

Financial Template Instructions



2027-2030 Funding Application

A. Reporting Requirements

Template: Use the financial templates in this workbook to request ECALA funding. You can edit the template to add line items as needed.

Calculations: Provide calculations for all line items. Example (Instructor: 4 hr x \$30 per hour x 40 wks)

Category Sheets: Agencies should submit all category financial requests in one workbook.

[Please refer to the CALP Policy Manual 2024 p. 30 for more information](#)

B. Eligible Income

Registration Fees: Registration or other fees should be collected from learners who have the ability to pay a fee. Registration or other fees must be used to cover learning opportunity expenses.

Other Income: Include all of the income used to fund your learning opportunities from each of the sources listed in your Application. Include income from other grants or donations if they were allocated to cover a shortfall in the CALP Grant.

Note: In-kind contribution totals are now reported in the Outcome, Measurement and Evaluation (OME) Table.

C. Eligible Expenses

ECALA funding can be used for the following:

Human Resources: Expenses related to human resource costs to deliver the learning opportunities should be listed in this sections. Each staff position title should be listed on a separate line. Calculations must be included which balance to the amount entered as a total expense for the row.

Learning Opportunity Delivery: Expenses related to the delivery of learning opportunities within your application request for the items noted. In the event that you need to include an item not listed, ensure you explain this request in the Application. Honoraria mostly relates to Indigenous learning opportunities which are expected to have Elder involvement, however, other agencies may pay an honoraria for guest speakers as part of the program.

Learner Supports: Expenses related to reducing barriers for learners to access learning opportunities and services such as transportation, child care, and snacks.

Professional Development: Expenses related to training and professional development opportunities for staff who support the learning opportunity. Volunteers can also be considered in this item if the learning opportunity includes volunteer tutors or facilitators.

Operations: Expenses related to the operation of the office, such as rent, wages/salaries, supplies, insurance, and internet. This amount cannot exceed 20% of the category subtotal.

D. Ineligible Expenses

ECALA funding cannot be used for the following:
Grant dollars <u>cannot</u> be put in a reserve fund or deferred to a date later than June 30th each year.
Grant funds cannot be used for loan fees, debt principal payments, deficit funding, or fundraising.
E. Review
Does the total ECALA income match the total ECALA expenses? (Green shaded cells)
If you added rows to the template ensure the formulas are still correct.
Have you completed the Human Resources section and the position titles matches what you have listed in your revised budget?
Do all expense rows include calculations?
F. Financial Requirements
All agencies receiving ECALA funding must:
Ensure the grant allocation is accounted for separately from other funds received. Records of accounts, income and expenses, and other related documents must be retained for five years after the conclusion of the grant.
Return unexpended grant dollars which have been advanced to the agency with their Annual Report submission.

If you have any questions about using the financial template, please email

grants@ecala.org

Updated August 20, 2026

Adult Literacy Category Request

Please provide an individual financial template sheet for each category application.

Agency:

Income	Category Request	NAME of OTHER FUNDERS
ECALA Funding Request	\$ -	
Registration Fees		
Other: Donations and other grants		
Total Income	\$ -	

Expenses	ECALA	CALCULATIONS
Human Resources		
[Insert Position Name]		
[Insert Position Name]		
[Insert Position Name]		
Volunteer Coordinator		
Learning Opportunity Delivery		
Honoraria/Elder		
Facility/Classroom Rent		
Classroom Learning Resources		
Supplies/Photocopying		
Volunteer Support and Recognition		
Learner Supports		
Child Care		
Food/Snacks		
Transportation		
Professional Development		
Professional Development		
Subtotal:	\$ -	
Operations (20% max)		
Total Expenses	\$ -	

Basic Digital Skills Request

Please provide an individual financial template sheet for each category application.

Agency:

Income	Category Request	NAME of OTHER FUNDERS
ECALA Funding		
Registration Fees		
Other: Donations and other grants		
Total Income	\$ -	

Expenses	ECALA	CALCULATIONS
Human Resources		
[Insert Position Name]		
[Insert Position Name]		
[Insert Position Name]		
Volunteer Coordinator		
Learning Opportunity Delivery		
Honoraria/Elder		
Facility/Classroom Rent		
Classroom Learning Resources		
Supplies/Photocopying		
Volunteer Support and Recognition		
Learner Supports		
Child Care		
Food/Snacks		
Transportation		
Professional Development		
Professional Development		

Subtotal:	\$ -
Operations (20% max)	
Total Expenses	\$ -

English Language Learning Request

Please provide an individual financial template sheet for each category application.

Agency:

Income	Category Request	NAME of OTHER FUNDERS
ECALA Funding	\$ -	
Registration Fees		
Other: Donations and other grants		
Total Income	\$ -	

Expenses	ECALA	CALCULATIONS
Human Resources		
[Insert Position Name]		
[Insert Position Name]		
[Insert Position Name]		
Volunteer Coordinator		
Learning Opportunity Delivery		
Honoraria/Elder		
Facility/Classroom Rent		
Classroom Learning Resources		
Supplies/Photocopying		
Volunteer Support and Recognition		
Learner Supports		
Child Care		
Food/Snacks		
Transportation		
Professional Development		
Professional Development		
Subtotal:	\$ -	
Operations (20% max)		
Total Expenses	\$ -	

Numeracy Request

Please provide an individual financial template sheet for each category application.

Agency:

Income	Category Request	NAME of OTHER FUNDERS
ECALA Funding	\$ -	
Registration Fees		
Other: Donations and other grants		
Total Income	\$ -	

Expenses	ECALA	CALCULATIONS
Human Resources		
[Insert Position Name]		
[Insert Position Name]		
[Insert Position Name]		
Volunteer Coordinator		
Learning Opportunity Delivery		
Honoraria/Elder		
Facility/Classroom Rent		
Classroom Learning Resources		
Supplies/Photocopying		
Volunteer Support and Recognition		
Learner Supports		
Child Care		
Food/Snacks		
Transportation		
Professional Development		
Professional Development		
Subtotal:	\$ -	
Operations (20% max)		
Total Expenses	\$ -	

Skills for Learning Request

Please provide an individual financial template sheet for each category application.

Agency:

Income	Category Request	NAME of OTHER FUNDERS
ECALA Funding	\$ -	
Registration Fees		
Other: Donations and other grants		
Total Income	\$ -	

Expenses	ECALA	CALCULATIONS
Human Resources		
[Insert Position Name]		
[Insert Position Name]		
[Insert Position Name]		
Volunteer Coordinator		
Learning Opportunity Delivery		
Honoraria/Elder		
Facility/Classroom Rent		
Classroom Learning Resources		
Supplies/Photocopying		
Volunteer Support and Recognition		
Learner Supports		
Child Care		
Food/Snacks		
Transportation		
Professional Development		
Professional Development		
Subtotal:	\$ -	
Operations (20% max)		
Total Expenses	\$ -	

Community Capacity Building Request

Please provide an individual financial template sheet for each category application.

Agency:	
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Income	Category Request	NAME of OTHER FUNDERS
ECALA Funding	\$ -	
Registration Fees		
Other: Donations and other grants		
Total Income	\$ -	

Expenses	ECALA	CALCULATIONS
Human Resources		
[Insert Position Name]		
[Insert Position Name]		
[Insert Position Name]		
Volunteer Coordinator		
Learning Opportunity Delivery		
Honoraria/Elder		
Facility/Classroom Rent		
Classroom Learning Resources		
Supplies/Photocopying		
Volunteer Support and Recognition		
Learner Supports		
Child Care		
Food/Snacks		
Transportation		
Professional Development		
Professional Development		
Subtotal:	\$ -	
Operations (20% max)		
Total Expenses	\$ -	

Total ECALA Funding Request

Total Funding Request

Agency:

Income	Category Request	NAME of OTHER FUNDERS
ECALA Funding	\$ -	
Registration Fees	\$ -	
Other: Donations and other grants	\$ -	
Total Income	\$ -	

Expenses	ECALA	CALCULATIONS
Human Resources		
[Insert Position Name]	\$ -	
[Insert Position Name]	\$ -	
[Insert Position Name]	\$ -	
Volunteer Coordinator	\$ -	
Learning Opportunity Delivery		
Honoraria/Elder	\$ -	
Facility/Classroom Rent	\$ -	
Classroom Learning Resources	\$ -	
Supplies/Photocopying	\$ -	
Volunteer Support and Recognition	\$ -	
	\$ -	
Learner Supports		
Child Care	\$ -	
Food/Snacks	\$ -	
Transportation	\$ -	
Professional Development		
Professional Development	\$ -	

Subtotal:	\$ -
Operations (20% max)	\$ -
Total Expenses	\$ -