

LETHBRIDGE LIFELONG LEARNING ASSOCIATION

PROGRAM GRANTING GUIDELINES

The mission of the Lethbridge Lifelong Learning Association is “To promote and support lifelong learning opportunities for adults in the community.” One way LLLA does this is by funding part-time non-credit learning opportunities for adults. This funding is available to any member who is legally constituted as a non-profit organization in Lethbridge. Funding is granted in the following **Funding Categories:**

Adult Basic Literacy:

The Community Adult Learning Policy identifies courses ‘designed to upgrade the reading, mathematics and writing skills of adult students to the equivalent of the grade nine level of competence’ as eligible for grant support. LLLA understands this definition to mean grant support should be provided to programs that upgrade the literacy (*reading, writing, listening, speaking and viewing*) and/or numeracy skills of adult students up to a grade nine level of competence.

English as a Second Language:

Alberta Learning has identified courses “designed to provide basic proficiency in English to native-born or new Canadian students” as eligible for grant support. LLLA understands this definition to mean grant support should be provided to programs that *develop basic interpersonal communication skills (reading, writing, listening and speaking) in English as a second language* so that students can participate actively in Canadian society. Programs are open to Canadian citizens, landed immigrants, and/or refugees who meet the United Nations definition. They are not open to those with visitor or student visas.

Community Issues:

The Community Adult Learning Policy identifies courses “intended to involve interested adults in a systematic study of community problems” as eligible for grant support. Some programming areas include but are not limited to the following; *community capacity building and development, citizenship and integration, volunteer training, integrating special needs groups into the larger community, and awareness and acceptance of cultural and ethnic diversity. Other programming areas could include health, fitness and personal growth, and American Sign Language, parenting education, child development, intergenerational issues and prevention of domestic violence.* Programs are focused on improving the individual.

Training for Employment:

The Community Adult Learning Policy identifies part-time courses “intended to provide skill training leading to possible employment for *people who have not had the advantage of training to earn an income, or for people whose initial training is no longer in demand*” as eligible for grant support. These opportunities must not duplicate local programs & services supported by Alberta Human Resources and Employment. Programs are focused on opening up opportunities for individuals to achieve in a work related way.

Criteria:

In order to be considered for funding, an application must meet the following criteria as prescribed by both Alberta Advanced Education and LLLA:

1. Learning opportunities must be non-credit, for adult Albertans or landed immigrants over the age of eighteen or youth living as independent adults, provided on a part-time basis, non-sectarian, offered within the geographic boundaries of the city of Lethbridge, have an enrollment of an appropriate size to meet learning needs and **no longer than 125 instructional hours in total or 20 hours per week.**
2. Evidence must be given to demonstrate that learning opportunities are being offered **only** to individuals who are barriered from participating in other lifelong learning opportunities provided in the community or to mobilizing community volunteers and other resources in support of learning.
3. Address learning needs that are currently not being met in the community because programs are difficult to access or unavailable.
4. Grant funded programming must be in the **Funding Categories** listed on the previous page.
5. Learning opportunities are not intended as professional development for skilled workers or professional persons who are required to have that training as part of their current employment.
6. Funding must be shown to reduce the cost of providing the learning opportunity to barriered learners and volunteers in the community. To the extent possible, learning opportunities should be delivered on a cost-recovery basis.
7. Learning opportunities should encourage the use of volunteers.
8. An organizational member cannot be receiving other funding from Alberta Advanced Education Community Programs or from Alberta Human Resources and Employment for program(s) / workshop(s) that are applied for, through LLLA.
9. Requests for funding will only be considered if the organization is an **approved member** of LLLA with all the required documentation submitted.
10. Evidence of the organization participation in LLLA events and or/committee work.

Procedures

1. **Member organizations intending to submit an application must attend a member orientation session once per funding year.**
2. Program Grant Applications will be due on **October 15th** for the period of January 1 – June 30 and **April 15th** for the period of July 1 – December 31. **Program Grant Applications received after the due dates will not be considered.**
3. **Eight (8) copies (1 original and 7 photocopies)** of a Program Grant Application form is to be submitted out for each **program** in the period the program requires funding. Provide only one copy of any supporting documents for an application. Funding will be approved on a per program basis.
Program - a course or group of courses that are similar and can be identified under a specific funding category.

- Separate applications must be received for different funding categories.
4. If more than one application is submitted in a Funding category, it is recommended that the member prioritize their applications.
 5. **Program \ Workshop expenses that may be funded by LLLA include:**
 - Instructor or Speaker costs** – includes instructional hours, preparation hours and benefits for instructor or professional fees associated with a speaker
 - Travel\Subsistence for Speaker** – mileage, meals and accommodations for speaker
 - Materials and supplies** – materials and supplies used directly for the course / workshop
 - Room Rental** – rental of external facilities **only** (receipts required)
 - Advertising** – direct advertising costs such as developing a brochure or poster to promote program or workshop
 6. Member organizations will have a choice of attending one of two meeting dates to be held by mid-May/mid-Nov. A knowledgeable representative will attend this meeting to discuss the application with LLLA Granting Committee members and to consider collaborations with other organizations.
 7. Once a program has been approved, a Program Status Report and a Memorandum of Agreement (provided by LLLA) must be submitted to the office by February 15 for the January 1 – June 30 period and September 15 for the July 1 – December 31 period. Once an approved course has been completed, a Program Completion Statement (provided by LLLA) must be submitted in order to receive grant monies. Forms must be completed in full and must be received by the deadline indicated. *Organizational members with an operating budget of \$50,000.00 or less may obtain a 50% advance upon Board approval. A request for a 50% advance must include the operating budget of the organization..*
 8. A **Program Completion Statement** must be completed for each program. Program Completion Statements are due on **July 15th** for the period of January 1 – June 30 and **January 15th** for the period of July 1 – December 31. All questions on the Program Completion Statement must be completed accurately and reflect the results of the program that was applied for on the Program Grant Application (see Other Conditions #2). Program Completion Statements may be subject to an annual random audit conducted by LLLA (see Other Conditions #1).
 9. A member may **appeal** a decision by putting their appeal in writing. The appeal is referred to the Board for a decision and written response.

Exclusions

Program funding grants may not be used for the purchase of capital equipment or other assets.

Other Conditions

1. LLLA reserves the right to conduct a program or financial audit, at random, on any of the programs it funds.
2. Grants may be used only for the purposes set out in the application. The program must operate substantially in the form described in the application unless LLLA agrees, in advance, to proposed changes.
3. LLLA has an obligation to make all materials produced as a result of a grant available to the funders.

4. Public acknowledgement of the support received from Alberta Advanced Education and LLLA; including a general statement “programs and services were made possible with funding support from Alberta Advanced Education” and LLLA logo and name on brochures and materials produced for programs, etc.
5. Grant monies will only be provided to members that support (do not limit) learners’ access to their programs. Applicants must have criteria and a process for the reduction of course fees for low-income learners.

If you have any questions please call the Executive Director at LLLA:403-524-3868

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