# Community Adult

# Learning Program

# Grant Application

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# July 1, 2024, to June 30, 2027

**Organization Name:**

Applications must be emailed no later than **Friday**, **November 17, 2023**



**Please FOLLOW These steps while filling out the form:**

**Step 1:** While filling out the application, refer to the *Community Adult Learning Program Policy Manual*

**Step 2:** Consider reaching out to your CALP Coordinator for assistance.

**Step 3:** Obtain an ink signature from your signing authority (must be a decision-making body: i.e. board member. If applicable, include one signature from the legal host).

**Step 4:** Ensure the following supporting items are addressed with the application:

1. Include an electronic copy of a combined financial statement for the organization for the last completed fiscal year for the organization, which includes at least a statement of financial position, and statement of operations showing the organization name and fiscal year.

* Post-secondary institutions and libraries only need to submit a statement of operations for the CALP program.
* Unincorporated organizations with a county, school division, municipal district, or town as a Legal Host only need to submit a statement of operations for the CALP program.

2. Annual returns are up to date. Incorporated non-profit organizations are responsible for ensuring they file annual returns with Alberta Corporate Registry. Organizations are not required to submit proof of filing with this application; however, grants cannot be paid if organizations are behind in filing.

**Step 5:** Email the electronic copy of your application and supporting documents (i.e. financial statements) to [ae.calp@gov.ab.ca](mailto:ae.calp@gov.ab.ca) no later than Friday, November 17, 2023.

* Include a signed copy of the application.

**Step 6:** Keep a signed copy of the final approved application for your records.

**Please keep Advanced Education informed throughout the grant term**   
**of any changes to the content of this application.**

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| SERVICE ORGANIZATION | | | | | |
| Name of Organization |  | | Charity Status | Yes  No | |
| Legal Entity Type | Society  Unincorporated with Legal Host  Post-secondary Institution  Public Library  Other: | | | | |
| Mailing Address |  | | | | |
| City / Town |  | | Postal Code |  | |
| Physical Address  (if different) |  | | | | |
| List all communities where programs will be delivered  (i.e. City/Town/Village/Online) |  | | | | |
| Website and/or Social Media |  | | | | |
| Operating Months |  | | | | |
|  | | | | | |
| Primary Contact |  | Position/Title |  | | Signing Authority |
| Email |  | Phone |  | | Yes  No |
|  | | | | | |
| Other Staff Contact |  | Position/Title |  | | Signing Authority |
| Email |  | Phone |  | | Yes  No |
|  | | | | | |
| Other Staff Contact |  | Position/Title |  | | Signing Authority |
| Email |  | Phone |  | | Yes  No |
|  | | | | | |
| Chairperson (or President) |  | Position/Title |  | | Signing Authority |
| Email |  | Phone |  | | Yes  No |
|  | | | | | |
| Treasurer (or equivalent) |  | Position/Title |  | | Signing Authority |
| Email |  | Phone |  | | Yes  No |

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| LEGAL HOST (IF APPLICABLE) | | | | | |
| In cases where the Service Organization is not a legal entity, a Legal Host approved by the Department may receive the grant on behalf of the Service Organization. | | | | | |
| Legal Host Organization |  | | | City/Town |  |
| Mailing Address |  | | | Postal Code |  |
|  | | | | | |
| Legal Host Contact |  | | Position/Title |  | |
| Email | |  | Phone |  | |
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| ORGANIZATION ACTIVITY |
| **Understanding Needs** |
| Needs assessment is a systematic process for determining unmet learning needs and gaps. It is an important part of the planning process and equips organizations with information to identify needs, challenges, and programming priorities.  See page 8 of the CALP Policy Manual for more information on Needs Assessments |
| 1. How has your organization previously assessed the needs of the community you serve? (1 page maximum) |
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| REQUIRED PROGRAMMING |
| Organizations funded through the Community Adult Learning Program **must** provide programming in the required programming area: **Literacy and Foundational Learning.** Organizations have the flexibility to determine priorities within the required programming area based on an assessment of needs in the community.  **Literacy and Foundational Learning is defined in the CALP Policy Manual as:**  Literacy, numeracy, the skills and habits needed to engage in learning, the ability to use basic digital technology, and proficiency in the English language are core skills Albertans need to be able to participate actively in society, pursue further learning, and be successful in their work.  Grant recipients must provide learning opportunities to support the development of at least one of the following categories of Literacy and Foundational Learning:   * Adult Literacy * Numeracy * Skills for learning * Basic digital skills * English language learning   See page 10 of the CALP Policy Manual for more information |
| 1. Please provide an overview of the Literacy and Foundational Learning programming being delivered: describe the offerings you are providing, the types of learners you hope to reach, and how the programming relates to the overall definition of Literacy and Foundational Learning (2 pages maximum) |
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|  | **2024/25** | **2025/26** | **2026/27** |
| Projected number of Instructional Hours |  |  |  |
| Projected number of Albertans Served through Literacy and Foundational Learning programming |  |  |  |

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| SUPPLEMENTARY PROGRAMMING |
| In addition to providing programming in the required programming area, organizations may also provide learning opportunities  in **Community Capacity Building** to support the development of individuals, families, and communities.  **Community Capacity Building is defined in the CALP Policy Manual as:**  Community capacity building programming may build on the literacy and foundational skills a learner is trying to achieve, or has achieved, and is an opportunity to attract learners who may not yet recognize the need to improve their literacy and foundational skills. Learners in this supplemental programming area do not have to be current or former participants in required programming to participate.  Learning opportunities offered in the community capacity building programming area support the development of the individual, the family and/or the community.  See page 13 of the CALP Policy Manual for more information on Community Capacity Building |
| 1. If your organization intends to offer Community Capacity Building, please tell us more about your programming: describe the offerings you are providing, the types of learners you hope to reach, and how the programming relates to the overall objectives of Community Capacity Building (1 page maximum) |
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|  | **2024/25** | **2025/26** | **2026/27** |
| Projected number of Instructional Hours |  |  |  |
| Projected number of Albertans Served through Community Capacity Building programming |  |  |  |

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| LEARNER SUPPORT SERVICES |
| Grant funds can be used to provide Learner Support Services to assist individuals to transition to programs and services that will help them to meet their learning goals.  **Learner Support Services are defined in the CALP Policy Manual as:**  Learner Support Services are a range of activities that grant recipients coordinate to support the learning and/or life journey of adult learners. They are opportunities for organizations to build relationships with learners, which may increase their confidence to participate in further learning. These services are particularly important for foundational learners that face social and/or economic barriers.  See page 9 of the CALP Policy Manual for more information on Learner Support Services |
| 1. Briefly discuss the types of Learner Support Services that your organization will provide over the grant term. (1 page maximum) |
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|  | **2024/25** | **2025/26** | **2026/27** |
| Projected number of hours of Learner Support Services delivered |  |  |  |

**PLEASE USE THESE INSTRUCTIONS WHEN FILLING OUT THE BUDGET IN SECTION H.**   
**NOTE: THIS BUDGET IS FOR JULY 1, 2024 to JUNE 30, 2027.**

**REVENUE:**

1. **CALP grant**: Record the amount requested for each individual year within the 3-year grant term. Note that Advanced Education’s commitment of 3-year grant funding is subject to available budgetary resources.
2. **Interest on grant**: Record the estimated amount of interest to be earned on grant dollars.
3. **Tuition and related fees**: Record all revenue expected from tuition/registration fees from Literacy and Foundational Learning and Community Capacity Building programming.

**Note:** Tuition/registration fees from general interest or other ineligible programs should NOT be included here.

CALP grants cannot be used to support general interest or other programs outside of the CALP mandate, and must be delivered on a cost-recovery basis as per Sections 3 and 5 of the *CALP Policy Manual*

1. **Cash contributions**: Record expected cash contributions that will be used to supplement the grant. Examples may include monies received from donations or other grants used to support the delivery of the CALP programming. Do not report in-kind contributions in this section.
2. **Organization contributions**: Record the amount of dollars your organization will need to contribute to supplement the grant. Examples include monies raised through other avenues such as fundraising events; fee-for-service revenue, and reserve fund contributions.

**Note:** Organization contributions should only be used if grant dollars (including grant, interest, and tuition from eligible programming) will not cover eligible CALP expenses.

**EXPENSES:**

1. Record estimated expenses for each year within the 3-year grant term. Expenses may only include costs identified as eligible in Section 5 of the *CALP Policy Manual.*

Note: Do not report expenses related to general interest or other ineligible programs or in-kind costs.

**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.

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| BUDGET | | | | | |
| Use the Instructions on the previous page to complete the following table and note the following:   * **Only include revenue and eligible expenses as related in the *CALP Policy Manual page 22*** * Do not add rows to the Budget. * Do not change the names of categories. * **Important!** Please round off to the nearest dollar. | | | | | |
| **Organization Name:** |  | | | | |
|  | | | | | |
| **REVENUE** | |  | **2024/25** | **2025/26** | **2026/27** |
| CALP grant | | |  |  |  |
| Interest on grant | | |  |  |  |
| Tuition and related fees (eligible programs only) | | |  |  |  |
| Cash contributions | | |  |  |  |
| Organization contributions | | |  |  |  |
| **Total Revenue** | | |  |  |  |
| **EXPENSES** | | | **2024/25** | **2025/26** | **2026/27** |
| Program delivery expenses | | |  |  |  |
| Program administration expenses | | |  |  |  |
| **Total Expenses** *(must equal Total Revenue)* | | |  |  |  |

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| 1. If your organization requested an increase in funding for the 2024-27 Grant Agreement, please clearly outline the reasons why. Please provide an explanation per budget category increase (1 page maximum). |
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| DECLARATION |

**If Applicable:**

Should your service organization have a legal host, this application must be signed by one representative with signing authority from the service organization, **and** one representative with signing authority from the legal host.

## Declaration:

I, the undersigned, declare that:

1. I have read and understand the policy that governs the Community Adult Learning Policy Manual
2. I am a duly authorized representative having legal and/or financial signing authority for the service organization and legal host organization (as applicable).
3. The information contained in this application and supporting documents is true and accurate and endorsed by the service organization with full knowledge of the legal host (as applicable).
4. We understand all documents submitted to Advanced Education become the property of the Province of Alberta and are subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act* (FOIP). This Act allows any person right of access to records in the custody or under control of Advanced Education subject to limited and specific exceptions.
5. The required financial statement is a true copy and has been attached to and forms part of the application.
6. Information submitted by the grant recipient pursuant to the terms and conditions of the grant agreement may be shared with staff of the Community Learning Network to support the professional development of staff and volunteers of funded organizations.

**Service Organization Signing Authority:**

|  |  |  |  |
| --- | --- | --- | --- |
| Print Name |  | Position / Title |  |
| Email |  | Phone |  |
| Signature |  | Date |  |

**Legal Host Signing Authority:**

|  |  |  |  |
| --- | --- | --- | --- |
| Print Name |  | Position / Title |  |
| Email |  | Phone |  |
| Signature |  | Date |  |

The personal information that is provided in the grant application and supporting documents will be used for the purpose of administering the Community Adult Learning Program.  It is collected under the authority of the Ministerial Grants Regulation pursuant to the *Government Organization Act* and section 33(c) of the Freedom of Information and Protection of Privacy Act (*FOIP Act)*.  It is protected by the privacy provisions of the *FOIP Act.* If you have questions about the collection of personal information, contact your CALP Coordinator by email or phone/regular mail at: (780) 427-5625, Foundational Learning and Skills Development Unit – 20th Floor Commerce Place, 10155-102 Street NW Edmonton T5J 4G8.