



Calgary Learns 2020-21 CALP Indigenous Initiative Grant General Application

Initiative Grant applications are due January 15, 2020.

Prior to filling out this application, please check the Indigenous Initiative Grant Call for Applications at www.calgarylearns.com.

NEW Applicants seeking to pursue initiatives designed for and serving Indigenous learners can now apply under the Indigenous Initiative Grant Stream.

This application must be submitted with a completed budget. You can access it here or at www.calgarylearns.com.

The Indigenous Education Liaison will be available to preview proposals before December 13, 2019. More information about support in completing your application can be found at www.calgarylearns.com.

Please submit your application to indigenous@calgarylearns.com.

Funding support provided by

Alberta  Advanced Education

IMPORTANT**COMPLETE THIS CHECKLIST BEFORE SUBMITTING YOUR APPLICATION**

Complete and click all the boxes in the left column before submitting your application

STEP ONE: Check Eligibility of Applicant and Initiative	
<input type="checkbox"/>	The organization is 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.
<input type="checkbox"/>	The initiative operates between July 1, 2020 to June 30, 2021, and within Calgary city limits.
<input type="checkbox"/>	The initiative targets financially and socially barriered Indigenous adults (18+) in Calgary
<input type="checkbox"/>	The initiative addresses a current foundational literacy and learning need for Indigenous adults with financial barriers to learning and does not unnecessarily replicate locally available learning opportunities.
<input type="checkbox"/>	The initiative has culturally appropriate systems in place to collect the required outcomes data and demonstrate the impact of the adult learners.
<input type="checkbox"/>	The initiative is covered under the applying organization's current liability insurance.
STEP TWO: Compile a Complete Application to be Considered	
<input type="checkbox"/>	The completed Application Form (this document is Microsoft Word)
<input type="checkbox"/>	The completed Budget in Excel (found here at www.calgarylearns.com)
<input type="checkbox"/>	A copy of the 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
<input type="checkbox"/>	A copy of the current General Liability Insurance Coverage in an amount of no less than \$2,000,000 inclusive per occurrence, insuring against bodily injury, personal injury and property damage including loss of use
<input type="checkbox"/>	Proof of submission of the most recently filed annual returns with Alberta Corporate Registry
<input type="checkbox"/>	Declaration and Authorization page (last page of this application) with signatures in PDF Format
STEP THREE: Submit a Complete Application	
<input type="checkbox"/>	Email your application package in the formats listed above to indigenous@calgarylearns.com by January 15, 2020

ORGANIZATION OVERVIEW

1. Complete the requested organizational information below.

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 *If approved, grant cheques will be addressed to this individual	
Position/Title	
Email	
Phone	

Organization's Annual Operating Budget	Initiative Budget *Amount must match the initiative <u>Total Cash Expenses</u> as indicated on the Program Budget	Initiative Funding Request *Amount must match the Calgary Learns funding request under the <u>Revenue</u> section of the Program Budget

SAMPLE

Recipients of Community Adult Learning Program funding are bound by the Personal Information Protection Act (PIPA). One of the requirements under PIPA is to ensure the protection of personal information of clients accessing programs and services. Does the organization have processes in place to ensure the protection of personal information of learners that access programs and services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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2. Organizational mission statement

3. Brief organizational background (history, strategic priorities, programs) 150 words maximum

4. Please describe your current Indigenous partnerships that will assist you in the initiative and provide learner support. This includes advisory boards, Elders, cultural mediators, and other agencies.

5. If you are a non-Indigenous agency, please describe your understanding of the role of allies in the Indigenous community and how you fit into that role. (Not Relevant)

INITIATIVE OVERVIEW

6. Complete the requested initiative information below.

Initiative Name	
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Initiative Lead Contact	Name	
	Position/Title	
	Email	
	Phone	

7. Provide a concise summary of the proposed initiative in plain language. Explain what will happen and how. **100 words maximum**

8. Provide current evidence to support that this initiative is needed in Calgary. For example, possible sources could include: Calgary statistics, increasing program demand, or waitlists.

9. What other organizations in Calgary are delivering initiatives that address the needs identified above? Why are you the right organization to be delivering this initiative? What makes you unique?

10. Is your initiative Literacy and Foundational Learning (LFL) or Community Capacity Building (CCB)? **Refer to the Call for Applications** LFL CCB

11. If LFL, select the relevant category: (Not Relevant - a CCB program)

- Adult Literacy
- English Language Learner
- Numeracy
- Basic Digital Skills
- Foundational Life Skills

IF YOU SELECTED MORE THAN ONE AREA OR CATEGORY, YOU REQUIRE SEPARATE APPLICATIONS.

INITIATIVE OUTCOMES

12. What are the key outcomes of the project? A project logic model may be attached.

13. What evaluation tools and processes are used to track and measure progress towards the outcomes identified in Q12?

14. Upon completion of this initiative, what are you plans to sustain or build on the project’s outcomes?

15. If this is a Research Initiative, please describe how you will share your findings with the field? (Not Relevant)

INITIATIVE DESIGN AND ACTIVITIES

16. Describe how your initiative will operate from an Indigenous perspective of learning and literacy. Include your understanding of the following:

- Protocols and practices
- Decolonizing policies
- Indigenous learning principles
- Reconciliation
- Indigenous identity

17. Please describe your plan to use Elder and/or Knowledge Keepers in your initiative design. Tell us why you think it is important. Include how many Elders you will work with (provide names if available), what you will be asking of them, and what your plan is for their compensation.

18. Please provide an overview of activities and a detailed timeline. All dates must be between July 1, 2020 to June 30, 2021. *Add or delete rows as needed*

Describe the major phases and their components	Timeframe

19. List the program staff and volunteer position and provide their qualifications, foundational learning expertise, experience and key responsibilities relevant to the program. The below list must correspond with the Human

Resources (HR) Breakdown and honoraria expense on the Budget. *Please include Indigenous literacy experience and cultural competency. **Add or delete rows as needed.**

Paid Staff Positions	Paid Staff Qualifications	Paid Staff Primary Responsibility
Volunteer Positions	Volunteer Training and Qualifications	Volunteer Primary Responsibility
Other Positions (Elders, Guest Speakers)	Details	Primary Responsibility

20. Briefly describe your staff and board members’ knowledge of Indigenous history, Legacy education, as well as current dynamics in the lives of Indigenous people. Note any significant training, classes that they have taken, as well as plans for ongoing in-person and capacity building.

INITIATIVE BUDGET

In order for your application to be considered complete, a detailed projected Initiative Budget listing all revenue and expenses is required on the Calgary Learns Budget template.

Please keep a copy of the Budget because if successful, you will be required to submit the actuals on this form in the Final Report package.

DECLARATION AND AUTHORIZATION

Organization Name	
Initiative	
Year	

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 program funding and reporting requirements set out in Calgary Learns' Call For Application and application.

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 programs.

I understand that I must submit to Calgary Learns a copy of all materials produced as a result of Calgary Learns funding and allow Calgary Learns to make these materials available publicly.

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

Must be signed by two signatories of the organization

Executive Director / CEO:

Name		Position/Title	
Email		Phone	

Signature _____ Date: _____

Initiative Lead Contact:

Name		Position/Title	
Email		Phone	

Signature _____ Date: _____