

Lifelong Learning Council of Red Deer

2023- 2024 Grant Year

General Application

The 2023- 2024 Grant Year Application is due on February 1st, 2023.

Please reference the application information package prior to filling out the application.

Feel free to contact us if you have any questions or concerns regarding your application.

Please submit your application to [Info@learningrd.ca](mailto:Info@learningrd.ca)



**Complete and click all the boxes before submitting your application”**

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| **Organization and Program 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 Anual 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 |
| **What you need to apply:** | |
|  | Completed application form |
|  | Completed budget form |
|  | A copy of the current General Liability Insurance Coverage in the amount of no less than $2,000,000. The insurance must have inclusive per occurrence, insuring against bodily harm, personal injury, and property damage including loss of use. |
|  | Proof of submission of the most recently filed annual return with Alberta Corporate Registries. |
|  | A sample copy of the learner’s program evaluation form(s) |
|  | Email your application package to [Info@learningrd.ca](mailto:Info@learningrd.ca) no later than February 1st, 2023. |

**Complete the requested organizational information below.**

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| **Organization Information** |

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| Organization Legal Name |  |
| Operating Name (if different from the legal name). |  |
| Charity Number or Incorporation Number |  |
| Mailing Address |  |
| Physical Address |  |
| Website |  |

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| **Contact Information** | |
| Organization Primary Contact |  |
| Position/ Title |  |
| Email |  |
| Phone |  |

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| Recipients of Community Adult Learning Program funding are bound by the Personal Information Protection Act (PIPA). One of the requirements under PIPA is to ensure the protection of the personal information of clients accessing programs and services. Does the organization have processes in place to protect the personal information of the learners that will access these programs? | Yes  No |

Brief organizational background (history, strategic priorities, programs):

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| **Program Overview** |

**Complete the requested program information below.**

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| **Program Information (Program contact information)** | |
| Name: |  |
| Position/ Title: |  |
| Email: |  |
| Phone: |  |

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| Organization’s Annual Operating Budget | Program Budget  \* Amount must match the program's total cash expenses as indicated on the program budget form. | Program Funding Request  \*Amount must match the LLCRD |
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| **Course/ Program Details** | |
| Course/ Program Name: |  |
| Total # of times the program/ course will be provided in the grant term (not the number of classes per course) |  |
| Total length of each class and total classes in each program ( 1 hour X 6 classes) |  |
| Anticipated number of learners for each program offered |  |
| Dates: |  |
| Location: |  |
| Instructor Qualifications: |  |
| Registration Fee: |  |

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| **Which of the following required programming areas are you applying for?** Click to choose only one type of programming area. | |
| Adult Literacy |  |
| Family Literacy |  |
| Numeracy |  |
| English Language Learning |  |
| Basic Computer Skills |  |
| Skills for Learning |  |
| Community Capacity Building |  |

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| **Activity Type**  Click to choose only one type of delivery method. | |
| Tutoring  (Volunteer tutor sessions to improve Literacy/Language) |  |
| Information Sessions  (Conferences, seminars) |  |
| Learning Activities  (Workshop, conversation cafe, book club, drop-in learning) |  |
| Course  (Formal learning with an assessment of learning upon completion) |  |

**Answer the following questions** **based on the program type that you are applying for regarding the proposed program:**

Provide a concise summary of the proposed program.

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What are two measurable learning objectives specific to the program?

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Who are your intended/ targeted learners for this program?

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Describe the criteria and/ or process used to determine if learners have barriers.

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How did your organization identify the need for this course/ program?

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Are there any other organizations that are currently providing this program? If yes, then describe how your program is unique.

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How current is the curriculum in the program? Is the curriculum able to meet the needs of low-literacy learners?

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If you are a currently funded organization that is applying for the same program funding, provide details about the successes of the current program.

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If you answered yes to the above question. Do you anticipate changes to the program that is currently in place? What adaptations and/ or changes do you anticipate for the 2022-2023 grant year?

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| **Program Evaluations** |

What evaluation tools and processes are used to track and measure learner progress toward the learning objectives that have been identified in this application?

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All successful applicants will have to collect Outcome Measurement and Evaluation (OME) data, as defined by the Ministry of Advanced Education. You can access more information and examples in the CALP Data Collection Guide on our website.

OME Data Includes

* Skill Use
* Learner Progress
* Increased Confidence
* Program Relevance
* Welcoming Space
* Reduced Barriers

You are required to submit the evaluation tools that you will use to collect the OME data. If you will be using additional means to collect this data, please explain.

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| **Declaration and Authorization** |

I declare that the information that was provided in this application package is true and accurate and does not omit any information.

I authorize the Lifelong Learning Council of Red Deer to share the information in this application with the Grant Allocation Committee and Advanced Education.

I have read and agree to abide by the program funding and reporting requirements set out in the LLCRD application and Information Package.

I certify that if the funding is awarded to our organization, it will only be used as outlined in this application package. I understand that unused funds must be returned to the Lifelong Learning Council of Red Deer with our final report in August 2024.

I confirm that the organization adheres to the Personal Information Protection Act (PIPA) to ensure the protection of adult learners accessing our programs.

I also confirm that in the event of an LLCRD funding audit, auditors will have access to all records pertaining to the grant.

Executive Director or CEO must sign below:

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| Name: |  | Position: |  |
| Email: |  | Phone: |  |

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_