




Calgary Learns 2023-2024 Program Grant Application

Prior to filling out this application, please check the [Program Grant Call For Applications](#)

The Grant Coordinator will be available to answer any questions. If you would like your proposal to be reviewed for feedback, please send it to grants@calgarylearns.com before December 9, 2022.

Please submit your application to grants@calgarylearns.com by **January 15, 2023**.

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 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 program operates between July 1, 2023 to June 30, 2024, and within Calgary city limits. |
| <input type="checkbox"/> | The program addresses a current foundational literacy and learning need for adults with financial and social barriers to learning and does not unnecessarily duplicate locally available learning opportunities. |
| <input type="checkbox"/> | The program serves adults (18+) in Calgary who are permanent residents or citizens of Canada (temporary foreign workers may participate in funded learning programs only if space allows). |
| <input type="checkbox"/> | The program is non-credit and part-time. |
| <input type="checkbox"/> | All program staff and volunteers who work with vulnerable program participants have appropriate security clearances. |
| <input type="checkbox"/> | The program 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 the Grant Coordinator (grants@calgarylearns.com) by January 15, 2023 |

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 *If approved, grant cheques will be addressed to this individual | |
| Position/Title | |
| Email | |
| Phone | |

| Organization's Annual Operating Budget | Program Budget *Amount must match the program <u>Total Cash Expenses</u> as indicated on the Program Budget | Program Funding Request *Amount must match the Calgary Learns funding request under the <u>Revenue</u> section of the Program Budget |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
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| 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? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|

2. Organizational mission statement

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

PROGRAM OVERVIEW

4. Complete the requested program information below.

| | |
|---------------------|--|
| Program Name | |
|---------------------|--|

| | | |
|-----------------------------|-----------------------|--|
| Program Lead Contact | Name | |
| | Position/Title | |
| | Email | |
| | Phone | |

5. Describe the need this program will address. (200 words maximum)

6. Provide current evidence to support the need you have described. Possible sources could include meaningful research and local statistics and/or intake or evaluation data specific to your program.

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

8. What other organizations in Calgary are delivering programs that address the needs identified above? Why is your program also needed? What makes your program delivery and organization unique?

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| 9. Is your program Literacy and Foundational Learning (LFL) or Community Capacity Building (CCB)? Refer to the Call for Applications | <input type="checkbox"/> LFL <input type="checkbox"/> CCB |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|

10. If LFL, select the category that best describes to your primary learning objective:

Not Relevant - a CCB program)

- | | |
|----------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Adult Literacy | <input type="checkbox"/> Basic Digital Skills |
| <input type="checkbox"/> English Language Learning | <input type="checkbox"/> Skills for Learning |
| <input type="checkbox"/> Numeracy | |

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

11. What do you intend 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

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

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

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

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

16. How will your program be delivered to ensure adults learning at the foundational make progress towards their learning goals? Comment on the types of materials and learning activities, additional

If the program is based on a set curriculum, how do you adapt it to address foundational learner needs? (Not Relevant)

PROGRAM DELIVERY

17. Where will the program(s) be held? Please include the location(s) and address(es) and/or plans for remote delivery.

18. List the program staff and volunteer positions and provide the position qualifications and key responsibilities. Please include whether person has IAFL training and for English Language Learner (ELL) proposals, ESL teaching qualifications. You may also include relevant foundational learning and facilitation expertise/experience.

The below list must correspond with the Human Resources (HR) Breakdown and honoraria expense on the Budget. **Add or delete rows as needed.**

| Paid Staff Positions | Paid Staff Primary Responsibilities | Required Qualifications of Paid Staff <i>(e.g. minimum education level, facilitation and adult foundational learning training and experience)</i> |
|------------------------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | |
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| | | |
| Volunteer Positions | Volunteer Primary Responsibilities | Required Qualifications and Mandatory Volunteer Training that you Provide |
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| Other Positions (Elders, Guest Speakers) | Primary Responsibilities | Details |
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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.#20 Table 1**. Then proceed to tutoring (if relevant) or the Program Evaluation section.
- If this program application includes **tutoring**, fill **Q. # 21 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).

19. COURSE OR FAMILY LITERACY PROGRAM– TABLE 1

| | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Select the 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 8 learners in a class and throughout the 3 deliveries we expect to serve 24 learners in total. i.e. $8 \times 3 = 24$ <i># of learners per session X # of times course offered</i> |
| Total # of Instructional hours | | The course will have a total of 144 hours of instruction throughout the grant cycle. i.e. $2 \text{ hours/class} \times 4 \text{ classes/week} \times 6 \text{ weeks} \times 3 \text{ offerings} = 144 \text{ total hours of instruction}$ <i>Length X Frequency X Duration x Quantity</i> *Please note this number should correspond with the instructional hours in the HR section on the Budget Template. |
| Total # Hours required for Instructors to prepare for a program | | Instructors will be given a total of 36 hours to prep their classes. i.e. $.5 \text{ hours of prep per class} \times 4 \text{ classes/week} \times 6 \text{ weeks} \times 3 \text{ offerings} = 36 \text{ Hours of prep}$ |

| | | |
|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <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> |
|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

20. TUTORING – TABLE 2

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| <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> | | Example: |
| <p>Length</p> <p># of hours per session</p> | | An individual tutoring session is 1 hour long |
| <p>Frequency</p> <p># of tutoring sessions per week</p> | | We plan to tutor a learner/small group 2 times per week |
| <p>Duration</p> <p># of weeks of tutoring a learner/small group of learners</p> | | We plan to tutor a learner/small group over a period of 6 weeks |
| <p>Quantity</p> <p># of times course offered</p> | | We plan to offer this opportunity 5 times per year |
| <p>Total # of Unique Learners</p> <p><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</p> <p>i.e. $5 \times 5 = 25$</p> <p><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> |
| <p>Total # Hours required for tutors to prepare for a program</p> | | <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> |

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|--------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <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.

21. Based on the program objectives listed in Question 11, 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> |
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22. How is evaluation data used by your organization?

TRUTH & RECONCILIATION

Calgary Learns is committed to serving the unique needs of Indigenous learners through relationship building between funded programs and ongoing consultation with Indigenous Elders and Knowledge Keepers to enhance overall program, design and delivery.

23. Do you currently serve Indigenous learners?

- Yes No

If Yes, please answer questions # 25- 27

24. Do you provide the opportunity for Indigenous Learners to self identify during your intake process? Please explain.

25. Do you provide Indigenous Awareness Training to your staff?

26. How do you support Indigenous learners' specific needs? How do you adapt or revise curriculum, resources and seek culturally relevant support?

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.

27. 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

28. Please check all that apply.

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

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](#)

RENEWAL SUPPORT FOR PROGRAMS CURRENTLY FUNDED BY CALGARY LEARNS

29. What are the key successes and challenges of this program in the current (2022-23) and previous funding years (2021-22)?

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

31. Did you receive grant conditions (beyond the request for updated paperwork) in your 2022-2023 grant agreement letter? If so, please highlight how you are currently addressing these conditions?

32. Has your financial request for this program 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.

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: _____