2019-20 PROGRAM FUNDING REQUEST FOR PROPOSALS

BACKGROUND

The Ministry of Advanced Education funds the Community Adult Learning Program (CALP) in Alberta. CALP supports non-profit organizations that deliver part-time, non-formal literacy and foundational learning opportunities to financially and socially barriered adult learners in Calgary.

Calgary Learns is an urban granting council that administers CALP funding through a competitive granting program, which is open to eligible non-profit organizations that support financially barriered, foundational adult learners (18+) in the delivery of part-time, non-formal literacy and foundational learning opportunities.

Calgary Learns provides grants for learning opportunities that support literacy and foundational learning, numeracy, proficiency in the English language, the ability to engage with basic technology, and foundational life skills. Foundational skill levels significantly influence an individual's life outcomes – the ability to learn, health status, civic participation and social engagement, economic performance, and involvement with the justice system.

Successful applicants must use Calgary Learns funding to reduce learner barriers (i.e. fees reduced or waived, travel and childcare), and demonstrate the ability to track and report on CALP required Outcomes and Measurement Evaluation (OMEs).

ELIGIBILITY REQUIREMENTS

Each application must demonstrate that the proposed program:

- operates between July 1, 2019 and June 30, 2020,
- is offered by a legally constituted charity, non-profit organization, non-profit educational institution or a not-for-profit entity registered under Part 9 of the Alberta Companies Act,
- targets financially and socially barriered adults (18+) in Calgary who are permanent residents or citizens of Canada. Note: Temporary foreign workers may participate in funded learning programs only if space allows (excludes visitor visa holders, refugee claimants and minister's permits),
- addresses a current foundational learning need for adults with financial barriers to learning,
- is non-credit and part-time,
- does not *unnecessarily* replicate locally available learning opportunities, and
- is covered under the applying organization's current liability insurance.

ELIGIBLE PROGRAM CATEGORIES

1. LITERACY AND FOUNDATIONAL LEARNING (LFL) *(highest priority for funding)*	
LFL programs focus on foundational skill development of financially and socially barriered adult learners (18+).	
Adult Literacy	Reading, writing and document use for learners with English as their first language (can speak and understand English). The ability to identify, understand, interpret, create, communicate and use printed and written materials associated with varying contexts for learners up to and including pre-GED (General Educational Development).

Essential Skills	Skills needed for work, learning and life – essential skills provide the foundation for learning all other skills and include the following categories:
	
	 • **Numeracy** - the ability to use, apply, interpret, and communicate mathematical information and ideas for learners up to and including pre-GED.
	
	 • **Basic Digital Skills** - the ability to appropriately use and understand <u>basic</u> digital systems, tools and applications, and to process digital information. This category does not include learners who have intermediate or advanced digital skills.
	
	 • **Foundational Life Skills** - learning opportunities that facilitate the development of the fundamental competencies that adults require to be able to participate in foundational learning and/or everyday life on an independent basis. Programming in this category includes one or more of the following components:
	
	   ➢ oral communication skills
	   ➢ personal and interpersonal skills
	   ➢ decision-making and problem-solving
	   ➢ creative thinking and critical thinking
	   ➢ self-awareness and self-assessment

English Language Learning	The study and practice of <u>basic</u> English language by individuals whose first language is other than English and who are unable to communicate fluently or learn effectively in English. Programs help adult learners gain proficiency in speaking, reading, writing and listening in English for learners up to and including CLB 4 (Canadian Language Benchmark).

2. COMMUNITY CAPACITY BUILDING (CCB)
CCB programs complement, build upon, or supplement the literacy and foundational skills that financially barriered adult learners (18+) are trying to achieve. CCB programs are more focused on content than foundational skill development.

Community Capacity Building	CALP examples include programs that may focus on the following: ➤ Employment readiness ➤ GED preparation ➤ Indigenous languages/cultures ➤ Parenting

MODES OF DELIVERY

Modes of delivery are the ways in which Literacy and Foundational Learning and Community Capacity Building may be delivered towards the achievement of adult learner objectives. Accepted modes of delivery include:

- **Courses** – a series of instructor-led classes delivered to the same group of learners with the same learning objectives
- **Family Literacy Courses –** a series of instructor-led classes delivered to the same group of learners with the same learning objectives utilizing Family Literacy philosophy and best practices to achieve adult literacy and foundational learning outcomes
- **Tutoring –** one-on-one or small group with individualized learning plans delivered by a volunteer or paid tutor
- **Learning Activities** *(lowest priority)* – drop-in or one-off learning opportunities
- **Family Literacy Learning Activities** *(lowest priority)* - drop-in or one-off learning opportunities that utilize Family Literacy philosophy and best practices

GRANTING PROCESS

- Submitted applications are screened by Calgary Learns staff for eligibility
- External reviewers assess and score applications
- Slate prepared for Board approval
- Applicants notified of funding decision mid-May
- Grants awarded in three installments: initial cheque (40%), mid-term cheque (40%), and final cheque after receiving approved final report (20%)

HOW TO APPLY

- Thoroughly review this Request for Proposal (RFP).
- If you are not certain that your program fits, contact the Grant Coordinator at grants@calgarylearns.com.
- If eligible, complete and submit the application package on or before the due date. The application is available on Calgary Learns website.

TIMELINE AND PAYMENT SCHEDULE

- November 20, 2018 – Expression of Interest deadline for a new Indigenous programs or for currently funded Indigenous programs making significant changes
- January 15, 2019 – application deadline
- Mid May 2019 – notification of funding decisions
- Summer 2019 – first funding installment (40% of total allocation)
- December 2019 – second funding installment (40% of total allocation)
- July 31, 2020 – final report due
- Early September 2020 – final funding installment (20% of total allocation), following approval of final report

REQUIRED REPORTING

All funded programs must have a system to collect and report the CALP required OMEs. Successful applicants are required to submit a final report on or before July 31, 2020. The final report package includes the following documents provided on Calgary Learns templates, which will be posted to the website prior to the due date:

1. Written Final Report (submitted in Word or PDF)

2. Program Outline and OMEs (submitted in Excel only)

3. Program Budget Actuals (submitted in Excel only)

SUCCESSFUL APPLICANTS ARE REQUIRED TO:

- keep an electronic copy of the submitted application package - grantees will be required to provide budget actuals, program outline actuals and OME data in the Final Report using the same forms that were submitted in the application package,
- ensure CALP funds (via Calgary Learns) are accounted for separately from other funds received,
- allow Calgary Learns to observe a class, interview learners and instructors, and tour the learning venue,
- keep Calgary Learns informed throughout the grant term of any pertinent changes to the program,
- maintain annual records pertaining to the program including: staff qualifications, promotional and instructional materials, registration, attendance, evaluation and financial tracking,
- keep track of in-kind contributions, which must be reported on in the Final Report,
- ensure that all materials that promote or advertise the program display the Calgary Learns logo and acknowledge support of the Albert Ministry of Advanced Education. Download this logo from our website: www.calgarylearns.com > about us > our logo
- become a Calgary Learns member - membership year is July 1 to June 30,
- keep attendance, evaluation and financial tracking for an additional two years in the event of a Calgary Learns program records audit,
- submit a copy of any materials produced as a result of Calgary Learns funding and allow Calgary Learns to make these materials available to the public, and
- submit the Final Report by July 31, 2020.