (last page of this application) with signatures in <b>PDF Format</b>
<b>STEP THREE: Submit a Complete Application</b>	
<input type="checkbox"/>	Email your application package in the formats listed above to <a href="mailto:grants@calgarylearns.com">grants@calgarylearns.com</a> by <b>February 15, 2024</b>

## ORGANIZATION OVERVIEW

1. Complete the requested organizational information below.

<b>Organization Legal Name</b>	
<b>Operating Name (if different from legal name)</b>	
<b>Charity Number or Incorporation Number</b>	
<b>Mailing Address</b>	
<b>Physical Address (if different)</b>	
<b>Website</b>	

<b>Organization Primary Contact</b> <small>*If approved, grant cheques will be addressed to this individual</small>	
<b>Position/Title</b>	
<b>Email</b>	
<b>Phone</b>	

<b>Organization's Annual Operating Budget</b>	<b>Initiative Budget</b> <small>*Amount must match the initiative <u>Total Cash Expenses</u> as indicated on the Program Budget</small>	<b>Initiative Funding Request</b> <small>*Amount must match the Calgary Learns funding request under the <u>Revenue</u> section of the Program Budget</small>

<p>Recipients of Community Adult Learning Program funding are bound by the Personal Information Protection Act (PIPA). One of the requirements under PIPA is to ensure the protection of personal information of clients accessing programs and services. Does the organization have processes in place to ensure the protection of personal information of learners that access programs and services?</p>	<input type="checkbox"/> Yes  <input type="checkbox"/> No
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2. Organizational mission statement

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3. Brief organizational background: history, strategic priorities, programs (150 words maximum)

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## INITIATIVE OVERVIEW

4. Complete the requested initiative information below.

<b>Initiative Name</b>	
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<b>Initiative Lead Contact</b> *The person to contact regarding the day to running of the program	<b>Name</b>	
	<b>Position/Title</b>	
	<b>Email</b>	
	<b>Phone</b>	

1. Describe the learning need this initiative will address. (200 words maximum)

5. Provide current evidence to support that this initiative is needed in Calgary. For example, possible sources could include: local statistics, research, or other evidence gathered by your organization that demonstrates the need you are hoping to address.

6. Provide a concise summary of the proposed initiative in plain language. i.e. explain what will happen and how. (100 words maximum)

7. What other organizations in Calgary are addressing the needs identified above? Why is this initiative also needed and why are you the right organization to be addressing the need with this initiative?

### INITIATIVE PLAN

8. What are the intended outcomes of this initiative?

9. Please provide an overview of activities and a detailed timeline. All dates must be between July 1, 2024 to June 30, 2025. Add or delete rows as needed.

Describe the major phases and their components	Timeframe

10. What evaluation tools and processes are used to track and measure progress towards these intended

outcomes?

11. Upon completion of this initiative, what are your plans to sustain or build on the initiative’s outcomes?

12. If this is a Research Initiative, please describe how you will share your findings with the field?

Not Relevant)

**INITIATIVE DESIGN**

17. List the program staff and volunteer positions and provide the key responsibilities and position qualifications relevant to this initiative. Please include the required Indigenous training and whether the person has IAFL training. You may also include relevant foundational learning and facilitation expertise/experience.

The below list must correspond with the Staff, Volunteer and Honoraria Breakdown section on the Budget. **Add or delete rows as needed.**

Paid Positions	Paid Team’s Primary Responsibilities	Required Qualifications of Paid Team
<ul style="list-style-type: none"> <li>• Staff</li> <li>• Elders/Knowledge Keepers</li> </ul>		<i>(e.g. minimum education level, facilitation and adult foundational learning training and experience)</i>
Volunteer Positions	Volunteer Primary Responsibilities	Required Qualifications and Mandatory Volunteer Training that you Provide
Other Positions	Primary Responsibilities	Details

## INITIATIVE BUDGET

In order for your application to be considered complete, a detailed projected Program Budget listing all revenue and expenses is required on the [Calgary Learns Budget template](#).

## ORAL PRESENTATION – REVIEW TEAM PROCESS

Calgary Learns invites Indigenous Community Leaders and Elders to make recommendations on granting allocations. If your application advances through the initial stage, you will be invited to share more about your program with our Indigenous Review Team. To prepare for this process, we invite you to consider the following questions and be prepared to offer insight on the following:

- How Elders and Knowledge keepers play a role in your initiative. If possible, share the names of the Elders involved.
- How your staff and board members have opportunities to increase their knowledge of Indigenous history, legacy education, as well as current dynamics in the lives of Indigenous people
- Any community Indigenous partnerships that assist you in the initiative. This includes advisory boards, Elders, cultural mediators, and other agencies.
- If you are a non-Indigenous Agency share your understanding of the role of allies in the Indigenous community and how you fit into that role
- How will you sustain this initiative and share its outcomes benefit the Indigenous community

**DECLARATION AND AUTHORIZATION**

<b>Organization Name</b>	
<b>Initiative</b>	
<b>Year</b>	

I declare that the information provided in the Application Package is true and accurate and does not omit any material detail.

I authorize Calgary Learns to share information provided in the application package with their external review team and funder (Alberta Advanced Education).

I have read, understand and agree to abide by the program funding and reporting requirements set out in Calgary Learns' Call For Application and Application.

I certify that if funds are awarded, they will only be used as set forth in this application package and understand that unused funds must be returned to Calgary Learns.

I confirm that the organization adheres to the Personal Information Protection Act (PIPA) to ensure the protection of adult learners accessing our programs.

I understand that I must submit to Calgary Learns a copy of any materials produced as a result of Calgary Learns funding and allow Calgary Learns to make these materials available publicly.

I confirm that in the event of a Calgary Learns funding audit, auditors will have access to all records pertaining to the grant.

The following must be signed by two signatories of the organization.

**Executive Director / CEO:**

<b>Name</b>		<b>Position/Title</b>	
<b>Email</b>		<b>Phone</b>	

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Initiative Lead Contact:**

<b>Name</b>		<b>Position/Title</b>	
<b>Email</b>		<b>Phone</b>	

Signature \_\_\_\_\_ Date: \_\_\_\_\_