



Calgary Learns 2022-2023 Indigenous Initiative Pilot 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 completed application to grants@calgarylearns.com by **January 15, 2022**.

SAMPLE

Funding support provided by

Alberta  Advanced Education

IMPORTANT:

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 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.
<input type="checkbox"/>	The initiative operates between July 1, 2022 to June 30, 2023, and within Calgary city limits.
<input type="checkbox"/>	The pilot serves financially and socially barriered Indigenous adults (18+) in Calgary.
<input type="checkbox"/>	The pilot addresses a current foundational learning need for Indigenous adults with financial barriers to learning and does not unnecessarily replicate locally available learning opportunities.
<input type="checkbox"/>	The pilot center around Indigenous approaches to teaching and learning.
<input type="checkbox"/>	The pilot has culturally appropriate systems in place to collect the required outcomes data and demonstrate the impact of their program on adult learners.
<input type="checkbox"/>	The pilot is non-credit and part-time.
<input type="checkbox"/>	The pilot is covered under the applying organization's current liability insurance.
<input type="checkbox"/>	All pilot staff and volunteers who work with program vulnerable 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 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 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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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	
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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, demonstrated need from other programming, increasing program demand, or waitlists.

9. What other organizations in Calgary are delivering programs that address the needs identified above? Why is this new program needed and why are you the right organization to be delivering it? What makes your program delivery and organization unique?

10. Is your initiative 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
- Numeracy
- Basic Digital Skills
- Skills for Learning

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

INITIATIVE OUTCOMES

12. What are the proposed outcomes of this initiative?

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

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

PILOT PLAN

15. What are the proposed learning objectives of your proposed pilot program? I.e. what do you intend learners to gain from your program in terms of skills, knowledge or beliefs about learning?

16. How will you, throughout the pilot, work with learners to identify and address their individual learning goals?

17. If the pilot is based on a set curriculum, how do you adapt it to address learner needs?

Not Relevant

18. Describe how your pilot 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

19. 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.

20. How do you plan to recruit Indigenous adults learning at a foundational-level to the pilot?

21. How are the Indigenous adult learners confirmed as foundational-level learners?

22. Describe the criteria and/or process used to confirm Indigenous adult learners are financially barriered or to ensure that the entire group has financial barriers.

23. If you plan to deliver programming from a community or family perspective, how will you ensure that the target audience is adults who are learning at the foundational level?

24. What culturally relevant oral and written tools will be in the pilot design and delivery model? Please describe the materials, tools, and program model in detail. Attach examples.

25. Will your pilot integrate the use of Indigenous language(s)?

Yes No

If yes, how?

26. Where will the pilot be held and how has the space been made appropriate for Indigenous learners?

Please include the location and address or alternative remote delivery plans.

27. Do you have a plan to support Indigenous learners in the classroom who may need culturally relevant resources and teaching models in response to intergenerational trauma? Please explain in detail.

All successful applicants will have to collect Outcome Measurement and Evaluation (OME) data, as defined and prescribed by the Ministry of Advanced Education. You can access more information and examples in the [CALP Data Collection Guidelines](#) and the [Calgary Learns' funding tutorial videos](#).

28. What methods do you plan to use to collect, measure and track this Outcome Measurement and Evaluation (OME) data?

OME	METHODS
Skill Use	
Learner Progress	
Increased Confidence	
Program Relevance	
Welcoming Space	
Reduced Barriers	

29. 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

30. 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

31. 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.

32. What is the learning opportunity you are applying for in this application?

- Course
 Family Literacy Program
 Learning Activity
 Tutoring

If you select Course, Family Literacy Program or Learning Activity, please answer Questions 33 to 37 and then go to the next section (Security Clearance).

If you select Tutoring, please answer Questions 38 to 41 and then go to the next section (Security Clearance).

COURSE, FAMILY LITERACY PROGRAM OR LEARNING ACTIVITY

33. What is the projected length of a typical individual class in your pilot? For example, 2 hours.

[Click or tap here to enter text.](#)

34. What is the total projected number of hours of instruction that a learner will receive in your pilot? For example, for a 2-hour class delivered twice weekly for 10 weeks, there would be 40 hours of instruction (2 hours per individual class x 2 class(es) per week x 10 weeks of delivery = 40 hours of instruction). *Tip: this answer needs to correspond with the number of instructional hours in the HR section on the budget template.*

[Click to enter number](#) hours per individual class x [Click to enter number of](#) classes per week x [Click to enter number of](#) weeks of delivery = [Click to enter the total projected number of](#) hours total of instruction.

35. What is the total projected hours needed for a facilitator to prepare for during the pilot delivery? For example, if facilitator had 1 hour of preparation for each 2-hour class and there were 20 classes total, there would be 20 hours of preparation time (1 hour of prep per class X 20 classes in pilot = 20 hours total prep time). *Tip: this answer needs to correspond with the prep hours in the HR section on the budget template.*

[Click to enter number](#) hours of prep per class x [Click to enter number of](#) total classes = [Click to enter the total projected number of](#) hours total of preparation.

36. How many times is the pilot projected to be offered in the funding term? Note: In a pilot, there needs to be reasons to support multiple deliveries of a program. Please list these reasons if appropriate.

[Click or tap here to enter text.](#)

37. How many learners are projected to participate in all the offerings of the pilot(s)? For example, if 12 learners participate in each offering and the program is delivered 3 times, you would record 36 learners (12 learners per program offering x 3 offerings = 36 learners total)

[Click to enter number](#) learners per program offering x [Click to enter number of](#) offerings = [Click to enter the total projected number of](#) learners.

TUTORING

38. What are the total projected hours of direct tutoring that the learners will receive tutoring? Examples: one-on-one tutoring, if 5 learners work individually with a tutor for 2 hours per week for 10 weeks, there would be 100 hours of tutoring (5 learners x 2 hours x 10 weeks = 100 hours total). Small group tutoring, if one tutor works simultaneously with 5 learners on their individualized learning plans for 2 hours for 10 weeks, there would be 20 hours of tutoring (2 hours x 10 weeks = 20 hours total).

One-on-one delivery: Click to enter number learners x Click to enter number of hours per week x Click to enter number of weeks of delivery = Click to enter the total projected number of hours total of tutoring.

Small group delivery: Click to enter number of hours per week x Click to enter number of weeks of delivery = Click to enter the total projected number of hours total of tutoring.

39. How many unique learners are projected to be served through tutoring in the grant term? I.e. this does not include repeat learners in the funding cycle.

Click or tap here to enter text.

40. How many unique volunteer or paid tutors will serve in your pilot in the grant term?

Click or tap here to enter text.

41. What is the total projected hours needed for a tutor to prepare for tutoring? For example, if tutor had half an hour to hour of preparation for each 1-hour session and there were 20 tutoring in total, there would be 10 hours of preparation time (0.5 hour of prep per session X 20 tutoring sessions in pilot= 10 hours total prep time). *Tip: this answer needs to correspond with the prep hours in the HR section on the budget template.*

Click to enter number hours of prep per class x Click to enter number of total tutoring sessions = Click to enter the total projected number of hours total of preparation.

SECURITY CLEARANCE

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.

42. Do all staff and volunteers who work with or have the potential for unsupervised access to vulnerable initiative participants have the appropriate security clearance? Yes No

43. Please check all that apply.

- Police Background Check
- Criminal Record Check
- Vulnerable Sector Check

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](#).

SAMPLE

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 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: _____