



# 2020-21 New Literacy Program and Initiative Grants Call for Applications

Due to the upcoming closure of a number of adult foundational learning programs, there is a community need for new purpose-built programs that provide basic literacy for foundational level adult learners with English as their first language. Calgary Learns has consulted with the literacy community and as a result, is facilitating this one-time call for proposals. This funding call includes both literacy program grants and literacy initiatives projects. To ensure fit, we want to connect with you prior to sending you the relevant application package. Please contact our Literacy Specialist ([bgowan@calgarylearns.com](mailto:bgowan@calgarylearns.com)) to arrange a phone conversation.

**New Literacy Program and Initiative Grant applications are due May 1, 2020.**

Although this particular call is one-time, successful applicants will be able to apply for future funding in our general call for program applications in January 2021.

## About CALP Program Grants

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.

Calgary Learns administers Program Grants to local, part-time programs who **focus on delivering foundational literacy and learning content designed to meet the learning needs of adult learners at the foundational level**. The granting term is from **July 1, 2020 to June 30, 2021**.

## Application Eligibility

<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; <b>and</b> can provide confirmation of an Annual Return.
<input type="checkbox"/>	The program operates between July 1, 2020 to June 30, 2021, and within Calgary city limits.
<input type="checkbox"/>	The program targets financially and socially barriered adults (18+) in Calgary who are permanent residents or citizens of Canada.
<input type="checkbox"/>	The program addresses a current foundational literacy and learning need for adults with financial barriers to learning and does not unnecessarily replicate locally available learning opportunities.
<input type="checkbox"/>	The program is non-credit and part-time.
<input type="checkbox"/>	The program is covered under the applying organization's current liability insurance.
<input type="checkbox"/>	All program staff and volunteers who work with vulnerable program participants have appropriate security clearance.

Funding support provided by



## Eligible Program Grants

Applications are accepted in the following funding categories as defined and prioritized by the Alberta Ministry of Advanced Education.

<b>LITERACY AND FOUNDATIONAL LEARNING (LFL)</b>		
LFL programs focus on foundational skill development of financially and socially barriered adult learners (18+).		
<b>CATEGORIES</b>	<b>Adult Literacy</b>	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).
	<b>Numeracy</b>	The ability to use, apply, interpret, and communicate mathematical information and ideas for learners up to and including pre-GED.
	<b>Basic Digital Skills</b>	The ability to appropriately use and understand basic digital systems, tools and applications, and to process digital information. This category does not include learners who have intermediate or advanced digital skills.

Calgary Learns supports adult learning models that:

- Provide a holistic, learner-centred approach
- Incorporate recognized adult learning principles, including the enhancement of learner self-esteem and self-advocacy skills
- Integrate basic 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 (for example to employment or further learning)
- Attend to diversity and the meaningful participation of marginalized adults
- Incorporate Indigenous models and perspectives when serving Indigenous learners, embedding foundational learning in culture

This **New Literacy Program Grant Application**, as with all of the Calgary Learns Program Grants, will be allocated for a purpose-built program with an explicit focus on delivering foundational literacy and learning content designed to meet the learning needs of English as a first language adults. The successful application will:

- demonstrate some or all of the adult learning models we support
- have a clear recruitment and retention strategy
- have a commitment to providing excellent instruction/ facilitation and strong partnerships/collaborations with relevant community stakeholders

## Program Delivery Methods

Program Delivery Methods are the ways in which Literacy and Foundational Learning (LFL) programs are delivered to meet the adult learner goals. Accepted program delivery methods include:

<b>Courses</b>
A series of instructor-led classes delivered to the same group of learners with the same learning objectives
<b>Tutoring</b>
Ongoing one-on-one or small group with individualized learning plans delivered by a volunteer or paid tutor

## Eligible Literacy Initiatives

Although our goal for this call is to increase programs for adult literacy learners, organizations may require program development support. Initiative projects may include needs assessment, research, curriculum development or piloting programs to address the literacy learning needs of adults. Our hope is that a literacy initiative will directly contribute to future adult literacy programming. There is a maximum of \$25k for these initiative projects.

## How to Apply

### Receive the Application from Calgary Learns

To ensure proper fit, we want to connect with you prior to sending you the relevant application. Please contact the Literacy Specialist ([bgowan@calgarylearns.com](mailto:bgowan@calgarylearns.com)) to arrange a phone conversation to discuss:

- How your organization and program/project meet all eligibility requirements
- The proposed program description and how it focuses on delivering foundational literacy and learning content designed to meet the learning needs of adults learning at a foundational level
- The proposed initiative project, its intended outcomes and how it will benefit foundational adult literacy programming in the future

The relevant New Literacy Grant Application will be emailed to you following the conversation.

### Complete and Submit the New Literacy Grant Application Package by May 1, 2020.

Please submit your application package to the Grant Coordinator ([grants@calgarylearns.com](mailto:grants@calgarylearns.com)) by May 1, 2020.

## Next Steps in the Granting Process

<b>May 1, 2020</b>	Deadline for applications.
<b>May 1, 2020 – Late Spring 2020</b>	Calgary Learns staff screen applications for eligibility. A team of <b>external reviewers</b> assess applications. These teams are comprised of field experts. A slate of recommendations is prepared for the Calgary Learns Board of Directors for approval. Calgary Learns then applies to the Ministry of Advanced Education for the CALP Grant based on the approved slate.
<b>Late Spring 2020</b>	After the Ministry of Advanced Education approves the CALP Grant, unsuccessful applicants receive a declination letter, and successful applicants are notified of their full or partial funding allocation.
<b>Summer 2020</b>	Upon meeting all applicant requirements and responsibilities, and with Calgary Learns' receipt of the CALP Grant, programs receive their first funding installment (40% of total allocation).
<b>Fall 2020</b>	Calgary Learns staff visit programs and check-in with Program Coordinators.
<b>December 2020</b>	Programs receive their second funding installment (40% of total allocation).
<b>January 15, 2021</b>	Application deadline if hoping to receive program funding for the next granting cycle (July 1, 2021-June 30, 2022)
<b>July 31, 2021</b>	Final Reports are due <b>July 31, 2021</b> .
<b>Early September 2021</b>	Upon approval of the Final Report, programs receive their final funding installment (20% of total allocation).

## Successful Applicant Responsibilities

- Keep an electronic copy of your submitted [Program Budget](#) as this will be used to report actuals in the Final Report. Collect and submit your Outcome Measurement and Evaluation (OME) data on the template that will be sent to you at the start of the funding cycle
- Ensure CALP funds (via Calgary Learns) are accounted for separately from other funds. Any changes to the budget must be pre-approved by Calgary Learns
- Allow Calgary Learns to observe a class, interview learners and instructors, and tour the learning venue
- Keep Calgary Learns informed of any changes to the program
- Maintain annual program records 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 (not budget) to be submitted by July 31, 2021.
- 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 [here](#).
- 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. All materials are required to be open source resources.