ECALA PROGRAM PROPOSAL 2019/20

Email complete proposal to info@ecala.org by 4:00 p.m. on

Friday, January 25, 2019

1) Organization Information

Name of Organization	
Charity or Incorporation Number	
Address	
City/Province	Edmonton, AB

| | | Postal Code | |

Contact Information:

Primary Contact		Position /Title	
Email		Phone	
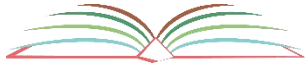
Secondary Contact		Position /Title	
Email		Phone	

Program Contact		Position /Title	
Email		Phone	

Are you applying to ECALA for the first time? **Yes*:** ☐ **No:** ☐

*If yes, please contact us at 780-415-5520 before completing your proposal
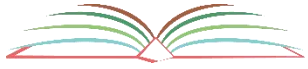
Please ensure the above section fits on one page.

1) Organization Summary

Website Address:	www.

Organization's Purpose:

Give a brief description of organization's mission and core work (history, programs, and audiences). (**200 – 250 words)**

2) Program Summary

Program Name:	

Program Description:

Provide a concise summary of your project in plain language **(max. 100 words)**

If funded, this may be used on ECALA's website as the description of your project.

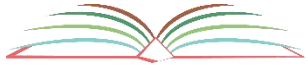| **Programming Area:**	Select **one**: (See Proposal & Funding Guidelines for more information) AL: ☐ NUM: ☐ ELL: ☐ DBS: ☐ FLS: ☐ CCB: ☐
Amount Requested from ECALA: $	**Total Program Budget** $

3) Need

Program Needs Assessment and Planning with Learners

Objective:

a) *Organizations develop and plan programming based on the needs assessments that determine unmet learning needs and gaps in the community.*

b) *Organizations work with learners to identify learning goals, assess skills and abilities, and develop a strategy to meet their learning goals*

c) *Organizations are aware of the services and supports that learners need, and where/how these needs can be met*

Describe:

- What are the needs? Provide evidence that this need is ongoing and will be met with the program you are proposing
- The process or methodology used to determine the needs
- The learner demographics and number of learners your proposed program serves
- The other organizations working to address this need?
- Why this need cannot be addressed by existing services and programs?
- What makes your program unique?
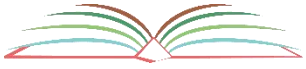
4) Program Details

A. Program Objectives and Deliverables

- What will the learner know and be able to do by the end of your program?
- Highlight learning activities, instructional materials and other resources that will help learners achieve the learning goals

B. Adult Foundational Learning Principles

How do you apply adult foundational learning in your activities with learners?

C. Financial and Social Barriers

What is the criteria and/or process to identify learners who have financial and/or social barriers?
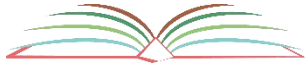
D. Courses and Learning Activities

Tell us about your proposed course or learning activity:

- Short description of each course or learning activity
- When and where will the proposed course be delivered? Provide the day of the week, the time, and a start and end date
- Provide a draft outline or curriculum
- If you are using tutoring or family literacy as a mode of delivery describe the best practices, orientation practices, materials or models used
- List the program staff positions, their qualifications, foundational learning expertise, experience, key responsibilities and professional development plan
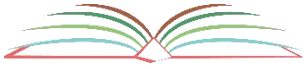
5) Outcomes, Measurement and Evaluation Plan

A. Process

How will you track and measure progress towards meeting the 2018 CALP indicators in the Measurement and Evaluation Table? (e.g. describe the tools you plan on using and provide your methodology)

B. Progress

- How will you verify progress toward these indicators?
- What information or evidence will confirm how well you have met the indicators?
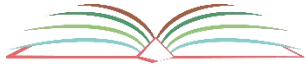
6) Ability to Deliver Program

A. Courses and Learning Activities Funding

Are the proposed courses and learning activities currently funded by ECALA? **Yes:**☐ **No:**☐	If no, who is funding the program now:

B. Courses and Learning Activities Update

If the course/learning activity was delivered in 2018/19, give a brief synopsis of the following:
- Successes and challenges
- Any modifications you made since your proposal for 2018/19 or plan to make in response to learner feedback and/or other factors.

C. Organizational Planning

- Describe how your organization creates a safe and welcoming space for learners
- Describe your strategic planning process. How does your organization use your strategic plan?

C.1. Policies and Procedures

Check the boxes below if your organization has policies and procedures in place for the following:

☐ Succession planning
☐ Privacy and Protection of Information
☐ Preventing Bullying and Harassment
☐ Risk Mitigation
☐ Professional Development

C.2. Bylaws

When were your bylaws reviewed and what is the procedure for reviewing your bylaws? What is the term for board members in your bylaws?

C.3. Volunteer Screening

Do all staff and volunteers who will work with or have the potential for unsupervised access to vulnerable individuals have appropriate security screening? **Yes:** ☐ **No:** ☐

If yes, describe your volunteer screening process.

7) Program Summary

A. Courses or Learning Activities	# Hours of Instruction	# Times Delivered	Total Hours Delivered	# Proposed Learners	Total Funding Request
					$
					$
					$
					$
					$
					$
					$
					$
					$
Total Request*					$

*Total ECALA funding request should match total request in the Program Financial Template

B. Tutoring	# of Tutors	# of Tutor Hours	# Proposed Learners
Literacy and Foundational Learning			
English Language Learning			
Community Capacity Building			
Total Request			

8) Program Financials

A. Process

Describe your process for determining the budget for your proposed program?

What is the process and frequency for financial updates to the Board on the proposed program?

B. Additional Information

Fill in the **2019-2020 Program Financial Template** Workbook (Excel format). Instructions on completing the document are included in a tab for your reference.

Is your financial request significantly different from last year? If yes, provide rationale for the budget variance from the current funding year. Ensure your budget reflects all of the objectives, planned activities, and evaluation described in the proposal.

Use the space below to provide any additional information relevant to the dollar amounts and categories of funding you are requesting.

NEW

C. 2-Year Funding

Organizations have the opportunity to request a second year of funding for the program with the same allocation as the first year. Note programs who are successful in receiving an allocation for the second year can expect the allocations to be made as indicated in the ECALA Proposal and Funding Guide. Allocations will be conditional based on the amount of funding ECALA receives from Advanced Education. Reporting requirements will remain the same however an Interim Report will replace a proposal in January of 2020. If you wish to request a second year of funding answer the following questions:

- Describe the difference a second year of funding would make to your program?
- Provide rationale that the Board should consider in determining whether or not to provide a second year of funding for your program.

9) Proposal Package Requirements

Review the ECALA Proposal & Funding Guidelines for details related to proposal requirements.

A complete proposal includes:

☐ Copy of insurance certificate if not on file with ECALA

☐ Copy of Proof of Filing from registries if not on file with ECALA

☐ Board Contact List if different than Proof of Filing

☐ Audited Financial Statements or signed Financial Statements

☐ Program Proposal in Word or saved as a PDF

☐ Program Financial using Financials Template

☐ Attachments providing additional information required in proposal

☐ Signed Declaration and Authorization

Only electronic submissions will be accepted.

The Grant Application must be submitted in Microsoft Word format or a PDF (not manually scanned) except for the Financials Template which must be sent in Microsoft Excel.

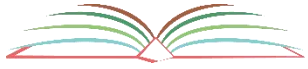*The Declaration and Authorization page may be a scanned copy and must formatted on one page.*

Questions?

Call 780-415-5520 or email info@ecala.org

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10) Declaration and Authorization

Two authorized signatories (<u>one board member</u> one staff) from your Agency must sign the following declaration.

I have read, understand and agree to abide by the course funding and reporting requirements as set out by ECALA. I declare that the information included in the attached application is true and accurate and does not omit any material facts. I certify that the funds will only be used as set forth in this application and I understand that recipients found not to comply with guidelines may be asked to repay funds.

I authorize ECALA to make inquiries about the ability of our Organization to carry out, financially and administratively, the proposed courses. Such inquiries are not limited to but may include creditors, other funding agencies, and other stakeholders. Further, ECALA may make use of the data submitted for its ongoing administration and decision-making. I authorize ECALA to share information provided by us with other funders, and authorize release of information from other funders to ECALA.

I understand that I must submit to ECALA an electronic copy of any materials produced using ECALA funding. In the event of an ECALA funding audit, I also give ECALA auditors access to all records pertaining to the purposes of the grant as outlined in the funding requirements.

Program Name

Signature Board member: Date

Position: Print Name:

Signature Staff signatory: Date

Position: Print Name: