



2021-22 Initiative Grant Call for Applications

Calgary Learns is seeking initiative applications to respond to current gaps in programming and meet the foundational learning needs for adults in Calgary. Many gaps were highlighted in the [Calgary Learns 2019 Needs Assessment](#), and further gaps emerged following the closure of a number of literacy, numeracy and basic digital skills programs this past year. The pandemic has further emphasized the necessity of basic digital skills for learners and Calgary's need for relevant programming.

Initiative Grants are one-time grants that provide an opportunity to explore, develop, enhance and/or deliver innovative ideas/programs that address current or emerging foundational learning needs of financially-barriered adult Calgarians (18+). Calgary Learns is looking for initiatives, operating July 1, 2021-June 30, 2022, which will later develop into and add to strong, effective programming in our community. To ensure fit, we want to connect with you prior to sending you the application package. Please contact the Grant Coordinator (grants@calgarylearns.com) to arrange a conversation to discuss your vision of this initiative, its impact on learner needs and the budget.

Initiative Grant applications are due June 1, 2021.

Successful applicants will be able to apply for future program funding for the following funding cycle (July 1, 2022 – June 30, 2023) during the general call for application in January 2022.

About Calgary Learns

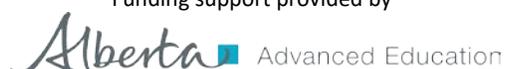
[Calgary Learns](#) partners with non-profit organizations to address the needs of adults learning at the foundational level through grants, professional development and building community awareness of the needs of these learners. We provide grants to eligible non-profit organizations that support financially-barriered adult learners at the foundational level (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.

Calgary Learns is directly funded by the Ministry of Advanced Education through their Community Adult Learning Program (CALP). It is our role to administer grants to local, part-time programs which **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, 2021 to June 30, 2022**.

Application Eligibility

<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; and can provide confirmation of an Annual Return.
<input type="checkbox"/>	The program/project operates between July 1, 2021 to June 30, 2022, and within Calgary city limits.
<input type="checkbox"/>	The program/project targets the needs of financially and socially barriered adults (18+) in Calgary who are permanent residents or citizens of Canada.
<input type="checkbox"/>	The program/project addresses a current foundational literacy and learning need for adults and does not unnecessarily replicate locally available learning opportunities.

Funding support provided by



<input type="checkbox"/>	The program is non-credit and part-time.
<input type="checkbox"/>	The program is covered under the applying organization's current liability insurance.
<input type="checkbox"/>	All program staff and volunteers who work with program participants have appropriate security clearance.

Eligible Initiatives

1. Programs (priority)

Applications for this grant will be accepted for literacy and foundational learning programs in the following funding categories, as defined and prioritized by the Alberta Ministry of Advanced Education.

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).
	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.
	Skills for Learning	<p>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:</p> <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

Calgary Learns supports adult learning models that:

- Provide a holistic, learner-centred approach
- Incorporate recognized adult learning principles, including the enhancement of learner self-esteem and self-advocacy skills
- Integrate basic literacy and essential skills development into areas of high-interest to adults
- Provide pathways for learners to transition successfully from and to related programs or next steps (for example to employment or further learning)
- Attend to diversity and the meaningful participation of marginalized adults

This **Initiative Program Grant Application**, as with all of the Calgary Learns Program Grants, will be allocated for a purpose-built program with an explicit focus on delivering foundational literacy and learning content designed to

meet the learning needs of adults at a foundational level. Besides demonstrating some or all of the adult learning models that we support, the successful application will have:

- a clear recruitment and retention strategy
- a commitment to providing excellent instruction/ facilitation
- strong partnerships/collaborations with relevant community stakeholders

Initiative Program Delivery Methods

Program Delivery Methods are the ways in which Literacy and Foundational Learning (LFL) 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

*Initiative Program grants will also be eligible to include expenses for program development

2. Projects

Initiative projects may include new research; new curriculum development (with/without initial pilot); development of new training for instructors and volunteer tutors; enhancements of current programs, or other projects to address new and emerging foundational adult learning needs in Calgary. Our hope is that an initiative project will directly contribute to future literacy and foundational learning programming for adults learning at a foundational level; at this time, stand alone research projects are not an identified priority area. Initiative Projects are one-time grants with a maximum of \$25,000.

How to Apply

<input type="checkbox"/>	Confirm your program or project’s eligibility on page 1/2
<input type="checkbox"/>	Contact Calgary Learns to discuss your initiative (email grants@calgarylearns.com)

Before investing your time in completing an application, we want to connect with you. Please contact the Grant Coordinator (grants@calgarylearns.com) to arrange a conversation to discuss your vision of this initiative, its impact on learner needs and the budget.

The relevant Initiative Grant Application will be emailed to you by the Grant Coordinator following this conversation.

<input type="checkbox"/>	Optional-Arrange a preview of your application by May 17th (email draft application to grants@calgarylearns.com)
<input type="checkbox"/>	Complete and Submit the Initiative Grant Application Package by June 1, 2021. (email to grants@calgarylearns.com)

Next Steps in the Granting Process

June 1, 2021	Deadline for applications.
June 1, 2021 – Late Spring 2022	Calgary Learns staff screen applications for eligibility. A team of external reviewers assesses 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 requires CALP approval from the Ministry of Advanced Education for the proposed grants on the slate.
Late Spring 2021	After the Ministry of Advanced Education approval of the CALP Grant, successful applicants are notified of their full or partial funding allocation. Unsuccessful applicants are notified as soon as possible to ensure they can explore other funding opportunities in the city.
Summer 2021	Upon meeting all applicant requirements and responsibilities highlighted in our grant agreements, and with Calgary Learns' receipt of the CALP Grant, successful programs receive their first funding installment (40% of total allocation for programs, 80% of total allocation for initiative projects).
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).
January 15, 2022	Application deadline if hoping to receive program funding for the next granting cycle (July 1, 2022-June 30, 2023)
July 31, 2022	Final Report Packages are due July 31, 2022 .
Early September 2022	Upon approval of the Final Report Package, programs/projects receive their final funding installment (20% of total allocation).

Successful Applicant Responsibilities

- Ensure Calgary Learns' grant is 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, OME and data collection, and budget on the template that will be sent to you with your grant agreement. This data is reported on as part of the Final Report Package to be submitted by July 31, 2022.
- 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 combined 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.