**About CALP Grant**

The Lifelong Learning Council of Red Deer (LLCRD) is the Community Adult Learning Program (CALP) granting council for the City of Red Deer. The Lifelong Learning Council of Red Deer is funded by the Alberta Government and is supported by the Community Learning Network (CLN). LLCRD is one of three granting councils that allocate funds to recipient organizations within major urban communities. LLCRD provides funding opportunities in the City of Red Deer to deliver literacy and foundational adult learning program opportunities.

Our granting term runs between July 1st, 2023 and June 30th, 2024

If you are a first-time applicant, please contact us to set up a meeting to discuss the application process and to determine if you meet all of the eligibility requirements: Info@learningrd.ca or call us at 403-343-1322

All successful applicants are required to collect Outcome Measurement and Evaluation(OME) data, as defined and required by the Alberta Governments CALP Guidelines. For more information about these requirements, please visit our website and download the *CALP Data Collection Guide* October 2021.

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| **Application Eligibility** |
|[ ]  The organization 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 Metis Settlement Act, and the Post-secondary Learning Act; and can provide confirmation of most recently submitted annual return.  |
|[ ]  The program operates between July 1st 2023, and June 30th, 2024 and within the City of Red Deer. |
|[ ]  The program is non-credit and part-time.  |
|[ ]  The program is covered under the applying organization’s current liability insurance and is covered for $2,000,000.  |
|[ ]  All program staff and volunteers who work with a vulnerable population will have the appropriate security clearance.  |
|[ ]  The program serves financially and socially barriered adults who are over the age of 18.  |
|[ ]  The program addresses a current foundational literacy and/or learning need in the City of Red Deer. |

Funding applications are accepted in the following funding areas and categories as defined and prioritized by the Alberta Skilled Trades and Professions. You will need to provide an application for every program that you are applying for.

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| **Highest Priority Funding Area****Required Funding** 2020 Guidelines, pg. 23-30 | **Literacy and Foundational Learning (LFL)**2020 Guidelines pg. 31-32 LFL programs focus on foundational skill development of financially and socially barriered adult learners (18+) |
| **Adult Literacy** | Reading, writing, and document use. The ability to identify, understand, interpret, create, communicate and use printed and materials up to a pre-GED (General Educational Development) level.  |
| **English Language Learning** | The study and practice of basic English language by individuals whose first language is not English, and who are unable to communicate fluently or learn effectively in English. Programs funding is provided to organizations to help learners gain proficiency in speaking, reading, writing, and listening in English . |
| **Numeracy** | The ability to use, apply, interpret and communicate mathematical information and ideas. It is intended for learners up to and including a pre-GED. |
| **Basic Computer Skills** | The ability to understand and use digital systems, tools, applications, and networks in order to access and manage information and thrive in learning, the workplace and daily life.  |
| **Skills for Learning** | The funded program will support foundational learners to build confidence, develop an identity as a learner, advocate for themselves, and engage in foundational and other learning. The program skills must include:* Recognizing oneself as a learner
* Taking risks in learning
* Actively engaging in the act of learning.
* Developing learning strategies.
* Building collaboration skills in learning.
* Strengthening communication skills in learning.
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| **Secondary Priority Funding Area:**  | **Community Capacity Building (CCB)**CCB programs complement, build upon or supplement the literacy and foundational skills that financially barriered adult learners (+18) are trying to achieve. Some CCB opportunities include:* General Equivalency Diploma (GED)
* Support workplace readiness
* Support local or Indigenous languages/culture
* Prevent substance abuse
* Promote parenting skills
* Prevent and support victims of violence and abuse
* Address mental health issues
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**Modes of Delivery**

Modes of delivery are the ways in which required or supplemental programming may be delivered towards the achievement of learning objectives. Programming may be delivered through one or more of the following modes of delivery:

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| **Tutoring** | Ongoing one-on-one or small groups with individual learning plans, delivered by a volunteer.  |
| **Courses** | A series of instructor-led classes delivered to the same group of learners with the same learning objectives.  |
| **Family Literacy Courses** | A series of instructor-led classes delivered to the same group of learners with the same learning objective utilizing the Family Literacy philosophy and best practices to achieve adult literacy and foundational learning outcomes. |
| **Learning Activities**Lowest priority | Drop-in or one-off learning opportunities, which include drop-in tutoring (no ongoing relationship with learners). |

**Reducing Barriers**

The Community Adult Learning Program grant may be used in the following ways to reduce a financial barrier:

* Reduce or waive fees for learning opportunities when a financial barrier exists. ***Note: learners are still expected to pay fees for learning opportunities if their barriers are not financial.***
* Provide on-site child minding.
* Cover costs for transportation.

**Professional Development**

Funded organizations are responsible for supporting staff and volunteers. All organizations are required to have the Introduction to Adult Learning Training that is provided by The Community Learning Network within the funded grant term. This training is now being offered online. This expense is expected to be built into the funding.

**How to Apply:**

* Email your application package to Info@learningrd.ca by February 1st, 2023
* Along with a current copy of your general liability insurance coverage in an amount of no less than $2,000,000
* Proof of submission of the most recent filed annual return with Alberta Corporate Registries.

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|  **Grant Process Timeline** |
| February 1st, 2023 | Deadline for applications |
| February through March 2023 | The Grant Allocation Committee will review and assess the applications. You may receive a follow-up email or phone call for clarification purposes.  |
| Late spring 2023 | Applicants will either receive a declination or confirmation of funding letter. Successful applicants will have a meeting scheduled with them to go over the CALP funding requirements.  |
| Fall 2023 | Funding will be released to all successful applicants.  |
| December 1st, 2023 | Mid-Grant Reports are sent out.  |
| January 15th, 2024 | Mid-Grant reports are due |
| August 1st, 2024 | Final reports are due.  |

**Successful Applicant Responsibilities**

* Ensure that LLCRD CALP Funds are accounted for separately from other funds. Any changes to the approved budget must be pre-approved by LLCRD.
* If you are funded for more than one program, you cannot move more than 15% of funds between programs without pre-approval.
* You must collect the following throughout the funding year:
	+ Collect the required Outcome Measurement and Evaluation (OME) data required by Alberta Government CALP Guidelines.
	+ Keep track of in-kind contributions
	+ Keep track of referrals to your program from other sources and organizations
	+ Keep LLCRD informed of any changes to your program
	+ Maintain annual program records including instructional materials, registrations, attendance, evaluations, and financial tracking
	+ Ensure that the materials that you promote or advertise have the LLCRD logo, and acknowledge support from the Alberta Government.
	+ Submit a mid-grant report to LLCRD by January 15th, 2024
	+ Provide LLCRD with learner success stories to share with Alberta Skilled Trades and Professions.

**By August 1st, 2024:**

* Complete and submit the electronic copy of the final report package which will include reporting on the program, financials, and the OME datasheet.