



Calgary Learns 2022-23 Initiative Project Grant Application

Initiative Project Grant Applications are due June 1, 2022

Prior to filling out this application, please check the Initiative Grant Call for Applications.

Please submit your application to grants@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 Initiative	
<input type="checkbox"/>	The organization 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.
<input type="checkbox"/>	The program operates between July 1, 2022 to June 30, 2023, and within Calgary city limits.
<input type="checkbox"/>	The program targets financially and socially barriered adults (18+) in Calgary who are permanent residents or citizens of Canada.
<input type="checkbox"/>	The program addresses a current foundational literacy and learning need for adults and does not unnecessarily replicate locally available learning opportunities.
<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 vulnerable program participants have appropriate security clearances.
STEP TWO: Compile a Complete Application to be Considered	
<input type="checkbox"/>	The completed Application Form (this document) in Microsoft Word
<input type="checkbox"/>	The completed Budget in Excel (found here or at www.calgarylearns.com)
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	Proof of submission of the most recently filed annual returns with Alberta Corporate Registry
<input type="checkbox"/>	Declaration and Authorization page (last page of this application) with signatures in PDF Format
STEP THREE: Submit a Complete Application	
<input type="checkbox"/>	Email your application package in the formats listed above to the Grant Coordinator (grants@calgarylearns.com) by June 1, 2022

ORGANIZATION & INITIATIVE SNAPSHOT

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	

Project Name	
Project Lead Contact	
Position/Title	
Email	
Phone	

Organization's Annual Operating Budget	Project Budget *Amount must match the program <u>Total Cash Expenses</u> as indicated on the Program Budget	Project Funding Request *Amount must match the Calgary Learns funding request under the <u>Revenue</u> 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?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

2. Organization Mission Statement

3. Brief Organization Background (i.e. history, strategic priorities, programs)
(150 words max)

4. Tell us how this proposed initiative aligns with your organization's strategic plan and priorities.

5. Provide a concise summary of the proposed initiative in plain language. Explain what will happen and how. (150 words max)

Empty text box for question 5.

6. What demonstrated foundational adult learning need(s) will this project address?

Empty text box for question 6.

7. Describe current evidence to support that there is a need for this project in Calgary.

Empty text box for question 7.

8. Is there an opportunity to collaborate with other organizations, formally or informally, to meet the identified need? If yes, please list the organization(s), describe the collaboration in terms of each organization's unique strengths and the process of collaborating to meet learner needs. Where relevant, provide letters of support and MOUs (for formal collaborations).

9. Does your project have the potential to serve the needs of Indigenous learners? If yes, how have you considered and incorporated Indigenous ways of being and knowing into your project design?

OUTCOMES AND EVALUATION

10. What are the key outcomes of the project?
**A project logic model may be appended if it includes inputs, activities, outcomes and evaluation*

11. What evaluation tools and processes will be used to track and measure progress toward the key outcomes described above?

12. Upon completion of this project, what are your plans to sustain or build on the project’s outcomes? Include how you will share your findings with the field.

PROJECT ACTIVITIES AND STAFFING

13. Provide an overview of key milestones and timeline

*All dates must be during the July 1, 2022 to June 30, 2023 funding period

Timeline: describe major phases and their components	Start/End dates
1.	
2.	
3.	
4.	
5.	
6.	

*add more rows if necessary	
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14. List the project staff positions, responsibilities, and relevant qualifications and expertise (including training and expertise in literacy and foundational learning); note that the information below needs to mirror the information provided in the [Budget Template](#).

Paid Staff Positions	Paid Staff Relevant Qualifications	Paid Staff Primary Responsibility
Volunteer Positions	Volunteer Training Provided and Required Qualifications	Volunteer Primary Responsibility
Other Positions (Elders, Guest Speakers)	Details	Primary Responsibility

<p>SECURITY CLEARANCE</p> <p>*All staff and volunteers who work with or have the potential for unsupervised access to Initiative participants or personal information of vulnerable persons must have security clearance.</p> <p>Do all relevant staff and volunteers have a Criminal Record Check?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
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PROGRAM BUDGET

<p>INITIATIVE BUDGET</p> <p>*Calgary Learns funds cannot be used for capital costs, equipment or other major assets</p> <p>*Administration costs cannot exceed 20% of direct Initiative expenses of Calgary Learns allocated funds</p>

In order for your application to be considered complete, a detailed budget listing all revenue and expenses related to the initiative is required on the [Calgary Learns budget template](#).

DECLARATION AND AUTHORIZATION	
Organization Name	
Initiative	
Grant 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: _____

Initiative Lead Contact or Board Member:

Name		Position/Title	
Email		Phone	

Signature _____ Date: _____

SAMPLE