



2020-2021 Initiative Funding Call for Applications

Foundational learning focuses on the development of adult literacy and numeracy skills, proficiency in the English language, the development of basic digital skills, and foundational life skills that enable adults to pursue further learning, have satisfying and meaningful employment, and fully participate in society. Initiative Grants are one-time project grants (maximum of \$25,000) that provide an opportunity to explore, develop, and/or support an innovative idea that addresses a current or emerging foundational learning need of financially barriered adult Calgarians (18+). Initiative projects may include new research; development of new training for instructors and volunteer tutors; curriculum development; piloting of new part-time, non-formal (not-for-credit) learning opportunities; or other projects to address new and emerging foundational adult learning needs in Calgary. The granting term is July 1, 2020-June 30, 2021.

Calgary Learns supports innovative and strategic initiatives that consider:

- Holistic, learner-centered approaches
- Recognized adult learning principles including the enhancement of learner confidence and self-advocacy skills
- Integration of literacy and [essential skills](#) development into areas of high interest to adults
- Pathways for learners' successful transition from and to related programs or next steps (to employment or further learning, for example)
- Diversity and meaningful participation of marginalized adults

Initiative Grant applications are due June 1, 2020.

About CALP 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 and socially 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.

ELIGIBILITY REQUIREMENTS (use application eligibility from literacy call-if don't use table should fit on this page)

- Applicant is either a legally constituted charity, non-profit organization, non-profit educational institution or a not-for-profit entity registered under Part 9 of the Alberta Companies Act, and has been incorporated for at least two years
- Proposed project addresses a current foundational learning need for financially barriered adult Calgarians (18+) who are permanent residents or citizens of Canada
- Proposed project takes place during the following period: **July 1, 2020 and June 30, 2021**
- Proposed project is covered under the applying organization's current liability insurance

Funding is made possible through the support of Alberta Advanced Education

ELIGIBLE FUNDING AREAS

Initiatives must address the enhancement of adult learning in one or more of the following programming areas:

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 <u>basic</u> 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 <u>basic</u> 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: <ul style="list-style-type: none">➤ oral communication skills➤ personal and interpersonal skills➤ decision-making and problem-solving➤ creative thinking and critical thinking➤ self-awareness and self-assessment

HOW TO APPLY

- Thoroughly review this Call for Applications and the [Application form](#)
- We encourage you to contact the Grants Coordinator prior to starting the application to ensure eligibility and/or fit at grants@calgarylearns.com
- Submit the application on or before June 1, 2020 by 4 pm

NEXT STEPS IN THE GRANTING PROCESS

June 1, 2020	Deadline for applications.
June 2020	Calgary Learns staff screen applications for eligibility. A team of external reviewers 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.
Late June 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, projects receive their first funding installment (80% of total allocation).
Fall 2020	Calgary Learns staff visit projects and/or check-in with Project Coordinators.
January 15, 2021	Application deadline if hoping to receive program funding for the next granting cycle (July 1, 2021-June 30, 2022)
July 31, 2021	Final Reports are due July 31, 2021 .
Early September 2021	Upon approval of the Final Report, projects receive their final funding installment (20% of total allocation).

SUCCESSFUL APPLICANTS 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 Alberta 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.

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