

PRE-SCREEN CRITERIA

This is a proposal screening checklist provided for your reference. Do not include with your proposal.

Initial Screen

Completed application package received by **4:00 pm on September 15, 2017** as per checklist at the end of this form.

Admin Screen

Initiative will ultimately serve learners who:

- Have social and/or financial barriers
- Are at least 18 years of age, or meet exception requirements
- Learn at the foundational level

Initiative will:

- Take place between **October 1, 2017 and June 30, 2018**
- Take place within the city of Edmonton
- Address an emerging foundational learning need in an innovative way
- Be part-time (max.20 hrs. per week)
- Be non-credit
- Describe methods to collect required learner evaluation data
- Meet all eligibility requirements noted in the [RFP Initiative Project Guideline](#)

Proposal explains:

- The need for the project
- Project outcomes and evaluation
- Activities and timeline
- Project staff qualifications and experience (ELL must include TESL qualifications)
- Budget:
 - Complete and math is correct
 - No capital costs
 - Admin and direct delivery costs are reasonable
 - HR/Payroll projections for all described project staff positions are included

Required Reporting

Organization agrees to provide:

- Completed Measurement and Evaluation Table using agreed to tools in Initiative Grant Final Report
- Submit electronically materials created using ECALA funding with Initiative Grant Final Report
- Provide information to arrange a Project visit by ECALA staff and interview Project staff
- Acknowledge ECALA and Alberta Advanced Education as the funder in all Project and organization related documents
- Submit complete Initiative Grant Final Report on or before July 31, 2018

Proposal Checklist

Check items off of this list as you attach them to your email with your complete Proposal. The Proposal Application can be up to 8 – 12 pages not including attachments.

DEADLINE: Friday, September 15, 2017 4:00 p.m. to info@ecala.org

	Your completed application in Word or saved as a PDF (not manually scanned)
	PDF or scanned page of the signed Declaration and Authorization (last page of application)
	Initiative Grant Project Budget
	<i>Most recent audited Financial Statements if they are not currently filed with ECALA</i>
	Current Proof of Filing with Alberta Societies Act or document confirming status
	Certificate of Liability Insurance <i>if not already on file with ECALA</i>
	All other attachments noted in your application