



Indigenous Funding Proposal 2019/2020

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	

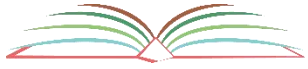
Program Contact		Position /Title	
Email		Phone	

If your expression of interest is successful, you will be asked to complete a full proposal. The proposal can be delivered orally or in writing.

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:**

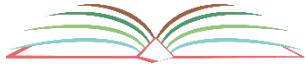
Amount Requested from ECALA:
\$

Total Program Budget
\$

3) Program Details

A. Foundational Learning

What processes and supports are in place to make this opportunity accessible to learners at a foundational level?



B. Financial and Social Barriers

What is the criteria and/or process to identify learners who have financial and/or social barriers?

C. 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

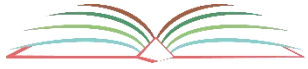
5) Outcomes, Measurement and Evaluation Plan

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. Indigenous Perspective

Describe how your program will operate from an Indigenous perspective of learning and literacy. Include your understanding of the following and be specific:

- Protocols and practices
- Decolonizing policies
- Indigenous learning principles
- Reconciliation
- Indigenous identity

B. Cultural Relevance

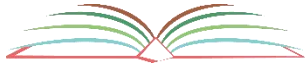
What culturally relevant oral and written tools will be in the program design and delivery model? Please describe the materials, tools and program model in detail. Attach examples if applicable.

C. Elders & Knowledge Keepers

Describe your plan to use Elders/Knowledge Keepers in your program design, delivery, and/or evaluation. Tell us why you think it is important. Include how many Elders you will work with (provide names if possible), what you will be asking of them, their relationship with your agency, and what your plan is for their compensation.

D. Indigenous Language

Will your program integrate the use of Indigenous language(s)? Explain why or why not and how it will support your program/your learners.



E. Community Perspective

How do you plan to incorporate literacy from a family or community perspective while ensuring the target learners are adults (18+)?

F. Resources

Do you have a plan to support Indigenous learners who may need culturally relevant resources and teaching models in response to intergenerational trauma in the classroom? Please explain in detail.

G. Program Staff

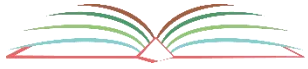
List the program staff positions and include their:

- qualifications
- foundational learning expertise
- experience and key responsibilities

Indigenous literacy experience, cultural competency, and an understanding of Legacy education are mandatory components of this program funding.

H. Expertise

Briefly describe your staff and board members' knowledge of Indigenous history, Legacy education, and the current dynamics in the lives of Indigenous people. Note any significant training or classes that they have taken as well as plans for ongoing internal capacity building.



I. Allies

If you are a non-Indigenous agency, please describe your understanding of the role of allies in the Indigenous community and how you fit into that role.

J. Partnerships

Describe your current Indigenous partnerships, in particular those that will assist you with this project. This includes advisory boards, Elders, cultural mediators, other agencies, etc.

K. Courses and Learning Activities Update

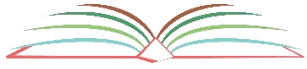
If the course/learning activity was delivered in 2018/19, give a brief synopsis of the following:

- 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.

7) Organizational Policies

A. 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?



B. 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. 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?

D. Volunteer Screening

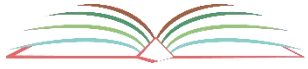
Do all staff and volunteers who will work with or have the potential for unsupervised access to vulnerable individuals have appropriate security screening? **Yes:** **No:**

If yes, describe your volunteer screening process.

8) 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



9) 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.

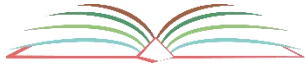
Use the space below to provide any additional information relevant to the dollar amounts and categories of funding you are requesting.

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.



10) 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

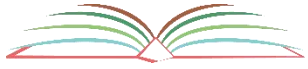
Only electronic submissions will be accepted.

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 be formatted on one page.

Questions?

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



11) Declaration and Authorization

Two authorized signatories (one board member 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: _____