CALP Professional Development Projects
Call for Applications 2018-2020: Concept Paper

Background

Since the late 1970s the Government of Alberta has supported community-based adult learning across the province. Through the Community Adult Learning Program (CALP), Advanced Education invests approximately $18 million each year to support the delivery of adult learning opportunities, learner support services, and other initiatives that foster the advancement of community adult learning in Alberta. This investment includes supporting a Professional Development system to support CALP staff and volunteers to be able to meet the ever-changing needs of adult learners across the province, with a particular emphasis on Literacy and Foundational Learning needs.

The **CALP Professional Development Projects** Call for Applications 2018-2020 is designed to support projects that respond to the professional development (PD) priorities for Community Adult Learning Program staff that have been identified by the Professional Development Advisory Committee (PDAC).

The total funding available for all projects funded through this initiative is $ 300,000.00.

Process

The Call for Application 2018-2020 includes two (2) stages:

> **Stage 1: Concept Paper**
>
> PDAC is responsible for reviewing, ranking and recommending concept papers to the Community Learning Network to move to the next stage of the application process.
>
> Concept papers must be received before **12:00 p.m. (noon) on November 30, 2018**. Only submissions using the approved template will be accepted. Incomplete or late submissions will not be accepted or reviewed.
>
> **Stage 2: Full Application**
>
> In consideration of the recommendations from PDAC, the CALP Professional Development Guidelines and CLN's grant agreement with Advanced Education, CLN will invite applicants to submit full applications addressing the criteria on page 4.
>
> Full applications must be received before **12:00 p.m. (noon) on January 31, 2019**. Incomplete or late applications will not be eligible for funding.

Priority Areas

PDAC has identified the following priority areas for professional development:

- Build expertise in Adult Literacy among CALP practitioners, in areas such as:
  - o Embedding literacy in programming.
  - o Understanding foundational learners, and how their individual contexts affect their literacy learning.
  - o Adapting literacy program strategies to meet specific needs of learners' individual contexts.
  - o Exploring the needs of Alberta communities and developing an understanding of how literacy connects to those needs (for example, how poverty connects to literacy).
- Effective governance and administration that supports the planning and delivery of outstanding literacy and foundational CALP programs.
- Family Literacy as a mode of delivery of adult literacy and foundational learning in the CALP context, with specific attention to the Adult Literacy category of the *CALP Guidelines*.

Eligibility

1. Eligible organizations 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*, or the *Post-secondary Learning Act*. Individuals or business may be considered eligible if they demonstrate the required understanding and connection to the CALP system.
2. Applications must be focused on addressing the Professional Development needs of CALP staff, and Applicants must have experience or demonstrated knowledge of community-based adult learning.
3. Organizations with representation on the PDAC committee are eligible to submit applications; however, their representative(s) on the committee will recuse themselves from the application review process.

Timeline

- **Friday, November 30, 2018 before 12:00 p.m. (noon):** Deadline to submit Concept Papers to proposals@calp.ca

- **Friday, December 14, 2018:** Notification of acceptance of Concept Papers and invitation to submit Full Applications

- **Thursday, January 31, 2019 before 12:00 p.m. (noon):** Deadline to submit Full Applications to proposals@calp.ca

- **Thursday, February 14, 2019:** Notification of acceptance of Full Applications for CALP Professional Development Projects 2018-2020

- All 2018-2020 CALP Professional Development Projects activities and reporting must be completed no later than **Monday, November 30, 2020.**

Deliverables

1. A training program, e-learning, curriculum, resource, or innovative methodology, to be made available to the entire CALP system, that would be an effective delivery mechanism to address the Professional Development needs of the CALP system within the Priority Areas and incorporates and models CALP Adult Learning Principles (CALP Guidelines 2018, Appendix 10.2).
2. Evaluation of deliverables, including a strategy for responding to evaluation results and addressing any related follow-up/revisions.
3. Consideration of, and recommendations for, a possible ongoing delivery model (e.g. online, face-to-face, through regional meetings, train-the-trainer initiatives, etc.)

Submission Requirements: Concept Paper

1. Applicant Profile Template, including:
    a. Applicant's full legal name and contact information including mailing address, email address, and telephone number
    b. Proposed project title
    c. Description of Applicant's experience working with community-based adult learning, and specific connections to the Community Adult Learning Program

2. Concept Paper, including the following information:
    a. Rationale, including identified need or priority area
    b. Total Budget Amount
    c. Project Concept and Approach

Submission

Applicants wishing to submit a Concept Paper in response to this Call for Applications may do so by emailing Community Learning Network at proposals@calp.ca.

Concept Papers must be received before 12:00 p.m. (noon) on November 30, 2018.

Concept Paper Ranking Tool

Each Concept Paper will be evaluated according to the following criteria. Members of PDAC will be asked to assign a value of 0 to 4 for each of the following. (0 = not addressed, 1 = poor, 2 = satisfactory, 3 = good, 4 = excellent)

- Is the proposed project aligned to one or more of the identified CALP PD priority areas?

- Does the Concept Paper clearly explain the PD need the project seeks to address?

- Does the Concept Paper clearly explain how the project will support CALP staff in one or more of the priority areas?

- Is the developer qualified to do the work?

- Is the budget realistic and are the amounts reasonable?

- Does the Concept Paper address how to sustain and ensure ongoing access to resources/training for CALPs after the project is completed?

Applicants whose Concept Papers are determined to be aligned with the CALP PD Guidelines, within budget and demonstrate their potential value to the CALP PD system will be invited to submit Full Applications.

Full Application Ranking Tool:

CLN will review Full Applications submitted by Applicants whose concept papers have been recommended by PDAC to proceed to Stage 2 based on the following criteria:

- Is the proposed project aligned to one or more of the identified CALP PD priority areas?

- Does the Application clearly explain the PD need the project seeks to address?

- Does the Application explain how CALP practitioners and providers will be supported in their work as a result of the project?

- How will CALP Adult Learning Principles be incorporated and/or modeled in the proposed project end product?

- Is the Applicant qualified to do the work?

- Is the budget complete, realistic and are the amounts reasonable to cover the costs and expenses related to the project?

- Are the proposed activities and timelines feasible and realistic?

- Does the Application clearly identify key objectives and outcomes?
    o Are the objectives attainable, and measurable?
    o What criteria will be used to measure project success?

- Is there a proposed plan to sustain and ensure ongoing access to resources/training for CALPs after the project is completed?

General Stipulations

A Concept Paper submitted in response to this Call for Application Invitation constitutes an offer and the Applicant will proceed to a contract only if CLN accepts that Applicant's proposal.

Print, online, other materials and/or resources developed through this project will be formatted/branded to align with CALP.

The Applicant will hold, if required, coverage for Workers Compensation Benefits and will obtain general liability insurance, automobile liability insurance, and errors and omission insurance coverage.

Upon receipt of the specified deliverables within the agreed upon delivery dates in the contract, and upon confirmation that the deliverables meet the standard of quality agreed upon, invoices will be paid according to payment schedule identified in the contract.

The Applicant is responsible for all costs of preparing and submitting a Concept Paper.

All work produced by the successful Applicants pursuant to the contracts shall become the Intellectual Property of the Community Learning Network, for the purposes of supporting the CALP PD system in alignment with CLN's Mission and funded mandate (all copyright rules will apply).