




## Calgary Learns 2023-2024 Indigenous Initiative Pilot Application

Prior to filling out this application, please check the [Indigenous Initiative Grant Call for Applications](#).

The Indigenous Education Liaison 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 December 8, 2022.

Please submit your completed application to [grants@calgarylearns.com](mailto: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

<b>STEP ONE: Check Eligibility of Applicant and Initiative</b>	
<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, 2022 to June 30, 2023, and within Calgary city limits.
<input type="checkbox"/>	The pilot serves financially and socially barriered <b>Indigenous adults</b> (18+) in Calgary.
<input type="checkbox"/>	The pilot 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 pilot center is grounded in <b>Indigenous approaches</b> 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 <b>culturally appropriate</b> 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.
<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>January 15, 2023</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> *If approved, grant cheques will be addressed to this individual	
<b>Position/Title</b>	
<b>Email</b>	
<b>Phone</b>	

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

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
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2. Organizational mission statement

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

4. Please describe your current Indigenous partnerships that will assist you in the initiative. This includes advisory boards, Elders, cultural mediators, and other agencies.

5. If you are a non-Indigenous agency, please describe:

- a. Your awareness of Indigenous history, reconciliation and the calls to action.
- b. your understanding of the role of allies in the Indigenous community, and how your organization serves in this role. ( Not Relevant)

### INITIATIVE OVERVIEW

6. Complete the requested initiative information below.

<b>Initiative Name</b>	
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<b>Initiative Lead Contact</b>	<b>Name</b>	
	<b>Position/Title</b>	
	<b>Email</b>	
	<b>Phone</b>	

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

8. Provide current evidence to support that this initiative is needed in Calgary. Possible sources could include meaningful research and local statistics and/or demonstrated need from other programming or increasing program demand.

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

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

## INITIATIVE PLAN

**11. What are the intended outcomes of this initiative?**

**12. Please provide an overview of activities and a detailed timeline.** All dates must be between July 1, 2023 to June 30, 2024. Add or delete rows as needed.

Describe the major phases and their components	Timeframe

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

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

## PILOT DESIGN

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

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

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

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

**17. 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

**18. Please describe your plan to use Elder and/or Knowledge Keepers in your initiative design. Tell us why you think it is important.** Include how many Elders you will work with (provide names if available), what you will be asking of them, and what your plan is for their compensation.

**19. Describe how your pilot will operate from an Indigenous perspective of learning and literacy. Include your understanding of the following:**

- Protocols and practices
- Decolonizing policies
- Indigenous learning principles
- Reconciliation and ReconciliAction
- Indigenous identity

**28. Please describe your plan to use Elder and/or Knowledge Keepers in your program design, delivery and/or evaluation. Tell us why you think it is important. Include how many Elders you will work with and provide names if available.**

**20. Do you have a plan to support Indigenous learners in the classroom who may need culturally relevant resources and teaching models in response to intergenerational trauma? Please explain in detail.**

**21. 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

**22. Will your pilot integrate the use of Indigenous language(s)?**

Yes  No

If yes, how?

## PILOT DELIVERY

**23. 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.**

**24. What is the learning opportunity you are applying for in this application?**

Course

Tutoring

Family Literacy Program

If you select Course, Family Literacy Program or Learning Activity, please answer Questions 26 and then go to Question 28

If you select Tutoring, please answer Questions 27 and then go Question 28.

**25. COURSE OR FAMILY LITERACY PROGRAM**

<p>Select the Program Delivery Method you are applying for</p> <p><input type="checkbox"/> Course</p> <p><input type="checkbox"/> <i>Family Literacy Program</i></p>		<p><b>Example:</b></p>
<p><b>Length</b> # hours per class</p>		<p>An individual class is 2 hours long</p>
<p><b>Frequency</b> # of classes per week</p>		<p>There are 4 classes per week</p>
<p><b>Duration</b> # of weeks per session of program</p>		<p>The course is 6 weeks long.</p>
<p><b>Quantity</b> # times course is offered over the grant term</p>		<p>The course is offered 3 times per year</p>
<p><b>Total # of Learners</b></p>		<p>We anticipate 8 learners in a class and throughout the 3 deliveries we expect to serve 24 learners in total.</p> <p>i.e. <math>8 \times 3 = 24</math></p> <p><i># of learners per session X # of times course offered</i></p>

<p><b>Total # of Instructional hours</b></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><b>Total # Hours required for Instructors to prepare for a program</b></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>

**26. TUTORING**

<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><b>Example:</b></p>
<p><b>Length</b> # of hours per session</p>		<p><b>An individual tutoring session is 1 hour long</b></p>
<p><b>Frequency</b> # of tutoring sessions per week</p>		<p><b>We plan to tutor a learner/small group 2 times per week</b></p>



<p><b>Duration</b> # 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><b>Quantity</b> # of times course offered</p>		<p>We plan to offer this opportunity 5 times per year</p>
<p><b>Total # of Unique Learners</b> <i>this does not include repeat learners in the funding cycle.</i></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><b>Total # of Instructional hours</b></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><b>Total # Hours required for tutors to prepare for a program</b></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><b>Total # of <u>unique</u> volunteer or paid tutors will serve in your program in the grant term?</b></p>		

**29. 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 Human Resources (HR) Breakdown and honoraria expense on the Budget. **Add or delete rows as needed.**

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

**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](#).

SAMPLE

**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 or CEO:**

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

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

**Initiative Lead Contact or Board Member:**

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

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