



AGENCY INTERIM REPORT 2020-2022

Email complete proposal to grants@ecala.org on or before
Friday, February 26, 2021

1) Organization Information

Legal name of Organization			
Charity or Incorporation Number			
Address			
Website			
City/Province	Edmonton, AB	Postal Code	

2) Primary Contact Information

Name		Preferred Pronouns	
Position/Title			
Email			
Phone Number			

3) Funding Expensed

Please indicate funds spent up to December 31, 2020

Category Summary	Funding Expensed
Adult Literacy	\$
Numeracy	\$
Skills for Learning	\$
Basic Digital Skills	\$
English Language Learning	\$
Community Capacity Building	\$
Total ECALA Funds Requested	\$

4) Year 2 Financials

Fill in the Category sheet (page) in the 2021-2022 Financial Template Workbook (Excel format).
Instructions on completing the document are included in the first tab for your reference.

Category Summary	Projected Funding Expenses
Adult Literacy	\$
Numeracy	\$
Skills for Learning	\$
Basic Digital Skills	\$
English Language Learning	\$
Community Capacity Building	\$
Total ECALA Funds Requested	\$

Provide information relevant to the dollar amounts and categories of funding you are requesting.

[Insert text here]

5) Measurement & Evaluation

A. Describe your Evaluation Plan to collect the measures listed in the [CALP Logic Model](#) and the [ECALA 2021-2022 Outcomes, Measurement and Evaluation \(OME\) Table](#)? List the tools proposed to collect the OME data. (See [CALP Guidelines 2020](#), p. 15-16, for further information.)

[Insert text here]

6) (category) Learning Opportunity Updates

Please note: This section asks you to provide information specific to each learning opportunity you propose to offer within the category selected above. If you require more than three tables below, email grants@ecala.org to request a customized application.

Learning Opportunity #1: (Check all that apply)

Course Learning Activity Tutoring Family Literacy

Name:

Calendar (start and end dates, days of the week, times, locations):

A. Has this learning opportunity been running this fall? Yes No

If no, why not?

[Insert text here]

B. Include an updated description of the existing description found in the ECALA Course Directory.

[Insert text here]

C. Please share some highlights and challenges regarding the first 6 months of the funding year (July-December 2020).

[Insert text here]



Learning Opportunity #2: (Check all that apply)

Course Learning Activity Tutoring Family Literacy

Name:

Calendar (start and end dates, days of the week, times, locations):

A. Has this learning opportunity been running this fall? **Yes** **No**

If no, why not?

[Insert text here]

B. Include an updated description of the existing description found in the ECALA Course Directory.

[Insert text here]

C. Please share some highlights and challenges regarding the first 6 months of the funding year (July-December 2020).

[Insert text here]

Learning Opportunity #3: (Check all that apply)

Course Learning Activity Tutoring Family Literacy

Name:

Calendar (start and end dates, days of the week, times, locations):

A. Has this learning opportunity been running this fall? **Yes** **No**

If no, why not?

[Insert text here]

B. Include an updated description of the existing description found in the ECALA Course Directory.

[Insert text here]

C. Please share some highlights and challenges regarding the first 6 months of the funding year (July-December 2020).

[Insert text here]

Ability to Deliver

Needs Assessment:

Grant recipients develop and plan their programming based on needs assessments. Needs assessments determine unmet learning needs in the community. To ensure the appropriate allocation of resources and supports, grant recipients assess the needs of their communities on a regular basis and make strategic decisions based on knowledge gained from needs assessments, including greater awareness of social and economic barriers that may prevent adults from participating in foundational learning. Needs assessments may be formal or informal and should consider information from other sources, such as needs assessments completed by other organizations, statistical data and demographic information. Needs assessments should also be informed by mapping and engaging with the community. ([CALP Guidelines 2020](#), pg. 20)

CALP Grant expectations:

- 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 that learners need, and where/how these needs can be met*

Please answer the following questions based on these expectations.

A. List the unmet learning needs and gaps for adult foundational learners in Edmonton that can be met with CALP Grant funding. Include evidence to support that the needs are currently unmet in Edmonton by sharing relevant research. Consider research from the City of Edmonton, network or coalition research, ECALA Needs Assessment Report, waitlists, trends, current learner pre/post-evaluations, final reports, observation of learners, focus groups.

[Insert text here]

B. Describe the learner demographics associated with the unmet need. Use age and learner profile demographics in the ECALA 2021-2022 Outcomes, Measurement and Evaluation Table in addition to other relevant demographic indicators.

[Insert text here]

C. Are you aware of other agencies delivering learning opportunities that could be expanded to address the unmet learner needs and gaps identified in A. Why does your agency require CALP funding if other agencies are able to deliver the learning opportunities?

[Insert text here]

D. Describe how your agency plans with learners to identify their learning goals, assess skills and abilities and develop strategies to meet their learning goals within the proposed learning opportunity.

[Insert text here]

E. **[Optional]** Provide any additional information that you would like to share to explain why your agency should receive funding to deliver the proposed learning opportunities.

[Insert text here]

(category name) Category Summary

Please note: For all learning opportunities (except tutoring), the # of hours (Column B) multiplied by the # times delivered (Column C) should equal the total hours delivered (Column D)

A. Learning Opportunity Name	B. # Hours	C. # Times Delivered	D. Total Hours Delivered	E. Total Learners	F. Funding Request
					\$
					\$
					\$
					\$
					\$
A. Tutoring	--	C. # of tutors	D. Total hours	E. Total Learners	F. Funding Request
	--				\$
Grand Total Request*					\$

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

6) Interim Report Requirements

Review the [ECALA Application & Funding Guidelines](#) for details related to requirements. [\(Found here\)](#)

Please complete this checklist before submitting your application:

- Agency Interim Report in Word (**and** optional PDF) [*Saved as **Agency Name** Int Report]
- Financials- Year 2 budget [*Saved as **2021-2022 Financial**]
- Attachments providing additional information (ie. OME data collection forms) [*Saved as **Agency Name** Attachment #]

If changed/updated, please send:

- Insurance certificate [*Saved as **Agency Name** Insurance]
- Proof of Filing from registries (Renew if expires between Feb 1st – June 30th) [*Saved as **Agency Name** POF]
- ECALA Grant Recipient Staff Table [*Saved as **Agency Name** Staff Table]
- Board Contact List if different than Proof of Filing [*Saved as **Agency Name** Board]

Only electronic submissions will be accepted.

All documents within the 2020-2022 Interim Report must be submitted in their original file type (i.e. Microsoft Word or Excel).

Questions?

Email grants@ecala.org or ed@ecala.org

Email complete interim report to grants@ecala.org on or before

Friday, February 26th, 2021