Calgary Learns 2020-21 Indigenous Program Grant Application

Program Grant applications are due January 15, 2020.

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

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 before December 13, 2019.

Please submit your application to indigenous@calgarylearns.com.

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 Program
☐	The organization must 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.
☐	The program operates between July 1, 2020 to June 30, 2021, and within Calgary city limits.
☐	The program targets financially and socially barriered **Indigenous adults** (18+) in Calgary.
☐	The program 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.
☐	The program is grounded in **Indigenous approaches** to teaching and learning.
☐	The program has **culturally appropriate** systems in place to collect the required outcomes data and demonstrate the impact of their program on adult learners.
☐	The program is non-credit and part-time.
☐	The program is covered under the applying organization's current liability insurance.
☐	All program staff and volunteers who work with vulnerable program participants have appropriate security clearances.
	STEP TWO: Compile a Complete Application to be Considered
☐	The completed **Application Form** (this document) in Microsoft Word
☐	The completed **Budget** in Excel (found here or at www.calgarylearns.com)
☐	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
☐	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
☐	Proof of submission of the most recently **filed annual returns** with Alberta Corporate Registry
☐	**Declaration and Authorization page** (last page of this application) with signatures in **PDF Format**
	STEP THREE: Submit a Complete Application
☐	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	**Program Budget** *Amount must match the program Total Cash Expenses as indicated on the Program Budget	**Program Funding Request** *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?	☐ Yes ☐ No

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 program 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)

[   ]

PROGRAM OVERVIEW

6. **Complete the requested program information below.**

Program Name	

	Name	
Program Lead Contact	**Position/Title**	
	Email	
	Phone	

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

[   ]

8. **Provide current evidence to support that this program 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 program 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   ☐ Basic Digital Skills
☐ English Language Learner   ☐ Foundational Life Skills
☐ Numeracy

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

12. **What are the top 3 to 5 measurable learning objectives specific to the program?**

_____

13. **How does the program recruit Indigenous adults learning at a <u>foundational</u> level to the program?**

_____

14. **How are the Indigenous adult learners confirmed as <u>foundational</u>-level learners?**

_____

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

_____

16. **How do you create pathways for your learners to transition into new programs or opportunities?**
    Examples include program referrals, partnerships with other organizations.

_____

PROGRAM DESIGN

17. **Describe how your program 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

_____

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

_____

19. **Please describe your plan to use Elder and/or Knowledge Keepers in your program design, delivery, and/or evaluation. 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.

_____

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

_____

21. **Will your program integrate the use of Indigenous language(s)?** If yes, please explain how. If no, please

explain why not.

[   ]

22. **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.

[   ]

23. **How will the program work with learners to identify their individual learning needs?**

[   ]

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

[   ]

PROGRAM DELIVERY

25. **Where will the program be held and how has it been made appropriate for Indigenous learners?** Please include the location(s) and address(es).

[   ]

26. **List the program staff and volunteer positions 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 be a grant 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 Provided and Required Qualifications	Volunteer Primary Responsibility
Other Positions (Elders, Guest Speakers)	Details	Primary Responsibility

27. **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.

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[                                                                            ]
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FOR THE REMAINDER OF THIS PROGRAM DELIVERY SECTION, PLEASE CHOOSE ONE OF THESE OPTIONS:

- **If this application includes <u>one</u> program which is delivered as a course, family literacy program or learning activity, answer questions 28 to 32. Then proceed to the next section (Program Evaluation).**

- **If this application includes <u>one</u> program which is delivered as tutoring, answer questions 33 to 35. Then proceed to the next section (Program Evaluation).**

- **If this application includes multiple programs in the same category with the same primary learning objectives, skip the rest of this section and fill out the Multi-Program Form. Then proceed to the next section (Program Evaluation).**

COURSE, FAMILY LITERACY PROGRAM OR LEARNING ACTIVITY

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

29. **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.

30. **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.

31. **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. Click or tap here to enter text.

32. **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

33. **What are the total projected hours of direct tutoring that the 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.

34. **How many <u>unique</u> 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.

35. **How many <u>unique</u> volunteer or paid tutors will serve in your program in the grant term?** Click or tap here to enter text.

PROGRAM EVALUATION

36. **What evaluation tools and processes are used to track and measure learner progress towards the learning objectives identified in Q10?**

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

37. **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?

SECURITY CLEARANCE

All staff and volunteers who work with or have the potential for unsupervised access to program participants or personal information of vulnerable persons <u>must</u> have security clearance.

38. **Do all staff and volunteers who work with or have the potential for unsupervised access to <u>vulnerable</u> program participants have the appropriate security clearance?** ☐ Yes   ☐ No

39. **Please check all that apply.**

    ☐ Police Background Check
    ☐ Criminal Record Check

☐   Vulnerable Sector Check

PROGRAM BUDGET

In order for your application to be considered complete, a detailed projected Program 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 in the Final Report package.

RENEWAL SUPPORT FOR PROGRAMS CURRENTLY FUNDED BY CALGARY LEARNS

40. Has the financial request changed compared to what you <u>received</u> from Calgary Learns in the prior year?
☐ Yes ☐ No

If "Yes", please provide a rationale for the budget variance.

41. What are the key successes and challenges of the program in the current and previous funding years?

42. What program modifications have been made, or will be made, in response to successes, challenges, learner feedback or other factors?

DECLARATION AND AUTHORIZATION

Organization Name	
Program/Project	
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 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: _____

Program Lead Contact or Board Member:

Name		Position/Title	
Email		Phone	

Signature _____ Date: _____