



**Due Date: October 31
April 30**

**Funding Period: January 1 – June 30
 July 1 – December 31**

Lethbridge Lifelong Learning Association

PROGRAM GRANT APPLICATION

| | |
|-----------------------------|---------------------------|
| Organizational Member Name: | Contact Name: |
| Address: | Phone: Fax: E-Mail: |

PROGRAM INFORMATION

1. **Program / Workshop Name:** _____

Required Funding Category:

- Adult Basic Literacy
- English as a Second Language
- Community Issues
- Training for Employment

Need for the Program

1. Who is your target audience and what barriers do they face?

2. How do you know that your target group and the community need this program? What form of needs assessment and/or research have you done?

3. If there are similar services in the city, describe them and explain why your program is also needed.

4. How will you make your target group aware of your program?



5. Lethbridge Lifelong Learning Association primarily supports learning opportunities for financially and multi-barriered adults. How are you targeting these learners?

6. What processes/supports are in place to make this learning opportunity accessible to the target group?

Objectives and Evaluation

1. What are the objectives of your program?

2. How do the objectives relate to the identified need for the program?

3. What are your success criteria and how will you measure success?

4. Ongoing programs should include a synopsis of past successes and achievement of outcomes

5. Enclose a sample of an evaluation form used for this program / workshop. The evaluation form must include the following two questions:
 1. Were you satisfied with this course/workshop? YES NO

 2. Were your personal learning goals met with this course/workshop?
 YES NO

Program Activities & Timeline

1. How, when and where will the program operate?



2. What activities will the learners engage in?

3. Who will staff it? What are their qualifications?

4. What instructional materials and resources will be used?

5. Enclose a sample of promotional materials if available. Promotional material must include one of the LLLA logos from the www.lethbridgelearns.org website located under the tab About LLLA.

Program Budget

1. Will this program / workshop be offered if you do not receive L.L.L.A. funding? YES NO

2. Funding can only go to learners with financial barriers. Please include the criteria and/or process to be used for identifying financially barriered learners or ensuring that the entire group has financial barriers. Funding may be prorated to reflect the number of participants with financial barriers.

3. Attach a detailed budget for this program indicating all sources of revenue, including other funding and requested funding, tuition fees, in-kind contributions, and list all anticipated expenses. Please use the Budget Template provided.

Please complete the following calculations to determine the total grant dollars requested for this program / workshop in the period. *Refer to Program Granting Guidelines under Procedures for definitions of expenses.*

| Costs for the Program Per Section or Workshop | Total Costs (\$) |
|--|-------------------------|
| Instructor costs or Speaker Fees | |
| Travel / Subsistence costs for Speaker | |
| Materials and supplies | |
| Room rental | |
| Advertising | |
| Total Costs for the Program Per Section or Workshop | (A) |

Number of participants per section _____(B)

Number of barriered/volunteer learners per section _____(C)

Tuition fees collected from barriered/volunteer learners per section _____(D)



Number of sections the Program will run in the Period _____(E)

Number of Instructional Hours per program section or workshop _____

Cost per Participant Per Section

| A | Divided by B | = \$ |
|---|---|----------------------------------|
| | | |
| = Total Costs for the Program per Section (A) | Divided by the Number of Participants per Section (B) | Cost per Participant Per Section |

Total Grant Dollars requested for the Program Section or Workshop

| \$ Multiplied by C | Minus D | = \$ |
|---|--|---|
| | | |
| Cost per Participant per Section multiplied by the number of Barriared / Volunteer Learners per section (C) | Minus the Tuition Fees collected from Barriared / Volunteer Learners per section (D) | Total Grant Dollars requested for the Program Section or Workshop |

Total Grant Dollars requested for the Program in the Period

| \$ | Multiplied by E | = Total \$ |
|---|---|---|
| | | |
| Total Grant Dollars requested for the Program Section or Workshop | Multiplied by the Number of Sections the Program will run in the Period (E) | Total Grant Dollars requested for the Program or Workshop in the Period |

I hereby authorize that the above answers provide the complete and accurate information about the proposed program and any monies received for this program will be used only for the purposes set out in this application.

Signature

Date

Please note that Grant Applications that are NOT COMPLETED or that are received after the DUE DATE will NOT be considered.

Office Use Only:

Cost / Learner/ Instructional Hour =

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