

Application Deadline:  
**MARCH 10, 2017**

**NEW / REPEAT / EMERGING NEED (Underline One)**

Agency (Legal name):  
Contact Person:  
Executive Director (if different from contact):  
Phone:  
Email:  
Authorized Signature: \_\_\_\_\_

Required Program Area (click to choose, choose only one)

- Adult Literacy    or     Family Literacy
- Numeracy
- English Language Learning
- Basic Computer Skills
- Foundational Life Skills *(may include personal and interpersonal skills required to deal with the demands and challenges of everyday life on an independent basis)*
- Community Capacity Building *(may include parenting, mental health, Indigenous languages, social skills, computer and technology training)*

Activity Type (click to choose, choose only one):

- Tutoring *(Volunteer tutor sessions to improve literacy/language)*
- Information Sessions *(Conference, seminar, health/safety presentation)*
- Learning Activity *(Workshop, conversation café, book club, drop-in learning)*
- Course *(Formal learning with assessment of learning upon completion)*

Course / Program Details

Course / Program Name:  
Total # instructional hours per program/course:  
Date(s):  
Maximum # of Registrants (min. 6):  
Total # of times program/course provided (not individual classes):  
Class Time(s):

Registration fee:

Location:

Instructor Qualifications:

1. What are the learning objectives of this course/program?
2. Who is the anticipated audience? Are all learners financially barriered?
3. How did your organization identify the need for this course/program?
4. How does this course/program address each of the Community Adult Learning Program four ultimate outcomes: adult learners are proficient in foundational skills, adult learners participate in further learning opportunities, adult learners navigate the learning system, adult learners benefit from learning opportunities within their communities?
5. How will you be measuring the success of this program? **All applications must include a copy of current evaluation form.** (Note: English language learning, basic computer training, foundational life skills, numeracy and family literacy programs require outcome measurement evaluation data to be collected; data collection tools are provided)

BUDGET

(Double click to add amounts to budget)

BUDGET				
	EXPENSES		REVENUE	
Instructor:	\$	-	Registration Fees:	\$ -
Advertising:	\$	-	LLC Grant Amount:	\$ -
Facility:	\$	-	Donations:	\$ -
Materials/ Supplies:	\$	-	In-Kind:	\$ -
Other (list):	\$	-	Other revenue (specify):	\$ -
Sub-total:	\$	-		
Administration (max. 7%):	\$	-		
<b>TOTAL EXPENSES:</b>	<b>\$</b>	<b>-</b>	<b>TOTAL REVENUE:</b>	<b>\$ -</b>
Expenses and Revenue must be equal amounts.				

(For further information call the office 403-343-1322 and/or see the CALP Guidelines, available on our website: [www.learningrd.ca](http://www.learningrd.ca))