




Calgary Learns 2024-2025 Indigenous Initiative Pilot 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 before January 12, 2024.

Please submit your completed application to 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

STEP ONE: Check Eligibility of Applicant and Initiative	
<input type="checkbox"/>	The organization must be 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 pilot serves financially and socially barriered Indigenous adults (18+) in Calgary.
<input type="checkbox"/>	The pilot addresses a current foundational learning need for Indigenous adults with financial barriers to learning and does not unnecessarily replicate locally available learning opportunities.
<input type="checkbox"/>	The pilot center is grounded in Indigenous approaches to learning.
<input type="checkbox"/>	All pilot staff and volunteers who work with program vulnerable participants have appropriate security clearances.
<input type="checkbox"/>	The pilot has culturally appropriate systems in place to collect the required outcomes data and demonstrate the impact of their program on adult learners.
<input type="checkbox"/>	The pilot is non-credit and part-time.
<input type="checkbox"/>	The pilot is covered under the applying organization's current liability insurance.
STEP TWO: Compile a Complete Application to be Considered	
<input type="checkbox"/>	The completed Application Form (this document) in Microsoft Word
<input type="checkbox"/>	The completed Budget in Excel (found at www.calgarylearns.com)
<input type="checkbox"/>	A copy of the Financial Statement 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 General Liability Insurance Coverage 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 filed annual returns with Alberta Corporate Registry
<input type="checkbox"/>	Declaration and Authorization page (last page of this application) with signatures in PDF Format
STEP THREE: Submit a Complete Application	
<input type="checkbox"/>	Email your application package in the formats listed above to grants@calgarylearns.com by February 15, 2024

ORGANIZATION OVERVIEW

1. Complete the requested organizational information below.

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

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

Organization's Annual Operating Budget	Initiative Budget <small>*Amount must match the initiative <u>Total Cash Expenses</u> as indicated on the Program Budget</small>	Initiative Funding Request <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.

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

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

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6. Provide current evidence to support that this initiative is needed in Calgary. Possible sources could include intake or evaluation data specific to your program, meaningful research and local statistics.

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

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8. What other organizations in Calgary currently have programming that address the needs identified above? Why is this new initiative also needed? What makes your proposed program delivery and organization unique?

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INITIATIVE PLAN

9. What are the intended outcomes of this initiative?

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10. 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

11. What evaluation tools and processes will be used to track and measure progress towards these outcomes?

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

PILOT DESIGN

13. Is your initiative Literacy and Foundational Learning (LFL) or Community Capacity Building (CCB)? Refer to the [Call for Applications](#). LFL CCB

14. If LFL, select the relevant category: (Not Relevant - a CCB program)

- Adult Literacy
- Numeracy
- Basic Digital Skills
- Skills for Learning

IF YOU SELECTED MORE THAN ONE AREA OR CATEGORY, YOU REQUIRE SEPARATE APPLICATIONS.

15. What do you intend learners to gain from your program in terms of skills, knowledge or beliefs about learning? Please list the primary 3 to 5 learning objectives specific to the program.

Learners will:

- (e.g.) will demonstrate increased self confidence in their ability to learn

16. If the pilot is based on a set curriculum, how do you plan to adapt it to address foundational learning and cultural needs of your adult learners?

(Not Relevant)

PILOT DELIVERY

17. Where will the pilot be held and how will the space be made appropriate for Indigenous learners? Please include the location and address or alternative remote delivery plans.

FOR THE REMAINDER OF THIS PILOT DELIVERY SECTION, PLEASE CHOOSE ONE OF THESE OPTIONS:

Note: a program can include various types of learning opportunities, e.g. tutoring, course, family literacy course, learning activity (drop-in or one-time session).

- If this program application includes **one consistently delivered course** or family literacy program fill in **Q.#18 Table 1**.
- If this program application includes **tutoring**, fill **Q. # 19 in Table 2**

18. COURSE OR FAMILY LITERACY PROGRAM

	<p>Program Delivery Method you are applying for</p> <p><input type="checkbox"/> Course</p> <p><input type="checkbox"/> Family Literacy Program</p>	<p>Example:</p>
<p>Length # hours per class</p>		<p><i>An individual class is 2 hours long</i></p>
<p>Frequency # of classes per week</p>		<p><i>There are 4 classes per week</i></p>
<p>Duration # of weeks per session of program</p>		<p><i>The course is 6 weeks long.</i></p>
<p>Quantity # times course is offered over the grant term</p>		<p><i>The course is offered 3 times per year</i></p>
<p>Total # of Learners</p>		<p><i>We anticipate 10 learners in a class and throughout the 3 deliveries we expect to serve 30 learners in total.</i></p> <p><i>i.e. 10 x 3 = 30</i></p> <p><i># of learners per session X # of times course offered</i></p>
<p>Total # of Instructional Hours</p>		<p><i>The course will have a total of 144 hours of instruction throughout the grant cycle.</i></p> <p><i>i.e. 2 hours/class x 4 classes/week x 6 weeks x 3 offerings = 144 total hours of instruction</i></p> <p><i>Length X Frequency X Duration x Quantity</i></p> <p><i>*Please note this number should correspond with the instructional hours in the HR section on the Budget Template.</i></p>

<p>Total # Hours required for Instructors to prepare for a program</p>		<p><i>Instructors will be given a total of 36 hours to prep their classes.</i></p> <p><i>i.e. .5 hours of prep per class X 4 classes/week X 6 weeks X 3 offerings =36 Hours of prep</i></p> <p><i>Prep hours per class X Frequency X Duration x Quantity</i></p> <p><i>*Please note this number should correspond with the prep hours in the HR section on the Budget Template.</i></p>
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19. TUTORING

	<p>Tutoring Delivery Method you are applying for</p> <p><input type="checkbox"/> Small Group</p> <p><input type="checkbox"/> One on One</p>	<p>Example:</p>
<p>Length # of hours per session</p>		<p><i>An individual tutoring session is 1 hour long</i></p>
<p>Frequency # of tutoring sessions per week</p>		<p><i>We plan to tutor a learner/small group 2 times per week</i></p>
<p>Duration # of weeks of tutoring a learner/small group of learners</p>		<p><i>We plan to tutor a learner/small group over a period of 6 weeks</i></p>
<p>Quantity # of times course offered</p>		<p><i>We plan to offer this opportunity 5 times per year</i></p>
<p>Total # of Unique Learners this does not include repeat learners in the funding cycle.</p>		<p><i>We work with a small group of 5 learners in a session and plan to serve 25 learners in total</i></p> <p><i>i.e. 5 x 5 = 25</i></p> <p><i># of learners per session X # of times tutoring program offered</i></p>

<p>Total # of Instructional Hours</p>		<p><i>We plan to deliver 60 hours of tutoring throughout the grant cycle.</i></p> <p><i>i.e. 1-hour session x 2 sessions/week X 6 weeks X 5 offerings = 60 hours</i></p> <p><i>Length X Frequency X Duration x Quantity</i></p> <p><i>*Please note this number should correspond with the instructional hours in the HR section on the Budget Template.</i></p>
<p>Total # Hours required for Tutors to prepare for a program</p>		<p><i>Instructors will be given a total of 30 hours to prep their tutoring sessions.</i></p> <p><i>i.e. .5 hours of prep per session X 2 sessions/week X 6 weeks X 5 offerings =30 Hours of prep</i></p> <p><i>Prep hours per session X Frequency X Duration x Quantity</i></p> <p><i>*Please note this number should correspond with the prep hours in the HR section on the Budget Template.</i></p>
<p>Total # of Unique Volunteer or Paid Tutors who will serve in your program in the grant term</p>		

20. List the program staff and volunteer positions and provide the position qualifications and key responsibilities. 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 on the Budget. **Add or delete rows as needed.**

<p>Paid Positions</p> <ul style="list-style-type: none"> • Staff • Elders/Knowledge Keepers 	<p>Paid Staff Primary Responsibilities</p>	<p>Required Qualifications of Paid Staff</p> <p><i>(e.g. minimum education level, facilitation and adult foundational learning training and experience)</i></p>

Volunteer Positions	Volunteer Primary Responsibilities	Required Qualifications and Mandatory Volunteer Training that you Provide
Other Positions (Guest Speakers)	Primary Responsibilities	Details

SECURITY CLEARANCE

All staff and volunteers who work with or have the potential for unsupervised access to initiative participants or personal information of vulnerable persons must have security clearance.

29. Do all staff and volunteers who work with or have the potential for unsupervised access to vulnerable initiative participants have the appropriate security clearance? Yes No

30. Please check all that apply.
- Police Background Check
 - Criminal Record Check
 - Vulnerable Sector Check

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 funding allocations. If your application advances through the initial stage, you will be invited to share more about your program during 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 you will use of culturally relevant oral and written tools and resources throughout the program design and delivery
- How Elders and Knowledge keepers play a role in the design, delivery or evaluation of your program. If possible, share the names of the Elders involved in your program.
- How your instructors are equipped to support Indigenous learners who may experience intergenerational trauma when returning to learning
- If 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
- Share information on any community Indigenous partnerships that assist you in the program and provide learner support. This includes advisory boards, Elders, cultural mediators, and other agencies.
- If your program integrates Indigenous language, share how this will impact the learning experience
- 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

SAMPLE

DECLARATION AND AUTHORIZATION

Organization Name	
Initiative	
Year	

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 or CEO:

Name		Position/Title	
Email		Phone	

Signature _____ Date: _____

Initiative Lead Contact or Board Member:

Name		Position/Title	
Email		Phone	

Signature _____ Date: _____