

# **Saskatchewan Community Literacy Fund (SCLF)**

## **Application Guidelines 2018-2019**

**The Saskatchewan Literacy Network Inc. (SLN)  
on behalf of the Provincial Library and Literacy Office, Ministry of Education  
will accept complete applications by email only at  
[saskliteracy@saskliteracy.ca](mailto:saskliteracy@saskliteracy.ca)  
before midnight, May 24, 2018**



# Saskatchewan Community Literacy Fund (SCLF)

The Ministry of Education is seeking proposals for short-term, one time, project funding of up to \$50,000. The Saskatchewan Community Literacy Fund (SCLF) provides funding for Saskatchewan-based not-for-profit organizations to develop and deliver new family and community literacy projects for Saskatchewan residents. Length of funding for the projects will not exceed one year.

SCLF program funding is limited, and not every eligible application will receive funding. The amount approved for each project may be less than the amount requested, and is based on how closely the project meets grant criteria, eligible expenses, the number of requests received, and consideration as to how it aligns with ministry priorities.

Our goals are enhanced access or increased participation to support family engagement in learning.

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## What does the SCLF support?

- Intergenerational family literacy programming that involves parents/caregivers/community members and children for the purpose of learning and reading together.
- Workshops, seminars, and one-time events that provide information and raise awareness about the importance of literacy or provide community and/or family literacy programming for various age groups or populations (i.e., youth, seniors, children in after school programs, etc.).
- Family literacy training for staff and/or volunteers of non-profit organizations and/or community members (i.e., parents, caregivers, etc.).
- Community engagement and capacity building to address identified community and family literacy needs.
- Family literacy initiatives, event(s) or festival showcasing family literacy.
- Family literacy resource development or acquisition of family literacy resources that support delivery of family literacy programs (note: development and/or distribution of resources must be attached to a family literacy program that is actively being delivered or scheduled).
- Cultural enrichment supports for family and literacy programming that is adapted for ethno-culturally diverse families.
- Family literacy research that contributes to advancing Saskatchewan's family literacy community of practice.

## What are our priorities?

- Demonstrated best practices and staff capacity for the development and delivery of family and/or community literacy programs.
- Achievable and measurable outcomes with defined short and longer term benefits.
- Development of organizational or community capacity to engage and support family learning.
- Collective impact and reduced duplication of services.
- Support for underserved populations:
  - First Nations and/or Métis people;
  - newcomers;
  - people with intellectual and/or physical challenges;
  - young and/or single parents;
  - youth;
  - low income families; and/or
  - rural communities.



## Who is eligible to apply?

- The following types of registered, non-profit, Saskatchewan-based organizations are eligible:
  - Literacy organizations and public libraries.
  - First Nation communities, bands, Tribal Councils and organizations.
  - Métis communities and organizations.
  - Early learning and child care centers.
  - Immigrant-serving agencies and cultural organizations.
  - School divisions.
  - First Nations education authorities.
  - Post-secondary Institutions including regional colleges.
- Applicants must be registered with the Corporate Registry to receive funds from the Ministry of Education. More information on the Corporate Registry can be found at:  
<https://www.isc.ca/CorporateRegistry/Pages/default.aspx>.

**Organizations not listed above** may apply only if collaborating with a registered organization who will be the signatory on the services agreement with the Ministry of Education, and be responsible for all legal, financial and administrative requirements.

## Formal Partners

Formal partners are organizations, other than the organization applying for funding, who have a role in the proposed project.

All formal partners **must** provide a signed letter of support that accompanies the application. The letters will contain responses to these questions:

- What is your role in this project?
- What literacy needs do you see this project addressing?
- How do you think this project will benefit the participants and the community?

## Proposal Planning and Accountability

### Initial Questions to Consider in Planning Your Proposal:

- Is the project achievable with measurable outcomes within the funding time frame?
- What family literacy programs will be used?
- Is there a safe and accessible facility that can be used for a family literacy program?

### Needs Assessment:

- a) Has the community (intended group) been clearly identified?
- b) Has the organization undertaken literacy needs assessment to identify literacy gaps?
- c) What programs will bridge literacy service gaps?
- d) What community strengths can be built upon?
- e) How will participants be recruited?
- f) Will childcare and/or transportation be provided?

### Organizational Capacity and Professional Development:

- Does the organization have the managerial and administrative capacity to provide literacy programming?
  - a) Are there trained practitioners available to the organization?
  - b) What professional development opportunities are available?
  - c) Have facilitators been contacted to ensure their availability?
  - d) If the project relies on volunteers, are there sufficient volunteers to work with participants?



### Formal and Informal Partnerships:

- Are there formal partnerships in place or are there opportunities to develop partnerships?
- Is there potential for informal partnerships?

### Evaluation:

Program evaluation is the process of collecting information about a program in order to make decisions about it. Including an evaluation plan with your application demonstrates that you are interested in knowing how well you have achieved your objectives. Funders are also interested to know how well the objectives of the program were met and how the funding impacted the community and/or intended group.

- How will you evaluate the outcomes of the project?
  - a. Who will be responsible for monitoring and evaluating the project? Will it be someone from the “outside”, a partner or a member of the organization?
  - b. How will you identify risk factors and successes?
  - c. How will you measure outcomes for the participants and for the organization?
  - d. How will you collect and report the evaluation data?
  - e. Did the project achieve its outcomes? Why or why not?
  - f. How will you report the findings of the evaluation to the organization, the participants and the partners?

## Proposal Goals, Activities and Outcomes

**Goals** are broad statements that begin with words such as create, develop, expand and answer the questions:

- What is the project aiming to do or what is the project planning to achieve?
- Who is the project going to help or assist?

**Activities** (Inputs and Outputs) are direct and immediate products and activities created or developed for a project (course, manual, book bags, etc.). They may describe program participants (demographics), level of participation (full-time, part-time, etc.) as well as their participation level (one hour per week, weekdays, etc.).

**Outcomes** are the aligned short, medium or long term changes or benefits that can be measured and are the expected **results of the program**.

Outcomes		
<b>The results of the program:</b> The changes that will take place during or after the project or program for individuals, groups, communities or organizations.		
<b>Short term:</b> The learning that will take place. e.g., Knowledge, skills, awareness, etc.	<b>Medium term:</b> The actions that will result from the program. e.g., Attitudes, opinions, behaviours, etc.	<b>Long term:</b> The potential for the future (impacts). e.g., Values, conditions, status, policy, etc.



## Financial Guidelines

The SCLF will provide up to \$50,000 in one-time funding to organizations providing new family and/or community literacy projects in Saskatchewan. A minimum of 10 per cent of the total project costs should come from other sources of revenue, which includes in-kind funding.

Applicants should be aware that project costs can vary greatly depending on the applicant's geographical location and accessibility to resources. It is important to factor the potential for increased expenses into the budget.

### **Eligible expenses:**

Costs will vary depending on the length of project and the expected outcomes. The SCLF Adjudication Committee retains discretion to deem ineligible materials and resources if appropriate (e.g., purchase of 3D printers is ineligible). The following are the types of expenses typically acceptable for SCLF funding:

- materials and resources for the exclusive use of the project;
- salaries and benefits for staff who are primarily involved in the direct delivery of programs (including administrative staff) and in the creation of resources and materials;
- professional fees/honoraria used as payments for Elders, guest speakers, resource persons and consultants drawn from the pool of expertise in Saskatchewan;
- communications and publicity expenses, including brochures, advertisements in various media directly related to the project;
- transportation or child care subsidies that will enable participants to attend the program;
- technology and rental costs for a facility and/or equipment used directly for the SCLF project;
- liability insurance;
- reasonable travel within Saskatchewan and related directly to the project will be based on Government of Saskatchewan rates:

#### **Mileage (as of April 1, 2018)**

south of the 54th parallel	44.83¢ per km
north of the 54th parallel	48.28¢ per km

#### **Meals:**

Breakfast	\$8.00
Lunch	\$14.00
Supper	\$19.00

#### **Accommodation:**

hotels: reasonable rates
private accommodation: \$35.00/night

### **Ineligible expenses**

Some items will not be eligible for funding under the SCLF. Some examples are:

- any expenditure for programs that are currently delivered and funded by other sources;
- any activities taking place outside of the program scope or time frame;
- the general operation of an organization and general administrative costs;
- fundraising campaigns;
- political activities;
- building or facility improvements or repairs;
- travel outside of Saskatchewan; and/or,
- debts or financial losses that result from a project.



## Accountability

Each organization is responsible for ensuring that the project meets its outcomes as well as accounting for the funding provided by the Ministry of Education through the Provincial Library and Literacy Office. Financial and other records related to the project must be made available to the Provincial Library and Literacy Office.

## Privacy and Confidentiality

Organizations funded by the Ministry of Education to provide programs are expected to protect personal information as directed by *The Freedom of Information and Protection of Privacy Act*.

## Staff and Volunteers

All organizations approved for funding will be required to have all staff and volunteers connected with the project complete a certified criminal record check (including vulnerable sector check) **prior** to the beginning of the project. It is recommended that organizations keep a record of completed criminal record checks and the date of completion. Further details pertaining to Criminal Record Checks are contained in the service agreement.

Staff qualifications must meet the needs of the project. For example, family literacy programs will need *trained* family literacy facilitators. Volunteers will benefit from training and support before and during the literacy project.

## Application Process

- Use only the SCLF Application and Budget forms.
- **Applications must be received by 11:59 p.m. May 24, 2018.**
- Submit your organizations completed, signed 2018-19 Saskatchewan Community Literacy Fund application to:

**The Saskatchewan Literacy Network**  
[saskliteracy@saskliteracy.ca](mailto:saskliteracy@saskliteracy.ca)

- Proposals received after the closing time will not be considered.
- Applicants are responsible for any costs associated with preparing and submitting applications.
- Acceptance of an application does not imply subsequent award of funding. Proposals may not be granted or granted for the entire amount requested.
- Applicants will be informed in writing of funding decisions, as soon as possible.

## Inquiries

Questions regarding the application process and the preparation of applications may be directed to:

Merla Parker, Program Manager  
Ministry of Education  
Provincial Library and Literacy Office  
[merla.parker@gov.sk.ca](mailto:merla.parker@gov.sk.ca) or 306-787-2513

To assist applicants, a Glossary of Terms is included in Appendix A at the end of this guidelines document.



## Completing Your Application

All questions on the application must be answered in order for the application to be considered complete and be accepted.

### **Name of project/initiative for which funding is being requested:**

Please state the name of the program or initiative for which your organization is requesting funding.

**Date Application Submitted:** The date the application is submitted to the Saskatchewan Literacy Network

### **Amount of funding requested for 2018-19, Total Project Costs, with all Funding Sources Included:**

Identify your 2018-19 Saskatchewan Community Literacy Fund request based on your completed revenue and expense tables of the application template. Due to limited funding, all proposals may not be granted or may not be granted for the entire amount requested.

### **1. Applicant: Contact Information**

1.1. Organization Applying for Funding: Complete this section fully.

- Be sure the organization applying is registered with the Saskatchewan Corporate Registry. Please indicate the name exactly as it is stated on your organization's legal incorporation document.
- Should there be questions about the application it is essential that there is a person identified who can be contacted to provide additional information.
- Indicate clearly the name and title of the person who is able to sign legal documents on behalf of the organization. This is also the person who should sign the application (Refer to Page 5).

1.2. Organization Delivering the Project: If the organization delivering the project will be different than the organization applying, please complete this section.

### **2. Project Focus**

#### **2.1. Priority Areas the project will address**

Please select as many as apply. This section focuses on the main target group and activities for the project.

### **3. Project Proposal**

Provide a short description of the project and how you came to identify this project as a need for your community. You will need to provide details around proposed activities and dates when the activities will be completed, human resources needed and how you plan to evaluate the success of the program. It is important to be concise but thorough in your description of the project as the information provided will help the adjudicators to understand the project being proposed.

### **4. Project Budget**

Complete in full detail. It is important that all funders of the project are identified along with their financial contributions. Please review the Financial Guidelines on Page 6 and the sample budget template attached.

### **5. Project Submission**

Deadline is midnight May 18, 2018. Application form, proposed budget and signed letters of support must be submitted for the application to be considered complete.

### **6. Declaration**

The person who signs the application must have legal signing authority. If the Ministry of Education enters into a services agreement with your organization, this person will need to sign the service agreement.



## **SCLF Formal Partners and attach signed letters of support**

Application must include signed letters of support from formal partners. The letters will contain responses to these questions:

- What is your role in this project?
- What literacy needs do you see this project addressing?
- How do you think this project will benefit the participants and the community?

Letters of support from community organizations or individuals not directly involved in the project can be attached to the application but are not mandatory.

## **Review Process**

The Provincial Library and Literacy Office (PLLO) and the Saskatchewan Literacy Network will review all applications to confirm basic eligibility requirements are met and the application is complete. Eligible applications will be reviewed by an SCLF Adjudication Committee.

The following will be taken into consideration:

- completeness of the application;
- clear description of the intended audience and how their needs will be served by the project;
- objectives and described deliverables;
- a clear description of how the funding will be used outlined in the projected budget;
- show how “in kind” contributions enhance programming; and,
- innovative solutions to meet needs.

Applicants approved for funding may be contacted by the PLLO to provide clarification or further detail on their budget or proposed project. The ministry’s Literacy Program Manager will work with successful applicants to initiate a service agreement process.

Funding recommendations are based on a competitive, merit-based process. Final approval for recommended projects is determined by senior ministry officials. All applicants are notified of their results of the adjudication process.

## **Granted Applications**

If the application is selected, the Ministry of Education will enter into a contract with the named legal entity to provide Saskatchewan Community Literacy Funding as detailed in the granted application.

The agreement between the Ministry of Education and the submitting organization will specify the total dollar amount, the deliverables, the milestones and the payment schedule.

Services agreements or grants will be issued to the legal entity receiving the funds. To make the process run as smoothly as possible, the individual with signing authority must represent a legal entity able to accept the contract/grant payments awarded and must agree to be the accountable partner. Funding will be issued once the signed contract/service agreement has been received at the Ministry of Education.



# Appendix A

## Definitions

### Family Literacy

**Family literacy** is an intergenerational approach to literacy development that encompasses the ways in which parents/caregivers, children and extended family members develop and use literacy at home and in their community during the routines of daily living.

**Family Literacy programs** address the literacy strengths and needs of the family/community while promoting adults' involvement in children's education, recognizing adults as a powerful influence on children's academic success. Family literacy programs also recognize the reciprocal nature of parent/caregiver-child relationships. Programs provide both parent/caregiver-initiated and child-initiated activities to support development of those relationships and to increase the motivation to learn for both parent/caregiver and child.

#### **Structured family literacy programs:**

- They provide families and community members with non-formal learning opportunities that promote the value and benefits of family literacy and learning together. While family literacy programs place an emphasis on the enjoyment of reading, they also incorporate the functional aspects of reading, writing, learning to work with others, computing, problem-solving, communicating and ongoing learning.
- Well-designed family literacy programs consider all members of a family as individuals and provide all participants with educational strategies and skills to support development of age appropriate literacy skills.
- They provide services that are of sufficient intensity in terms of hours, and of sufficient duration, to make sustainable changes in a family and that integrate all of the following activities:
  - ✓ interactive literacy activities between parents and their children;
  - ✓ education for parents in facilitating children's learning and becoming full partners in their education;
  - ✓ parent literacy training that leads to economic self-sufficiency and meets adults' stated goals; and,
  - ✓ age-appropriate education to prepare children for success in school and life experiences.

### Community Literacy

**Community literacy** recognizes that learning is embedded in our everyday community settings — in the family, the neighbourhood, the school and the community, and for any individual or group of individuals, and involves the informal development of literacy and learning skills acquired through various aspects of community life.

**Community literacy programs** provide an alternative approach to formal education programs that respond to the literacy learning needs of specific populations in a community. Community literacy programs are a collective response to a community literacy need whereby a community group perceives there are barriers/gaps and a need for literacy intervention, and comes together to address literacy needs of a particular group in the community.



Through a community literacy approach, community partners:

- ✓ assess the needs and resources existing within a community;
- ✓ attempt to create a sustainable and equitable solution to address the literacy needs of a specific community;
- ✓ develop a coordinated approach that maximizes community resources to address learning needs of a specific community; and,
- ✓ use a range of formal and informal methods delivered outside of formal or traditional institutions of learning to build capacity, resources and interventions that result in a service that helps to address barriers faced by individuals or groups who have not been able to access resources or whose needs are not fully addressed within conventional and formal educational structures, to help them gain cultural, social and educational skill sets and improve the quality of their life.

## Partnerships

**Community partnerships** are an effective way to accomplish common goals and are most effective when shared outcomes are achieved as a result of co-operative relationships. Depending on the needs of the partners and project, partnerships can be formal or informal, ongoing or program specific.

With partnerships, programs and services can be funded jointly, and knowledge, skills, information and resources can be shared among the partners. Any community-based organization, public library, local government, business or industry, employee association, First Nations or Métis community/organization, educational institution or business can be a partner for an SCLF project.

Roles and responsibilities of partners must be identified clearly in the funding application.