

U-Can Fund Guidelines and Application

Guidelines

Member agencies are encouraged to request some contribution from course participants. The balance of the course tuition may be provided by the U-Can fund.

An individual can access the fund up to twice per calendar year.

Maximum amount available to an individual per year is \$200.00.

Funding allocated is on a first-come, first-served basis.

This fund is available under the following criteria:

- Application must be filled out by both the Applicant and the Agency, with **funds to be dispersed directly to the Agency.**
- Applicant must be 18 years of age
- Applicant must live in Alberta
- Applicant must have a financial barrier, or work or volunteer for an agency which can not afford the course fee
- Course must be non-credit and take place in Alberta
- Course information will be supplied with application (unless LLCRD is previously familiar with course)
- Programming must fit under one of the following areas:
 - Reading, Writing, or Form Use
 - Math and Numbers
 - English Language Learning
 - Basic Computer Skills
 - Basic Life Skills
 - Family Literacy
 - Community Capacity Building
- Agencies will collect and maintain records on:
 - Yearly dollar amount (**may not exceed \$200/year/learner**)
 - Number of times a learner accessed (**may not exceed 2x/year/learner**)
 - Employment status
 - Learner's contribution
 - Statistical information on learners
 - Learner impact stories

Lifelong Learning Council of Red Deer will monitor the fund utilization and program effectiveness annually.

Agencies may feature the existence of the fund and the availability of tuition support in their program advertising.

Guideline page to be reviewed by Agency and used for own internal assessment purposes



U-Can Fund Guidelines and Application

Application

Name: _____
Phone: _____

I understand that dollars granted through U-Can will be paid directly to the agency putting on the course

Do you live in Red Deer? Yes / No

Course Name: _____

Are you over 18? Yes / No

Course Dates: _____

Is this a non-credit course? Yes / No

Course Location: _____

Course fee: \$ _____

How much are you asking for? \$ _____ (Max. \$200)

Can you pay part of the fee? Yes / No

Have you applied for U-Can before? Yes / No

If YES, how much? \$ _____

If YES, how much this year? \$ _____

This program fits into:

- Reading, Writing, or Form Use
- Math and Numbers
- English Language Learning
- Basic Computer Skills
- Basic Life Skills
- Family Literacy
- Community Capacity Building

Your Employment:

- Employed full time
- Employed part time
- Unemployed
- Student

Spouse/Partner Employment

- No Spouse/Partner
- Employed full time
- Employed part time
- Unemployed
- Student

PRIVACY STATEMENT Lifelong Learning Council of Red Deer recognises that your privacy is very important and we are committed to protecting personal information we collect from you. The personal identifying information (name and phone number) collected within this application is used to review funding approvals, then is stored in order to keep records of funding dispersals. Personal identifying information is protected and is not shared outside of our organization.

I consent to Lifelong Learning Council of Red Deer receiving and storing my personal information for the purpose of reviewing this fund application for approval.

Signature of Applicant

Date

To be completed by submitting agency:

Agency: _____

Staff Contact: _____ Phone: _____

Date of request: _____ Amount requested: \$ _____

Application to be completed by BOTH Applicant and Agency and submitted to info@learningrd.ca