




Calgary Learns 2024-2025 Indigenous Program Grant Application

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

The Calgary Learns Team 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 8, 2024.

Please submit your 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 Program	
<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 program operates between July 1, 2024 to June 30, 2025, and within Calgary city limits.
<input type="checkbox"/>	The program serves financially and socially barriered Indigenous adults (18+) in Calgary.
<input type="checkbox"/>	The program 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 program is grounded in Indigenous approaches to teaching and learning.
<input type="checkbox"/>	The program 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 program is non-credit and part-time.
<input type="checkbox"/>	The program is covered under the applying organization’s current liability insurance.
<input type="checkbox"/>	All program staff and volunteers who work with vulnerable program participants have appropriate security clearances.
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, 2025

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	Program Budget <small>*Amount must match the program <u>Total Cash Expenses</u> as indicated on the Program Budget</small>	Program 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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PROGRAM OVERVIEW

4. Complete the requested program information below.

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

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

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

7. What other organizations in Calgary are delivering programs that address the needs identified above? Why are you the right organization to be delivering this program? What makes your program delivery and organization unique?

8. Is your program Literacy and Foundational Learning (LFL) or Community Capacity Building (CCB)? Refer to the Call for Applications.

LFL CCB

9. 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.

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

Learners will:

- (e.g.) be able to apply their literacy skills in everyday life

11. How does the program recruit Indigenous adult learners? How do you ensure that the adults registering are learning at a foundational level?

12. Describe the criteria and/or process used to confirm Indigenous adult learners have financial barriers or to ensure that the entire group has financial barriers.

13. How will you, throughout the program, work with learners to identify and address their individual learning goals?

14. How do you create pathways for your learners to transition into new programs or opportunities?
Examples include program referrals, partnerships with other organizations.

PROGRAM DESIGN & DELIVERY

15. If the course is based on a curriculum, how do you adapt it to address the needs of Indigenous adult learning at the foundational level?

Not Relevant

16. Where will the program be held and how has it been made appropriate for Indigenous learners? Please include the location(s) and address(es) and/or remote delivery methods.

17. List the program staff and volunteer positions. Provide the position qualifications, foundational learning expertise/experience and key responsibilities relevant to the program. The below list must correspond with the Staff, Volunteer and Honoraria Breakdown on the Budget. *Please include Indigenous foundational learning experience and cultural competency. **Add or delete rows as needed.**

Paid Staff Positions	Paid Staff Qualifications	Paid Staff Primary Responsibility

Volunteer Positions	Volunteer Training Provided and Required Qualifications	Volunteer Primary Responsibility
Other Positions	Details	Primary Responsibility

FOR THE REMAINDER OF THIS PROGRAM 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**. Then proceed to tutoring (if relevant) or the Program Evaluation section.
- If this program application includes **tutoring**, fill **Q. # 19 in Table 2**
- If this program application includes **different learning opportunities**, focused on the same primary learning objective, skip the rest of this section and fill out the **Multi-Delivery Form** Then proceed to the next section (Program Evaluation).

18. COURSE OR FAMILY LITERACY PROGRAM– TABLE 1

	Program Delivery Method you are applying for <input type="checkbox"/> Course <input type="checkbox"/> <i>Family Literacy Program</i>	Example:
Length # hours per class		An individual class is 2 hours long
Frequency # of classes per week		There are 4 classes per week
Duration # of weeks per session of program		The course is 6 weeks long.
Quantity # times course is offered over the grant term		The course is offered 3 times per year
Total # of Learners		We anticipate 10 learners in a class and throughout the 3 deliveries we expect to serve 30 learners in total. i.e. $10 \times 3 = 30$ <i># of learners per session X # of times course offered</i>

<p>Total # of Instructional Hours</p>		<p>The course will have a total of 144 hours of instruction throughout the grant cycle.</p> <p>i.e. 2 hours/class x 4 classes/week x 6 weeks x 3 offerings = 144 total hours of instruction</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>Instructors will be given a total of 36 hours to prep their classes.</p> <p>i.e. .5 hours of prep per class X 4 classes/week X 6 weeks X 3 offerings =36 Hours of prep</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>

19. TUTORING – TABLE 2

	<p>Select the 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>An individual tutoring session is 1 hour long</p>
<p>Frequency # of tutoring sessions per week</p>		<p>We plan to tutor a learner/small group 2 times per week</p>
<p>Duration # of weeks of tutoring a learner/small group of learners</p>		<p>We plan to tutor a learner/small group over a period of 6 weeks</p>
<p>Quantity # of times course offered</p>		<p>We plan to offer this opportunity 5 times per year</p>
<p>Total # of Unique Learners <i>this does not include repeat learners in the funding cycle.</i></p>		<p>We work with a small group of 5 learners in a session and plan to serve 25 learners in total i.e. 5 x 5 = 25 <i># of learners per session X # of times tutoring program offered</i></p>
<p>Total # of Instructional Hours</p>		<p>We plan to deliver 60 hours of tutoring throughout the grant cycle.</p>

		<p>i.e. 1-hour session x 2 sessions/week X 6 weeks X 5 offerings = 60 hours</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>
Total # Hours required for Tutors to prepare for a program		<p>Instructors will be given a total of 30 hours to prep their tutoring sessions.</p> <p>i.e. .5 hours of prep per session X 2 sessions/week X 6 weeks X 5 offerings =30 Hours of prep</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>
Total # of Unique Volunteer or Paid Tutors for your program in the grant term		

PROGRAM EVALUATION

All successful applicants will have to collect Outcome Measurement and Evaluation (OME) data, as defined and prescribed by the Ministry of Advanced Education. You can access more information and examples in the [CALP Data Collection Guidelines](#). If your application is approved for funding, we will provide you with more information about the collection of OME data.

To help Calgary Learns Staff and our external Review Teams better understand your overall program design, the next two questions refer to your overall program objectives, not the OME data prescribed above.

20. Based on the program objectives listed in Question 10, please share your approach to program evaluation. What will be your key indicators for each objective? How will you measure/note progress with learners?

Objective	Key Indicator(s)	Formal and/or Non-Formal Tool(s)
<i>e.g. learners will demonstrate improved reading skills</i>	<p><i>-demonstrates increased reading comprehension strategies</i></p> <p><i>-exhibits increased confidence in reading for everyday life tasks</i></p>	<p><i>-readforward (non-formal assessment tool)</i></p> <p><i>-practitioner observations</i></p> <p><i>-interviews with learners</i></p> <p><i>-learner reports anecdotally</i></p> <p><i>-portfolios</i></p>

PROGRAM 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](#).

21. If the staff coordination hours in your budget are in excess of .5 hrs per hour of delivery and are not covered by another funding source, please provide a description of the staff coordination activities and how they directly relate to the delivery of the program described.

SECURITY CLEARANCE

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

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

23. Please check all that apply.

- Police Background Check
- Criminal Record Check
- Vulnerable Sector Check

RENEWAL SUPPORT FOR PROGRAMS CURRENTLY FUNDED BY CALGARY LEARNS

24. What are the key successes and challenges of the program in the current (2023-24) and previous (2022-2023) funding years?

25. What program modifications have been made, or will be made, in response to successes, challenges, learner feedback or other factors?

26. Has the financial request changed compared to what you received from Calgary Learns in the prior year?

Yes No

If “Yes”, please provide a rationale for the budget variance.

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 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 your project. If possible, share the names of the Elders involved.
- How your instructors are equipped to support Indigenous learners who may experience intergenerational trauma when returning to learning
- 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 project. This includes advisory boards, Elders, cultural mediators, and other agencies.
- If your project 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

DECLARATION AND AUTHORIZATION

Organization Name	
Program/Project	
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: _____

Program Lead Contact or Board Member:

Name		Position/Title	
Email		Phone	

Signature _____ Date: _____

SAMPLE