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Community Adult Learning Program

FAQs: New CALP Application and Policy Manual

1. REPORTING

Question 1: Will the annual report reflect the new application?

Answer

The annual report for 2023-24 will remain unchanged. A new annual report for 2024-25 will be created to reflect the new application as it will be part of the new 2024-27 grant agreement.

1. PROFESSIONAL DEVELOPMENT

**Question 2**: Has the policy around attending Introduction to Adult Foundational Learning Training changed?

**Answer**

No.

1. PROGRAMMING

Question 1: What are examples of Skills for Learning?

Answer

Skills for Learning are spoken to on page 12 of the CALP Policy Manual.  Please note more information can be found on the CALP Portal: [https://calp.ca/about-the-calp-grant.html](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcalp.ca%2Fabout-the-calp-grant.html&data=05%7C01%7CMichelle.Derbich%40gov.ab.ca%7Cb47d6e2695fd44a4fb4908dbd0d6c982%7C2bb51c06af9b42c58bf53c3b7b10850b%7C0%7C0%7C638333393626863204%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=NJ8SrRF%2Bvd%2FBILFrikuXB2iNNKskWA6WMnc16h4ANLM%3D&reserved=0)

Norquest College has also developed a resource available on Skills for Learning that can found in the CALP Portal: [https://calp.ca/resources/skills-for-learning-resources.htm](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcalp.ca%2Fresources%2Fskills-for-learning-resources.htm&data=05%7C01%7CMichelle.Derbich%40gov.ab.ca%7Cb47d6e2695fd44a4fb4908dbd0d6c982%7C2bb51c06af9b42c58bf53c3b7b10850b%7C0%7C0%7C638333393626863204%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=D2a8dEoxBvtZB1SXy2Is9KBINRda9pz24wmZJJ2k8qk%3D&reserved=0)

Question 2: With the removal of the section in the CALP Policy Manual that speaks to Children, would we still include our Family based literacy programs in the application at all?

Answer

Family literacy programs remain part of CALP programming.

Question 3: Does the move from General Equivalency Diploma to the Canadian Adult Education Credential mean we need to speak to programming differently in this application form?

Answer.

We are aware further conversation will be required around the move to the Canadian Adult Education Credential (CAEC). However, at this time and for the 2024-27 application, please categorize programming related to CAEC as Community Capacity Building.

Question 4: What type of activities constitute Learner Support Services? i.e., would instructing people on completing forms count?

Answer

Please see refer to Page 9 of the Policy Manual which outlines examples of Learner Support Services.

**Question 5:** Do we breakdown what is being spent on each type of program in the narrative section?

**Answer**

It is not necessary to provide a budget breakdown in the narratives for Community Capacity Building, Literacy and Foundational Learning and Learner Services. However, you may use the budget narrative question, on the last page of the application, to provide relevant information.

1. **BUDGET**

Question 1: Will the 2 simplified budget categories be used in the final reports for CALP for the 2023-24 year?

Answer

No. The simplified budget categories will be in place with the new 2024-27 Grant Agreement, only.

Question 2: Is it possible to build annual Cost of Living Adjustment (COLA) increases into the applications? e.g. If our total request is for $309,000, it would be allocated as follows: Year one $100,000. Year two $103,000. Year three $106,000.

**Answer**

Yes. Budgets can be submitted with increases.

**Question 3:** Will the fiscal year remain the same - July 1 - June 30?

**Answer**

This is yet to be determined. The fiscal year will be12-months.

**Question 4:** Is there still a $5,000 annual limit on furniture and equipment?

**Answer**

No.

**Question 5:** Is there an ideal percentage split between the budget categories that will be looked for in the applications?

**Answer**

No.

**Question 6.** Do we still need Ministry approval to move more than 15% between budget categories?

**Answer**

Yes. Please see page 23 of the CALP Policy Manual.

**Question 7:** Can you give more clarity around budget categories and what they include?

**Answer**

Organizations are encouraged to use their discretion or reach out via email to CALP Coordinators at:ae.calp@gov.ab.ca

Further examples, based on questions asked during information sessions, are given below:

**Program Delivery Expenses:**

* Expenses related to reducing barriers for learners to access programs and services, such as transportation and childcare.
	+ This could include transportation costs for a learner to take a test.
* Expenses related to facility rental, advertising, resourcing and supplies, classroom materials and supplies, travel costs for instructors/facilitators/tutors, volunteer recruitment, and recognition.
	+ This could include the cost of any space used in the delivery of programming.
	+ This could include travel costs for instructors that your organization pays outside of PD related travel costs.
	+ If your CALP space is used for both administration and programming purposes, please use your discretion to split the rental cost between the two budget categories.
* Expenses relating to staff salaries, wages, and benefits for direct delivery of programming. Examples could include: instructors, tutors.
* This could include wages related to attending professional development, preparation time for instructors, wages for contracted instructors.
* This could include honorarium.

**Program Administration Expenses:**

* Expenses related **to the training and professional development** of 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 including salary, wages, benefits related to individuals who are not involved directly in program delivery with students. Examples include: book-keepers, auditors, consultants, cleaning staff.
* 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.
	+ This could include bank fees.

**OTHER CONSIDERATIONS:**

Expenses including salary, wages, benefits related to individuals who have mixed roles and are involved in program delivery and program administration should have expenses appear in the budget category where the majority of their role is spent. If a role has a 50/50 split the organization should use their discretion. Examples include: a CALP coordinator, Executive Director.

1. THE APPLICATION

**Question 1:** Who signs the application?

**Answer**

The signer can be anyone who has signing authority for your CALP, see Section 1 of the application.

**Question 2:** Does the Legal Host have to sign?

**Answer**

Yes. In cases where there is a legal host and service organization, the application form must have one authorized signature from a representative of the service organization **and** one authorized signature from a representative of the legal host.

**Question 3:** Are attachments related to needs assessments etc. expected?

**Answer**

No.

**Question 4:** When will we hear about the status of our application?

**Answer**

We hope to have updates for you after budget 2024 has passed.

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