Calgary Learns 2021-2022 Program Grant
Call for Applications

Program Grant applications are due January 15, 2021.

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 the Grant Coordinator (grants@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.
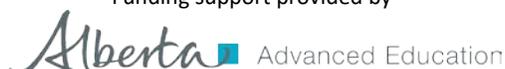
Calgary Learns administers Program Grants to local, part-time programs that **focus on delivering foundational literacy and/or learning content designed to meet the learning needs of adult learners at the foundational level.** The granting term is from **July 1, 2021** to **June 30, 2022**.

If you are applying for a foundational program designed to serve Indigenous learners, please refer to the **Indigenous Program Grant Call for Applications**, available at www.calgarylearns.com.

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 most recently submitted Annual Return.
☐	The program operates between July 1, 2021 to June 30, 2022, and within Calgary city limits.
☐	The program targets financially and socially barriered adults (18+) in Calgary who are permanent residents or citizens of Canada (temporary foreign workers may participate in funded learning programs only if space allows).
☐	The program addresses a current foundational literacy and/or learning need for adults with financial barriers to learning and does not unnecessarily duplicate 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 staff and 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 understand and use digital systems, tools, applications, and networks in order to access and manage information and thrive in learning, the workplace, and daily life.
	Skills for Learning	Learning opportunities support the development of the fundamental skills and habits of learning that support foundational learners to build confidence, develop an identity as a learner, advocate for themselves, and engage in foundational and other learning. These skills and habits include: - Recognizing oneself as a learner - Taking risks in learning - Actively engaging in the act of learning - Developing learning strategies - Building collaboration skills in learning - Strengthening communication skills in learning
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. Although CCB programs are more focused on delivering specific content rather than foundational skill development, the design and delivery of the program must focus on being accessible to and meet the needs of foundational level learners. CALP examples include programs that may focus on the following: - Employment readiness - GED preparation - Indigenous languages/cultures - Parenting - Mental health	

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 2021-22 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 the Grant Coordinator (grants@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 is designed and delivered to meet the learning needs of adults learning at a foundational level

The Program Grant Application Package will be emailed to you by the Grant Coordinator.

☐	**Complete and Submit the Program Grant Application Package by January 15, 2021**

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 grants@calgarylearns.com before **December 11, 2020.**

Please submit your application package to the Grant Coordinator (grants@calgarylearns.com) by January 15, 2021.

Next Steps in the Granting Process

January 15, 2021	Deadline for applications.
January to March 2021	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 Spring 2021	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. Funding agreements are sent to and completed by successful applicants.
Summer 2021	Upon meeting all initial applicant requirements and responsibilities, and with Calgary Learns' receipt of the CALP Grant, programs receive their first funding installment (40% of total allocation).
Fall 2021	Calgary Learns staff visit programs and check-in with Program Coordinators.
December 2021	Programs receive their second funding installment (40% of total allocation).
July 31, 2022	Final Reports are due **July 31, 2022.**
Early September 2022	Upon approval of the Final Report, programs receive their final funding installment (20% of total allocation).

Successful Applicant Responsibilities

- Become a Calgary Learns member following approved funding (membership year is July 1 to June 30)
- 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.
- Throughout the funding year:
    - Collect the required Outcome Measurement and Evaluation (OME) data required by the Advanced Education's CALP Grants (the source of Calgary Learns' funding)
    - Keep track of in-kind contributions and referrals to your program
    - Keep Calgary Learns informed of any changes to the initiative
    - Allow Calgary Learns to observe a class, interview learners and instructors, and tour the learning venue
    - Maintain annual program records including: staff qualifications, promotional and instructional materials, registration, attendance, evaluation and financial tracking
    - 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.
- By July 31, 2022:
    - Complete and submit the electronic copy of the final reporting package which includes both reporting on final program financials and the required OMEs. This electronic file will be sent to you at the start of the funding cycle.
    - Submit the above final reporting excel package with the final written report to Calgary Learns

- Submit a copy of any materials produced as a result of Calgary Learns funding
- Keep attendance, evaluation and financial tracking for an additional two years in the event of a Calgary Learns program records audit