Calgary Learns 2022-2023
Indigenous Initiative General Application

Prior to filling out this application, please check the [Indigenous Initiative Grant Call for Applications](#).

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 grants@calgarylearns.com before December 10, 2021.

Please submit your application to grants@calgarylearns.com by January 15, 2022.

Funding support provided by

Alberta Advanced Education

IMPORTANT:

Complete and click <u>all</u> the boxes in the left column before submitting your application

	STEP ONE: Check Eligibility of Applicant and Initiative
☐	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.
☐	The initiative operates between July 1, 2022 to June 30, 2023, and within Calgary city limits.
☐	The initiative will ultimately benefit financially and socially barriered **Indigenous adults** (18+) in Calgary
☐	The initiative addresses a current foundational learning need for **Indigenous adults** with financial barriers to learning and does not unnecessarily replicate locally available learning opportunities.
☐	The initiative has **culturally appropriate** systems in place to collect the required outcomes data and demonstrate the impact of the adult learners.
☐	The initiative is covered under the applying organization's current liability insurance.
	STEP TWO: Compile a Complete Application to be Considered
☐	The completed **Application Form** (this document) in Microsoft Word
☐	The completed **Budget** in Excel (found at www.calgarylearns.com)
☐	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
☐	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
☐	Proof of submission of the most recently **filed annual returns** with Alberta Corporate Registry
☐	**Declaration and Authorization page** (last page of this application) with signatures in **PDF Format**
	STEP THREE: Submit a Complete Application
☐	Email your application package in the formats listed above to grants@calgarylearns.com **by January 15, 2022**

ORGANIZATION OVERVIEW

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	

Organization's Annual Operating Budget	**Initiative Budget** *Amount must match the initiative <u>Total Cash Expenses</u> as indicated on the Program Budget	**Initiative 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?	☐ Yes ☐ No

2. Organizational mission statement

3. Brief organizational background: history, strategic priorities, programs (150 words maximum)

4. Please describe your current Indigenous partnerships that will assist you in the initiative and provide learner support. This includes advisory boards, Elders, cultural mediators, and other agencies.

5. **If you are a non-Indigenous agency, please describe your understanding of the role of allies in the Indigenous community and how you fit into that role.** (☐ Not Relevant)

INITIATIVE OVERVIEW

6. **Complete the requested initiative information below.**

Initiative Name	

Initiative Lead Contact	Name	
	Position/Title	
	Email	
	Phone	

7. **Provide a concise summary of the proposed initiative in plain language.** I.e. explain what will happen and how. (100 words maximum)

8. **Provide current evidence to support that this initiative is needed in Calgary.** For example, possible sources could include: Calgary statistics, increasing program demand, or waitlists.

9. **What other organizations in Calgary are addressing the needs identified above? Why is this initiative needed and why are you the right organization to be addressing the need with this initiative?**

10. **Is your initiative in the funding area of Literacy and Foundational Learning (LFL) or Community Capacity Building (CCB)?** Refer to the Call for Applications.   ☐ LFL   ☐ CCB

11. **If LFL, select the relevant category:** (☐ Not Relevant - a CCB program)

   ☐ Adult Literacy   ☐ Basic Digital Skills
   ☐ Numeracy   ☐ Skills for Learning

IF YOU SELECTED MORE THAN ONE AREA OR CATEGORY, YOU REQUIRE SEPARATE APPLICATIONS.

INITIATIVE OUTCOMES

12. What are the intended outcomes of this initiative?

13. What evaluation tools and processes are used to track and measure progress towards these intended outcomes?

14. Upon completion of this initiative, what are you plans to sustain or build on the project's outcomes?

15. If this is a Research Initiative, please describe how you will share your findings with the field?

(☐ Not Relevant)

INITIATIVE DESIGN AND ACTIVITIES

16. Describe how your initiative will operate from an Indigenous perspective of learning and literacy. Include your understanding of the following:

- Protocols and practices
- Decolonizing policies
- Indigenous learning principles
- Reconciliation
- Indigenous identity

17. Please describe your plan to use Elder and/or Knowledge Keepers in your initiative design. Tell us why you think it is important. Include how many Elders you will work with (provide names if available), what you will be asking of them, and what your plan is for their compensation.

18. Please provide an overview of activities and a detailed timeline. All dates must be between July 1, 2022 to June 30, 2023. Add or delete rows as needed.

Describe the major phases and their components	Timeframe

19. **List the program staff and volunteer positions and provide the position qualifications, foundational learning expertise/experience and key responsibilities relevant to the initiative.** The below list must correspond with the Human Resources (HR) Breakdown and honoraria expense on the Budget. *Please include Indigenous foundational learning experience and cultural competency. Add or delete rows as needed.

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

20. **Briefly describe your staff and board members' knowledge of Indigenous history, Legacy education, as well as current dynamics in the lives of Indigenous people.** Note any significant training, classes that they have taken, as well as plans for ongoing internal capacity building.

INITIATIVE BUDGET

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

DECLARATION AND AUTHORIZATION

Organization Name	
Initiative	
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.

The following must be signed by <u>two</u> signatories of the organization.

Executive Director / CEO:

Name		Position/Title	
Email		Phone	

Signature _____ Date: _____

Initiative Lead Contact:

Name		Position/Title	
Email		Phone	

Signature _____ Date: _____