



## Calgary Learns 2020-21 Indigenous Initiative Grant Pilot 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](http://www.calgarylearns.com).

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

The Grant Coordinator will be available to answer any questions. If you would like your proposal to be previewed for feedback, please send it to [indigenous@calgarylearns.com](mailto:indigenous@calgarylearns.com) before December 13, 2019.

Please submit your application to [indigenous@calgarylearns.com](mailto:indigenous@calgarylearns.com).

SAMPLE

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

<b>STEP ONE: Check Eligibility of Applicant and Initiative</b>	
<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.
<input type="checkbox"/>	The initiative operates between July 1, 2020 to June 30, 2021, and within Calgary city limits.
<input type="checkbox"/>	The pilot targets financially and socially barriered <b>Indigenous adults</b> (18+) in Calgary.
<input type="checkbox"/>	The pilot addresses a current foundational literacy and learning need for <b>Indigenous adults</b> with financial barriers to learning and does not unnecessarily replicate locally available learning opportunities.
<input type="checkbox"/>	The pilot centers <b>Indigenous approaches</b> to teaching and learning.
<input type="checkbox"/>	The pilot has <b>culturally appropriate</b> systems in place to collect the required outcomes data and demonstrate the impact of their program on adult learners.
<input type="checkbox"/>	The pilot is non-credit and part-time.
<input type="checkbox"/>	The pilot is covered under the applying organization's current liability insurance.
<input type="checkbox"/>	All pilot staff and volunteers who work with program vulnerable participants have appropriate security clearances.
<b>STEP TWO: Compile a Complete Application to be Considered</b>	
<input type="checkbox"/>	The completed <b>Application Form</b> (in document) in Microsoft Word
<input type="checkbox"/>	The completed <b>Budget</b> in Excel (found here or at <a href="http://www.calgarylearns.com">www.calgarylearns.com</a> )
<input type="checkbox"/>	A copy of the <b>Financial Statement</b> 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 <b>General Liability Insurance Coverage</b> 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 <b>filed annual returns</b> with Alberta Corporate Registry
<input type="checkbox"/>	<b>Declaration and Authorization page</b> (last page of this application) with signatures in <b>PDF Format</b>
<b>STEP THREE: Submit a Complete Application</b>	
<input type="checkbox"/>	Email your application package in the formats listed above to <a href="mailto:indigenous@calgarylearns.com">indigenous@calgarylearns.com</a> <b>by January 15, 2020</b>

**ORGANIZATION OVERVIEW**

1. Complete the requested organizational information below.

<b>Organization Legal Name</b>	
<b>Operating Name (if different from legal name)</b>	
<b>Charity Number or Incorporation Number</b>	
<b>Mailing Address</b>	
<b>Physical Address (if different)</b>	
<b>Website</b>	

<b>Organization Primary Contact</b> *If approved, grant cheques will be addressed to this individual	
<b>Position/Title</b>	
<b>Email</b>	
<b>Phone</b>	

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

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.

<b>Initiative Name</b>	
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<b>Initiative Lead Contact</b>	<b>Name</b>	
	<b>Position/Title</b>	
	<b>Email</b>	
	<b>Phone</b>	

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 programs that address the needs identified above? Why are you the right organization to be delivering this program? 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?

## PILOT PLAN

15. Describe how your pilot 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

16. 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.

17. How do you plan to recruit Indigenous adults learning at a foundational-level to the pilot?

18. How are the Indigenous adult learners confirmed as foundational-level learners?

19. Describe the criteria and/or process used to confirm Indigenous adult learners are financially barriered or to ensure that the entire group has financial barriers.

20. What culturally relevant oral and written tools will be in the pilot design and delivery model? Please describe the materials, tools, and program model in detail. Attach examples.

**21. How do you plan to incorporate literacy from a community or family perspective, while ensuring the target learners are adults (18+)?**

**22. Will your pilot integrate the use of Indigenous language(s)?** If yes, please explain how. If no, please explain why not.

**23. Where will the pilot be held and how has the space been made appropriate for Indigenous learners?**  
Please include the location and address.

**24. Do you have a plan to support Indigenous learners in the classroom who may need culturally relevant resources and teaching models in response to intergenerational trauma?** Please explain in detail.

**25. How will the pilot work with learners to identify their individual learning needs?**

**26. If the pilot is based on a curriculum, how do you adapt it to address learner needs?** ( Not Relevant)

All successful applicants will have to collect Outcome Measurement and Evaluation (OME) data, as defined and prescribed by the Ministry of Advanced Education. You can access more information and examples in the [CALP Data Collection Guidelines](#). OME data includes:

- Skill Use
- Learner Progress
- Increased Confidence
- Program Relevance
- Welcoming Space
- Reduced Barriers

**27. Will the program use the same evaluation tools and processes noted above to track and measure the OME data?**  Yes  No

**If "No," how will the program measure and track OME data?**

**28. 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

**29. 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

**30. 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 internal capacity building.

**31. What is the learning opportunity you are applying for in this application?**

- Course  Tutoring
- Family Literacy Program
- Learning Activity

**If you select Course, Family Literacy Program or Learning Activity, please answer Questions 32 to 36 and then go to the next section (Security Clearance).**

**If you select Tutoring, please answer Questions 37 to 39 and then go to the next section (Security Clearance).**

**COURSE, FAMILY LITERACY PROGRAM OR LEARNING ACTIVITY**

**32. What is the projected length of a typical individual class in your program?** For example, 2 hours. Click or tap here to enter text.

- 33. **What is the total projected number of hours of instruction that a learner will receive in a program?** For example, for 2 hours delivered weekly for 10 weeks, you would record 20 hours (2 hours x 10 weeks = 20 hours total). [Click or tap here to enter text.](#)
- 34. **What is the total projected hours needed for a facilitator to prepare for a program?** For example, for 1 hour of preparation for a 2-hour class for 10 weeks, you would record 10 hours (1 hour of prep x 10 weeks of delivery = 10 hours total prep time). [Click or tap here to enter text.](#)
- 35. **How many times is the program projected to be offered in the funding term?** For example, if the same program is offered 3 times in the funding year, you would record 3 times. **Note: In a pilot, there needs to be reasons to support multiple deliveries of a program. Please list these reasons if appropriate.** [Click or tap here to enter text.](#)
- 36. **How many learners are projected to participate in all the offerings of the program?** For example, if 12 learners participate in each offering and the program is delivered 3 times, you would record 36 learners (12 learners per program offering x 3 offerings = 36 learners total). [Click or tap here to enter text.](#)

**TUTORING**

- 37. **What are the total projected hours of direct tutoring that all learners will receive tutoring?** Examples: one-on-one tutoring, if 5 learners work individually with a tutor for 2 hours per week for 10 weeks, you would record 100 hours (5 learners x 2 hours x 10 weeks = 100 hours total). Small group tutoring, if one tutor works simultaneously with 5 learners on their individualized learning plans for 2 hours for 10 weeks, you would record 20 hours (2 hours x 10 weeks = 20 hours total). [Click or tap here to enter text.](#)
- 38. **How many unique learners are projected to be served through tutoring in the grant term?** i.e. does not include repeat learners in the funding cycle. [Click or tap here to enter text.](#)
- 39. **How many unique volunteer or paid tutors will serve in your program in the grant term?** [Click or tap here to enter text.](#)

**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.

- 40. **Do all staff and volunteers who work with or have the potential for unsupervised access to vulnerable initiative participants have the appropriate security clearance?**  Yes  No

41. **Please check all that apply.**

- Police Background Check
- Criminal Record Check
- Vulnerable Sector Check

## 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.

**SAMPLE**

**DECLARATION AND AUTHORIZATION**

<b>Organization Name</b>	
<b>Initiative</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 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 any 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 or CEO:**

Name		Position/Title	
Email		Phone	

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

**Initiative Lead Contact or Board Member:**

Name		Position/Title	
Email		Phone	

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