

Call for Applications

Community Adult Learning Program

The Alberta Ministry of Advanced Education is inviting eligible organizations to apply for Community Adult Learning Program grant funding for a two-year probationary period from July 2019 to June 2021.

About the Community Adult Learning Program

The Community Adult Learning Program (CALP) provides funding and other supports to over 100 community-based organizations to facilitate part-time, primarily non-formal, adult learning opportunities in communities across Alberta.

Organizations funded through the CALP aim towards a vision of:

Changing lives through adult foundational learning in connected communities.

To make this vision a reality, funded organizations serve as visible access points for learners who have literacy and foundational learning needs, including adult literacy, numeracy, English language learning, basic computer skills, foundational life skills, and/or family literacy needs. Organizations are often the local learning hub in a community: in addition to providing adult foundational learners with access to learning opportunities, organizations work collaboratively with community partners to be able to give learners the information, referrals, and other supports they require to be successful in meeting their personal learning and employment goals.

Application Process

Eligible organizations must complete the CALP 2-Year Open Application form and submit it by mail to Alberta Advanced Education, postmarked no later than June 3, 2019.

Applications will be reviewed by a Community Adult Learning Program grant review panel and the successful applicant will be notified.

Organizations interested in serving the municipality of Crowsnest Pass may apply for up to \$97,480 per year for a 2-year probationary grant term. Payments of \$97,480 will be made on or around July 1, 2019 and July 1, 2020.

Interested organizations should review the following document to inform the development of their Applications:

- [Community Adult Learning Program Guidelines, 2018](#)

Applicants must submit the following documents:

- [Community Adult Learning Program 2019-2021 Open Application form](#) (five copies);

- Copy of current general liability insurance coverage in an amount of not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury, personal injury, and property damage. The Service Organization name must be included on the document.
- Copy of a combined financial statement for the organization for the last completed fiscal year (financial year of the organization), which includes at least a statement of financial position (formerly balance sheet) and statement of operations (formerly income statement), showing the organization name and fiscal year.
- Copies of decision-making body (i.e. board) meeting minutes from the most recently completed fiscal year of the organization.
- Two letters of support from organizations in the community to demonstrate the capacity and experience of the organization, and the organization's ability to respond to literacy and foundational learning needs in the community.

For any questions about programming or activities eligible under the CALP Guidelines, please contact:

- Ben Hartt, CALP Grant Manager for Southern Alberta: Ben.Hartt@gov.ab.ca or 780.427.5625, or
- Lindsay Manz, Manager, Community Adult Learning Program: Lindsay.Manz@gov.ab.ca or 780.415.8196.

Eligibility Requirements

Eligibility requirements for organizations are outlined on page 24 of the *Community Adult Learning Program Guidelines*. It is important to note that eligible service organizations must be a legal entity incorporated for a minimum of two years under one of the following statutes: *Societies Act*, Part 9 of the *Companies Act*, the *Libraries Act*, the *Métis Settlements Act*, and the *Post-secondary Learning Act*.

More Information

For more information, please visit the following links:

- The [Community Adult Learning Program Guidelines, 2018](#) provide an overview of the vision and intended outcomes of the program, as well operating, programming, and grant requirements;
- Alberta Advanced Education's website provides information about Alberta's publicly funded post-secondary system: <https://www.alberta.ca/ministry-advanced-education.aspx>