



ECALA Category Application

Complete a **separate category application** for each funding category. Save each category application as "2. Category Application – Category Name"

Agency: _____

Category of Funding (choose one – see pages 10-13 in the CALP Policy Manual):

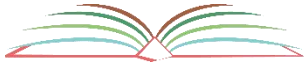
- | | |
|--|---|
| ☐ Adult Literacy | ☐ Basic Digital Skills |
| ☐ English Language Learning | ☐ Numeracy |
| ☐ Skills for Learning | ☐ Community Capacity Building*** |

(***If you plan to apply for CCB, you must contact ECALA first)

A. Category Summary

Learning Opportunity Name	Projected # Times offered per funding year	Length (# of minutes/hours per session, # sessions per week, and # of weeks per time)	Projected # of Total Hours for the funding year	Projected # of Learners for the funding year	Annual Funding Request
(Example) ELL Basics	3	1.5 hours, twice a week for 12 weeks	36 x 3 = 108	15 x 3 = 45	\$
					\$
					\$
					\$
					\$
Tutoring					
(if applicable)					\$
Total Annual Request*					\$

*Total ECALA funding request should match the total request in the Category Financial Template (Excel document)



B. Category Financials

1. In the **2027-2030 Financial Template**, fill in the **Category sheet** that corresponds to the category marked on this document (Excel format). For example, for English Language Learning, fill out the ELL tab.

Instructions on completing the document are included in the first tab of the financial template for your reference.

2. Financial Details

Provide additional context and details regarding your financial request that are not explained in your financial template.

[Insert text here]

C. Human Resources

1. What qualifications, training, and experience do you look for when recruiting instructors to work with adult foundational learners in this category?

[Insert text here]

D. Learning Opportunity Details

Learning Opportunity #1: ☐ Course **OR** ☐ Learning Activity

Family Literacy? ☐

Name

What days and times will the learning opportunity be offered, and where will it take place?

For example:

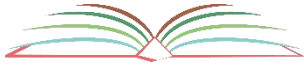
Daytime/Evening/Weekends, at 4207 98 St NW.

Alternatively, paste in a table or submit an attachment with this information.

1. Is the learning opportunity currently funded by ECALA? ☐ Yes ☐ No

2. What specific learning need or gap will this Learning Opportunity address?

[Insert text here]



3. If this learning opportunity will be delivered online/remotely, please explain why you have chosen this delivery method instead of an in-person offering, and comment on how learners will be supported with technology. (If delivered in person, please enter n/a)

[Insert text here]

4. Please provide a learner-friendly promotional description (max. 50 words). This will be included on the ECALA website in the Learning Opportunity Directory.

[Insert text here]

5. In the space below or attached as a separate file, provide details about the learning opportunity. Include an **outline** of the major phases/components of the learning opportunity and a **sample lesson plan**.

[Insert text here]

Learning Opportunity #2: ☐ Course **OR** ☐ Learning Activity

Family Literacy? ☐

Name

What days and times will the learning opportunity be offered, and where will it take place?

For example:

Daytime/Evening/Weekends, at 4207 98 St NW.

Alternatively, paste in a table or submit an attachment with this information.

1. Is the learning opportunity currently funded by ECALA? ☐ Yes ☐ No

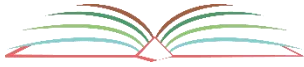
2. What specific learning need or gap will this Learning Opportunity address?

[Insert text here]

3. If this learning opportunity will be delivered online/remotely, please explain why you have chosen this delivery method instead of an in-person offering, and comment on how learners will be supported with technology.

[Insert text here]

4. Please provide a learner-friendly promotional description (max. 50 words). This will be included on the ECALA website in the Learning Opportunity Directory.



[Insert text here]

5. In the space provided below or attached as a separate file, provide details about the learning opportunity. For example, include an **outline** of the major phases/components of the learning opportunity and a **sample lesson plan**.

[Insert text here]

Learning Opportunity #3: ☐ Course **OR** ☐ Learning Activity

Family Literacy? ☐

Name

What days and times will the learning opportunity be offered, and where will it take place?

For example:

Daytime/Evening/Weekends, at 4207 98 St NW.

Alternatively, paste in a table or submit an attachment with this information.

1. Is the learning opportunity currently funded by ECALA? ☐ Yes ☐ No

2. What specific learning need or gap will this Learning Opportunity address?

[Insert text here]

3. If this learning opportunity will be delivered online/remotely, please explain why you have chosen this delivery method instead of an in-person offering, and comment on how learners will be supported with technology.

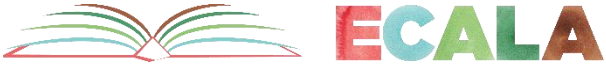
[Insert text here]

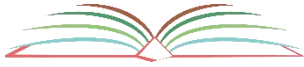
4. Please provide a learner-friendly promotional description (max. 50 words). This will be included on the ECALA website in the Learning Opportunity Directory.

[Insert text here]

5. In the space provided below or attached as a separate file, provide details about the learning opportunity. For example, include an **outline** of the major phases/components of the learning opportunity and a **sample lesson plan**.

[Insert text here]





E. Tutoring Details (if requesting tutoring funds)

1. Is tutoring in this funding category currently funded by ECALA? ☐ **Yes** ☐ **No**

2. **What specific learning need or gap will this Learning Opportunity address?**

[Insert text here]

3. **Please provide a learner-friendly promotional description (max. 50 words).** This will be included on the ECALA website in the Learning Opportunity Directory.

[Insert text here]

4. **In the space provided below or attached as a separate file, provide details about tutoring sessions.** For example, include a sample plan that a tutor might create with a learner.

[Insert text here]

5. **How does your agency train and support tutors?** (i.e. orientation, ongoing coaching, access to resources, etc.)

[Insert text here]

Remember to save a separate Category Application for each funding category you apply for.

Upload the complete application package to your ECALA Reporting Folder on or before
Friday, December 11th, 2026