



## LITERACY INITIATIVE GRANT APPLICATION FOR JULY 1, 2020 TO JUNE 30, 2021

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, and the development of basic digital skills that enable adults to pursue further learning, have satisfying and meaningful employment, and fully participate in society. **For this one-time call, eligible Initiative projects may include a needs assessment, research, or curriculum development to address literacy and foundational learning needs for adults with literacy and foundational skill gaps in Calgary.**

Before completing this application for funding, thoroughly review the following:

- [Call For Applications](#)

<b>Organization Name</b>	
<b>Project Name</b>	



**IMPORTANT: READ THESE INSTRUCTIONS BEFORE SUBMITTING THE COMPLETED APPLICATION PACKAGE**

**Step 1: Ensure eligibility for funding**

- Applicant is a non-profit that has been incorporated for at least two years
- Proposed project addresses a current literacy and foundational learning need for financially barriered adult Calgarians (18+) who are permanent resident or citizens of Canada
- Proposed project operates between **July 1, 2020 and June 30, 2021**

**Step 2: Refer to the Calgary Learns [Call for Applications](#) while completing the application**

**Step 3: Ensure the application package is complete before submitting. Only completed application packages will be eligible for funding and consists of the following:**

- Completed Application Form (this document) in Microsoft Word or PDF format
- Completed [Budget Template](#) on Calgary Learns' template in Excel  
*\*Note: This form is completed in two phases, during the application stage and final report*
- Copy of 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
- Copy of current general liability insurance coverage in an amount of not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury, personal injury and property damage including loss of use
- Proof of non-profit status  
*\*Note - Incorporated non-profit organizations are responsible for ensuring they file annual returns with Alberta Corporate Registry. Annual returns must be up to date, grants cannot be paid if organizations are behind in filing*

**Step 4: Submit the application package**

- Print Declaration and Authorization page and obtain signatures
- Email an electronic copy of the completed application package to the Grant Coordinator at: [grants@calgarylearns.com](mailto:grants@calgarylearns.com) **on or before May 1, 2020.**

## ORGANIZATION & INITIATIVE SNAPSHOT

### 1. Complete the requested information

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 <i>*if approved, payment installments will be sent to this individual</i>	
Position/Title	
Email	
Phone	

Project Name	
Project Primary Contact <i>*if approved, project inquires will be directed to this individual</i>	
Position/Title	
Email	
Phone	

<b>Organization's Annual Operating Budget</b>	<b>Total Project Budget</b> <i>*amount must match the total expenses for the Initiative as indicated on the Initiative Budget Template</i>	<b>Amount Requested from Calgary Learns</b> <i>*amount must match the Calgary Learns funding request under the Revenue section of the Initiative Budget Template</i>

**2. Personal Information Protection Act (PIPA)**

<p>Recipients of Community Adult Learning Initiative funding are bound by the <i>Personal Information Protection Act</i> (PIPA). One of the requirements under PIPA is to ensure the protection of personal information of clients. Does the organization have processes in place to ensure the protection of personal information of learners?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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**3. Organization Mission Statement**

**4. Tell us how this proposed initiative aligns with your organization’s strategic plan and priorities.**

**5. Brief Organization Background (i.e. history, strategic priorities, programs)**

*(150 words max)*



**INITIATIVE OVERVIEW**

**6. Project Description**

*\*Provide a concise summary of the proposed project in plain language. Explain what will happen and how. If funded, this may be used on Calgary Learns' website as the description of your project*

*\*200 words maximum*



**7. What literacy and foundational adult learning need(s) will this project address?**

Empty response box for question 7.

**8. Describe current evidence to support that there is a need for this project in Calgary.**

Empty response box for question 8.

**9. Is there an opportunity to collaborate with other organizations and literacy experts to meet the identified need? If yes, please list the organization(s), describe the partnership, and where relevant provide letters of support.**

Empty response box for question 9.

**OUTCOMES AND EVALUATION**

**10. What are the key outcomes of the project?**

*\*A project logic model may be appended if it includes inputs, activities, outcomes and evaluation*

[Empty text box for key outcomes]

**11. What evaluation tools and processes will be used to track and measure progress toward the key outcomes described above?**

[Empty text box for evaluation tools and processes]

**12. Upon completion of this project, what are your plans to sustain or build on the project’s outcomes? Include how you will share your findings with the field.**

[Empty text box for sustainability and sharing plans]

**PROJECT ACTIVITIES AND STAFFING**

**13. Provide an overview of key milestones and timeline**

*\*All dates must be during the July 1, 2020 to June 30, 2021 funding period*

<b>Timeline: describe major phases and their components</b>	<b>Start/End dates</b>
1.	
2.	
3.	

4.	
5.	
6.	
<i>*add more rows if necessary</i>	

**14. List the project staff positions, responsibilities, qualifications and expertise (including training and expertise in literacy and foundational learning) – the below information needs to mirror the information provided in the [Budget Template](#)**

Position Title	Primary Responsibility	Qualifications and Expertise

**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.*

Do all staff and volunteers who have Criminal Record Check?

- YES  
 NO

**15. BUDGET**

**INITIATIVE BUDGET**

*\*Calgary Learns funds cannot be used for capital costs, equipment or other major assets*

*\*Administration costs cannot exceed 20% of direct Initiative costs of Calgary Learns allocated funds*

In order for your application to be considered complete, a detailed budget listing all revenue and expenses is required on Calgary Learns budget template. Please keep a copy of the [Budget Template](#) as you will be required to submit the actuals in the Final Report package.

## FINAL REPORT SUBMISSION CHECKLIST

Email your application package report package on or before **May 1, 2020** to [grants@calgarylearns.com](mailto:grants@calgarylearns.com) and remember to include the following attachments:

	Your completed application form (this document) in MSWord or saved as a PDF
	Completed <a href="#">Budget Template</a> in Excel <i>*Note: This form is completed in two phases, during the application stage and final report</i>
	Copy of Financial Statement for the organization's most recent completed fiscal year
	Copy of current general liability insurance coverage in an amount of not less than \$2,000,000
	Proof of non-profit status
	Signed Declaration and Authorization (last page of this document)

**Thank you!**

## DECLARATION AND AUTHORIZATION

*\*must be signed by two signatories of the organization*

<b>Organization Name</b>	
<b>Project Name</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 Initiative funding and reporting requirements set out in Calgary Learns' RFP and application package.

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 Initiatives.

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 to the public.

I confirm that in the event of a Calgary Learns funding audit, auditors will have access to all records pertaining to the grant.

### Executive Director / CEO:

First and Last Name		Position/Title	
Email		Phone	

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

### Initiative Lead Contact:

First and Last Name		Position/Title	
Email		Phone	

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