

Calgary Learns funds non-profit organizations to provide foundational learning opportunities for adult Calgarians who face financial barriers to learning. Foundational learning focuses on basic literacy and the knowledge, skills and abilities that enable individuals to participate as neighbours and citizens, pursue further learning and have satisfying employment.

Specifically, this funding supports learning opportunities for adults with financial barriers who also face challenges such as low literacy, low English language skills, or low employability.

We support adult learning opportunities that:

- Provide a holistic, learner-centred approach
- Incorporate recognized [adult learning principles](#) including the enhancement of learner confidence and self-advocacy skills
- Integrate literacy and [Essential Skills](#) development into areas of high interest to adults
- Provide pathways for learners to transition successfully from and to related programs or next steps (to employment or to further learning, for example)
- Attend to diversity and the meaningful participation of marginalized adults

ELIGIBLE PROGRAM AREAS

1. Literacy and Foundational Learning (highest priority)

Adult Literacy and Numeracy	Increases functional reading, writing and numeracy skills (PIACC levels 0-2) more ->
English Language Learning	Improving basic English proficiency (Pre-Benchmark through CLB 4+) more ->
Foundational Life Skills	Facilitating the development of the basic personal and interpersonal skills required to deal with the demands and challenges of everyday life on an independent basis more ->
Basic Computer Skills	Developing foundational computer skills to support an individual to navigate the basics of a computer, keyboard, operating device, or the internet more ->

2. Community Capacity Building

Programs that complement, build upon, or supplement learners' literacy and other foundational skills. Overall, supporting the development of individuals, families and/or the community through adult learning. This includes workplace readiness.

REQUIREMENTS

Each application must demonstrate that the proposed program:

- Will operate between July 1, 2017 and June 30, 2018
- Addresses a current foundational learning need facing adults with financial barriers to learning. *Note: Individuals who are able to pay full cost cannot be supported to participate in your program using Calgary Learns funds.*
- Is non-credit and part-time (generally not more than 20 hours per week and 100 hours per course)
- Targets adults 18 years of age and older who are permanent residents or citizens of Canada residing in Calgary. *Note: Temporary foreign workers may participate in funded learning programs if space allows (excludes visitor visa holders, refugee claimants and minister's permits)*
- Takes place within Calgary's city limits
- 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
- Is covered under the applying organization's current liability insurance
- Does not *unnecessarily* replicate locally available learning opportunities

Funding is made possible through the support of Alberta Advanced Education

REQUIRED REPORTING

As part of the provincial Community Adult Learning Program, all funded programs must have a system to collect and report evaluation measures as outlined in the [course list and measures tracking](#) spreadsheet. Please review the document for details and contact [Jeannie Finch](#) 403-266-6444 ext. 2, with any questions.

TIMELINE AND PAYMENT SCHEDULE

- January 16, 2017 4:00 PM – Deadline for Application
- May 15, 2017 – Notification of funding decisions
- July 1, 2017 – 1st Funding Installment, 40% of total allocation
- January 31, 2018 – 2nd Funding Installment, 40%
- July 31, 2018 – Final report due
- August 31, 2018 – 3rd Funding Installment, 20%, following approval of final report

FUNDED ORGANIZATIONS NEED TO:

- Be a [Calgary Learns member](#) in good standing—membership may be purchased after grant approval
- Allow Calgary Learns to observe a class, interview learners and instructors, and tour the learning venue
- Submit a copy of any materials produced as a result of Calgary Learns funding and be aware that Calgary Learns may make these materials available to its membership and the public

READY TO APPLY?

- For **NEW programs** to Calgary Learns funding:
 - Review this Request for Proposals and the [Application Form for NEW programs](#).
 - Speak with Jeannie Finch at (403) 266-6444, ext. 2 (jfinch@calgarylearns.com). This conversation will help you decide whether to proceed with an application.
 - Note: new program grants typically range from \$20,000 to \$40,000.
- For **CURRENTLY FUNDED programs**, complete the [Application Form for CURRENTLY FUNDED programs](#) and follow the instructions included.

Email your completed proposal documents by 4PM January 16, 2017