



2019-2020 Initiative Funding Request for Proposal

BACKGROUND

The Ministry of Advanced Education funds the Community Adult Learning Program (CALP), which supports the delivery of adult learning opportunities, professional development for funded organization staff and volunteers, and other initiatives that foster the advancement of community adult learning in Alberta.

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. Foundational learning enables individuals to pursue further learning, have satisfying and meaningful employment, and fully participate in community life.

Initiative Grants are one-time project grants (maximum of \$25,000) that provide an opportunity for innovation and/or strengthen the ability of non-profit organizations to meet the foundational learning needs of financially barriered adult Calgarians (18+). Foundational learning focuses on the development of adult literacy and numeracy skills, proficiency in the English language, the development of basic digital skills, and foundational life skills that enable adults to pursue further learning, have satisfying and meaningful employment, and fully participate in society. Initiative projects may include new research; development of new training for instructors and volunteer tutors; curriculum development; piloting of new part-time, non-formal (not-for-credit) learning opportunities; or other projects to address new and emerging foundational adult learning needs in Calgary.

Calgary Learns supports innovative and strategic initiatives that consider:

- Holistic, learner-centred approaches
- Recognized adult learning principles including the enhancement of learner confidence and self-advocacy skills
- Integration of literacy and [essential skills](#) development into areas of high interest to adults
- Pathways for learners' successful transition from and to related programs or next steps (to employment or further learning, for example)
- Diversity and meaningful participation of marginalized adults

ELIGIBILITY REQUIREMENTS

- Applicant is either 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, and has been incorporated for at least two years
- Proposed project addresses a current foundational learning need for financially barriered adult Calgarians (18+) who are permanent residents or citizens of Canada
- Proposed project takes place during the following period: **July 1, 2019 and June 30, 2020**
- Proposed project takes place within Calgary city limits
- Proposed project is covered under the applying organization's current liability insurance

PROJECT REQUIREMENTS

Each application must demonstrate that the proposed project:

- Explores, develops, and/or supports an innovative idea that addresses a current or emerging foundational learning need in Calgary
- Focuses on enhancing non-formal learning success for adult Calgarians over 18 years of age who experience financial barriers and are citizens or permanent residents of Canada. Note: Temporary Foreign Workers may participate in funded pilots if space allows (excludes visitor visa holders, refugee claimants and minister's permits)
- Does not unnecessarily replicate locally available learning opportunities

ELIGIBLE FUNDING AREAS

Initiatives must address the enhancement of adult learning in one or more of the following programming areas:

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).
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).
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: <ul style="list-style-type: none">➤ oral communication skills➤ personal and interpersonal skills➤ decision-making and problem-solving➤ creative thinking and critical thinking➤ self-awareness and self-assessment

GRANTING PROCESS

- Submitted applications are screened by Calgary Learns staff for eligibility
- External reviewers assess applications
- Slate presented for Board approval

SUCCESSFUL APPLICANTS ARE REQUIRED TO:

- be a [Calgary Learns member](#)—memberships may be purchased after grant approval
- keep an electronic copy of the submitted application package - grantees will be required to provide budget actuals in the Final Report using the same forms that were submitted in the application package
- ensure grant funds are accounted for separately from other funds received
- keep Calgary Learns informed throughout the grant term of any pertinent changes to the project
- ensure that all materials that promote or advertise the project, as well as any materials that are created as a result of funding, display the Calgary Learns logo and acknowledge support of the Alberta Ministry of Advanced Education. Download this logo from our website: www.calgarylearns.com > [about us](#) > [our logo](#)
- 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 Community Adult Learning Portal (www.calp.ca), Calgary Learns members, other adult learning providers and the public, and
- submit the Final Report by July 31, 2020.

GRANT TIMELINE AND PAYMENT SCHEDULE

- June 1, 2019 4:00 PM – Application deadline
- Late June 2019 – Notification of funding decisions
- July 1, 2019 – beginning of grant term
- Early July 2019 – 1st payment installment, 80% of total allocation
- June 30, 2020 – end of grant term
- July 31, 2020 – Final report due
- Early September 2020 – Final payment installment (20% of total awarded amount) following approval of the final report package

HOW TO APPLY

- Thoroughly review this Request for Proposal (RFP) and the Application form
- We encourage you to contact the Grants Coordinator prior to starting the application to ensure eligibility and/or fit at grants@calgarylearns.com
- Submit the application on or before June 1, 2019 by 4 pm