Calgary Learns 2020-21 Indigenous Program Grant
Call for Applications

Program Grant applications are due January 15, 2020.

If your program is not currently funded by Calgary Learns, we want to connect with you prior to sending you the relevant application package. Please contact indigenous@calgarylearns.com to arrange a phone conversation.

About CALP Program Grants

Calgary Learns is the [Community Adult Learning Program](#) (CALP) granting council for Calgary. The Ministry of Advanced Education funds CALP, which supports over 100 community-based learning organizations in Alberta that provide adult literacy and foundational learning opportunities to financially and socially barriered adult learners.
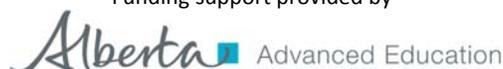
Calgary Learns administers Program Grants to local part-time programs who **focus on delivering foundational literacy and learning content designed to meet the learning needs of adult learners at the foundational level.** The granting term is from **July 1, 2020** to **June 30, 2021**.

The Indigenous Program Grant Stream is for all programs designed for and serving Indigenous learners. The granting process for this stream follows recommendations from Elders and Indigenous community leaders. All proposals moving forward after the application process, also present their program orally to the Indigenous review team. This process aims to support programs to create ethical space for Indigenous foundational learners.

Application Eligibility

☐	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; **and** can provide confirmation of an Annual Return.
☐	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 operates from an Indigenous perspective of learning and literacy, engaging with culturally relevant oral and written tools in content, delivery, and evaluation.
☐	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 non-credit and part-time.
☐	The program is covered under the applying organization's current liability insurance.
☐	All program and staff volunteers who work with vulnerable program participants have appropriate security clearance.

Eligible CALP Areas and Categories

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

If applying for programs which have the same primary objectives in the same funding category, a single application may be used. Separate applications are required for each individual category.

Highest Priority Funding Area		**LITERACY AND FOUNDATIONAL LEARNING (LFL)** LFL programs focus on foundational skill development of financially and socially barriered adult learners (18+).
CATEGORIES	**Adult Literacy**	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).
	English Language Learning	The study and practice of basic English language by individuals whose first language is other than English and who are unable to communicate fluently or learn effectively in English. Programs help adult learners gain proficiency in speaking, reading, writing and listening in English for learners up to and including CLB 4 (Canadian Language Benchmark).
	Numeracy	The ability to use, apply, interpret, and communicate mathematical information and ideas for learners up to and including pre-GED.
	Basic Digital Skills	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.
	Foundational Life Skills	Learning opportunities that facilitate the development of the fundamental competencies that adults require to be able to participate in foundational learning and/or everyday life on an independent basis. Programming in this category includes one or more of the following components: - oral communication skills - personal and interpersonal skills - decision-making and problem-solving - creative thinking and critical thinking - self-awareness and self-assessment
Secondary Priority Funding Area		**COMMUNITY CAPACITY BUILDING (CCB)** CCB programs complement, build upon, or supplement the literacy and foundational skills that financially barriered adult learners (18+) are trying to achieve. CCB programs are more focused on content than foundational skill development. CALP examples include programs that may focus on the following: - Employment readiness - GED preparation - Indigenous languages/cultures - Parenting

Eligible Program Delivery Methods

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

Courses
A series of instructor-led classes delivered to the same group of learners with the same learning objectives
Tutoring
Ongoing one-on-one or small group with individualized learning plans delivered by a volunteer or paid tutor
Family Literacy Courses
A series of instructor-led classes delivered to the same group of learners with the same learning objectives utilizing Family Literacy philosophy and best practices to achieve adult literacy and foundational learning outcomes
Learning Activities
Lowest priority; drop-in or one-off learning opportunities, includes drop-in tutoring (no ongoing relationship with learners)

How to Apply

☐	**Receive the Application from Calgary Learns**

Currently funded programs will be emailed their 2020-21 applications.

If you are applying as a new organization to Calgary Learns or are a currently funded organization with a new program to Calgary Learns, we want to connect with you prior to sending you the relevant application. Please contact indigenous@calgarylearns.com to arrange a phone conversation to discuss:

- How your organization and program 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 Program Grant Application Package will be emailed to you by the Indigenous Education Liaison.

☐	**Complete and Submit the Program Grant Application Package by January 15, 2020**

The Indigenous Education Liaison 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 package to indigenous@calgarylearns.com by January 15, 2020.

Next Steps in the Calgary Learns Granting Process

January 15, 2020	Deadline for applications.
January to March 2020	Calgary Learns staff screen applications for eligibility. Eligible programs are invited for an oral presentation to a team of Indigenous **external reviewers**. 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.
Late Spring 2020	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.
Summer 2020	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).
Fall 2020	Calgary Learns staff visit programs and check-in with Program Coordinators.
December 2020	Programs receive their second funding installment (40% of total allocation).
July 31, 2021	Final Reports are due **July 31, 2021.**
Early September 2021	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