

CALP GUIDELINES AND APPLICATION UPDATE

October 2023



Overview

- Simplified application.
- Reduction in administrative burden.
- Updated Guidelines to reflect current policy and strategy.
- Simplified budget categories.
- Change of nomenclature to: CALP Policy Manual.
- Application tips

Changes to Application

- **Removed:**

- Primary intended learning objectives per modality and the location of each offering
- Reduction of expense-based budget categories from 9 lines to 3 lines and \$5000 cap on furniture, fixtures and equipment
- Details of Board/Decision making body
- Board knowledge of the program guidelines
- Other funding
- Criminal record check (in Grant Agreement)
- Removed insurance requirement (in Grant Agreement)
- Remove requirement to report Professional Development
- Organizational Planning and Learner Assessments
- 2 signing authorities reduced to 1

Changes to Application Continued

- **Added**
 - Further narrative around programming
 - 2 simplified budget categories

Changes to Guidelines

- From CALP Guidelines to CALP Policy Manual.
- Updated policy and reduced strategic policy content.
- Utilized appendix.
- Template change.
- Reduction in pages.
- Removal of section on Children
- Simplification of budget categories.

Budget Category Simplification

From	To
Operations	Program delivery
<ul style="list-style-type: none">• Operating and office expenses	Program administration expenses
<ul style="list-style-type: none">• Salaries and benefits	Total Expenses
Operations subtotal	
Program delivery	
Participant supports	
Professional development and training	
Furniture, fixtures and equipment (max \$5000)	
Total expenses	

Budget Category Simplification

Program Delivery Expenses are defined as:

- Expenses related to reducing barriers for learners to access programs and services, such as transportation and childcare.
- Expenses related to facility rental, advertising, resourcing and supplies, classroom materials and supplies, travel costs for instructors/facilitators/tutors, volunteer recruitment, and recognition.
- Expenses relating to staff salaries, wages, and benefits.

Program Administration Expenses are defined as:

- Expenses related to training and professional development for staff, the decision-making body, volunteers, and contracted instructors/facilitators/tutors to support the delivery of the program. Examples include: training course fees, travel, subsistence, and accommodation.
- Expenses related to the operation of the office such as: rent, office supplies, insurance, internet, utilities, furniture, fixtures, and equipment with no permanent connection to the structure of the building. Examples include: desks, chairs, computers, electronic equipment, tables, and partitions.

APPLICATION TIPS

Understanding Needs/ Needs Assessments

- Draw upon prior needs assessments your organization has undertaken
- Explain how you collaborated with your community to identify the need for:
 - Literacy and Foundational Learning.
 - Community Capacity Building.
 - Learner Support Services etc.
- Explain how needs assessments have led to the introduction of new programming areas or influenced a move away from others.
- Speak to how your organization avoids duplication of programming in your community.
- (1 page maximum)

Required Programming

- Explain why you are introducing new programming.
- Let us know any programming that is unique or innovative or any challenges that you experience in program delivery of certain areas here.
- If you are choosing to shift considerably in program offerings please ensure you explain why.
- (2 pages maximum)

Community Capacity Building (CCB)

- Ensure your needs assessment section speaks to CCB and your diligence to ensure the organization is not duplicating other offerings.
- Describe clearly and concisely how programming relates to the objectives of CCB.
- Highlight programming no longer offering and why.
- Explain why your organization is offering new programming and the Albertans you are hoping to serve.

Learner Support Service

- Explain how your funding dollars will assist Albertans to transition to programs and services that will help them meet their learning goals.
- Explain the types of learner support services your organization intends to provide.
- Highlight new services or shifts in support services.
- If you are adding or removing services why?

Budget

- If the organization requested an increase in funding, it should be captured through the narratives of LFL, CCB and Learner Supports; however, this is where to succinctly explain increases relating to delivery or program administration expenses.

Completing the Application: Tips

- Read the policy manual
- Follow the guidelines in the application (page length!)
- Ensure you have an understanding of: Literacy and Foundational Learning, Community Capacity Building, and Learner Support Services before you write the application
- Have someone else read and edit and collaborate with your team
- Make your writing, clear, concise, and compelling
- Stay on topic
- Align your budget with your narrative
- Please email: ae.calp@gov.ab.ca if you have questions or need further clarity
- **Ensure you are clearly communicating how programming outcomes align with the needs of your community!**

Next Steps

- Applications are due back on November 17
- Provider feedback when changes have been in place for a period of time.
- Ongoing monitoring of the budget category changes for efficacy and efficiency.
- Contact: ae.calp@gov.ab.ca

Questions?

