

# Family Learning Initiative Endowment Fund

**Information/Application Guide  
2011-2012**



*A partnership of the Halifax Youth Foundation,  
the Department of Human Resources and Social Development Canada  
and the Nova Scotia Department of Labour and Advanced Education*

## Section A

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### Introduction

The Halifax Youth Foundation, in cooperation with the Department of Human Resources and Social Development Canada, and the Nova Scotia Department of Labour and Advanced Education, has established the *Family Learning Initiative Endowment Fund (FLIEF)*. Income earned on the Endowment Fund is used to award grants to projects in Nova Scotia that support the development of family learning.

While the Endowment Fund is administered by the Halifax Youth Foundation, the Department of Labour and Advanced Education provides administrative support by organizing calls for proposals, coordinating the proposal review process, reporting to the Halifax Youth Foundation and liaising with family literacy organizations.

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### What is Family Learning?

Family learning is an inter-generational approach to education which fosters the development of learning and literacy within the family. Family literacy programs recognize the family as a “learning unit” and provide coordinated support and learning opportunities for parents, children and extended family members.

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### Why is Family Learning Important?

Literacy is a foundation for full participation in society as well as a foundation for a skilled workforce and lifelong learning. Literacy is especially important for the economic and social well-being of families and is central to the everyday activities of family life.

Family is where values, attitudes and patterns that concern literacy and learning are first established. Since parents/caregivers are their child’s first and most important teachers, it is important that parents/caregivers play an active role in their children’s learning, providing a supportive learning environment at home and becoming involved in their children’s schooling. Family literacy is a long-term investment in our society and in our future.

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### What are the Benefits of Family Learning?

Research shows that family literacy programming is one of the most effective ways to assist individuals to develop a positive attitude toward reading and learning and to improve their literacy skills.

Through family literacy programming, families learn the importance of language and literacy. These become valued activities shared within the family and the community and provide opportunities for families to read and learn together.

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## What Are the Goals of the Family Learning Initiative Endowment Fund?

- To promote the value of literacy in the family through activities which encourage positive interactions and shared learning experiences;
- To enhance the ability of parents to support their children's language and literacy development from birth throughout the school years;
- To provide information and support for positive parental involvement in all aspects of children's development and education;
- To strengthen and build the basic literacy skills of parents;
- To provide the opportunity for parents to pursue their own educational goals;
- To promote collaborative school, community, agency, and government efforts to share resources and to support the learning needs of families.

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## Who is Eligible to Apply for Grants?

The Family Learning Initiative Endowment Fund provides grants to organizations that:

- work in support of family learning,
- are not-for-profit, and
- **have a charitable tax number\***

- \* **In order for the Halifax Youth Foundation to fund projects through the Family Learning Initiative Endowment Fund, it must follow regulations of the Canada Customs and Revenue Agency. Those regulations require that grants be made ONLY to organizations with charitable tax numbers.**

*For information on registered charities and how to register, please call 1-800-267-2384 (English) or 1-888-892-5667 (bilingual) or refer to:*  
<http://www.ccr-aadrc.gc.ca/tax/charities/menu-e.html>

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## Who is Not Eligible?

Grants will not be provided to:

- Individuals, government institutions, public or private foundations,
- Organizations requesting funds for on-going operating expenses, deficits, fundraising or repayment of loans.

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## Partnerships

The grant application must show strong partnerships with one or more agencies/organizations in the community. Potential partners could be schools, health and social services agencies, adult literacy programs, learning councils, children's services authorities, libraries, service clubs and businesses.

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## Community Support

The proposal must demonstrate community support in the form of:

- three letters of support from community agencies who are not directly benefitting from the grant, and
- contributions either financial or in-kind

Letters of support from organizations providing financial or in-kind contributions to your project should accompany the grant application.

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## Eligible Activities

Projects **must involve** parents/caregivers in activities aimed at supporting the **literacy development of adults within the family**. Children may or may not be directly involved in the intervention, but if not involved directly, they must benefit indirectly.

Priority for funding will be considered for economically and socially disadvantaged families and for programs aimed at early childhood development (0 to age 6) which include an adult literacy focus.

Financial support is available for the following types of activities:

- 1. Delivery of Family Literacy Programs**
  - ☞ The delivery of educational programs to parents/caregivers or to adults and children (0 - 6) which support literacy skills development and foster a supportive learning environment in the home.
  
- 2. Supports to Family Literacy Programs**
  - ☞ the development of family learning materials;
  - ☞ the delivery of practitioner training;
  - ☞ the coordination of information-sharing on new developments and activities in the family learning field;
  - ☞ research to assess need or to evaluate programs; or
  - ☞ the development of a plan to make family learning programs more accessible.

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## Eligible Costs/Activities

|                                |  |
|--------------------------------|--|
| <b>Salaries &amp; benefits</b> | may include salaries and benefits for each person employed on the project. Please indicate what the person's relationship will be to the project.  |
| <b>Honoraria</b>               | may include special payments for guest speakers, resource persons and consultants.   |
| <b>Facilities</b>              | may include rent for meeting rooms or offices.   |
| <b>Materials</b>               | include materials and supplies related to the project (e.g., paper products, markers, file folders).   |
| <b>Travel</b>                  | may include estimated costs of rail, air, bus, taxi and automobile expenses. Provide details on number of people travelling to and from, where and when. The meals and accommodations should be included under travel. |
| <b>Publicity</b>               | may include brochures, newspaper ads, posters, TV and radio spots.   |
| <b>Other</b>                   | may include printing, reproduction and distribution costs, costs associated with the evaluation of the project, equipment rental, etc.   |

**Projects will be funded to a maximum of \$20,000.**

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## Costs/Activities Not Eligible

- Activities NOT related to family literacy;
- Regular or on-going operational costs of an institution or organization;
- Projects requiring 100% funding;
- Acquisition of equipment, furniture or property;
- Travel outside Nova Scotia;
- Financial losses incurred by the project; or
- Deficits, fundraising or repayment of loans.

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## Preparing a Proposal

It is strongly recommended that all applicants consult with their Regional Adult Education Coordinator before submitting a proposal (see page 10 for list of Coordinators).

There are FOUR REQUIRED ELEMENTS to an application:

1. a detailed proposal (*see page 6 for description of details required*)
2. a detailed budget (*see sample budget on page 7*)
3. the application form (*found on pages 11 and 12*)
4. three letters of support

If the applicant has been funded by the Family Learning Initiative Endowment Fund in previous years, final reports for those projects should be submitted with the application, if not previously submitted.

## Four Required Elements

|                                    |  |
|------------------------------------|--|
| <p><b>1. Application Form</b></p>  | <p>A signed, original application form. A blank application form is attached to this package.</p>  |
| <p><b>2. Detailed Proposal</b></p> | <p><u>Executive summary</u> - A one-paragraph summary of the project's goals and objectives, activities, and expected results or products.</p> <p><u>Description of the organization</u> - A brief description of the organization and the qualifications of personnel who are key to the program or project. If training is required in the case of communities and organizations new to family literacy, the application must include a plan for staff training. Also describe the capacity of the organization to deliver the project.</p> <p><u>Need for this activity</u> - The reason why this project is necessary.</p> <p><u>Project goals and objectives</u> - The purpose of the project and what goals this project is expected to meet. Ensure that the objectives are clear and measurable.</p> <p><u>Expected Outcomes</u> - What you hope to accomplish and the steps to be taken to get there.</p> <p><u>Proposed action plan</u> - The action plan for the project, including time frames. What is the proposed sequence of events? Will there be a research phase or a literature review? Will a program be delivered, and if so, at how many sites, in what settings, and with how many participants?</p> <p><u>Assessment and Evaluation plan</u> - How the progress and final results of the project will be measured.</p> <ul style="list-style-type: none"> <li>- What information will be collected during the project?</li> <li>- What tools will be used to assess and evaluate the project? (e.g., questionnaires, surveys, final interviews)</li> <li>- Who will conduct the evaluation?</li> <li>- How is participant progress being measured?</li> <li>- Are participants making progress?</li> <li>- Do the participants have on-going needs?</li> <li>- Are desired outcomes being achieved?</li> <li>- What are the impacts on the participants and the community?</li> </ul> <p><u>Distribution plan</u> - In order to share the results of the project with the widest, most appropriate audiences, a clearly stated and developed distribution plan is required. Details should be provided on how information will be distributed to the relevant target audiences (for example, will findings be shared at workshops, seminars, conferences, submitted to journals, newsletters, distributed to appropriate organizations, etc.)</p> |

| <p><b>3. Detailed Budget</b></p>  | <p>Please provide a detailed explanation of each budget item and revenues (refer to sample below). Eligible Costs/Activities are explained on page 4. Revenue includes real or in-kind contributions by your organization and/or other partners.</p> <p>Please note that in addition to providing a detailed budget as outlined below, you must also complete the Budget Summary and Contributions tables on the Application Form (page 12, section B).</p> <table border="1" data-bbox="466 506 1421 1591"> <thead> <tr> <th data-bbox="466 506 889 552">Item and Details</th> <th data-bbox="889 506 1040 552">Total cost</th> <th data-bbox="1040 506 1214 552">- Revenue</th> <th data-bbox="1214 506 1421 552">= Requested</th> </tr> </thead> <tbody> <tr> <td data-bbox="466 604 889 632"><b>SALARIES and BENEFITS</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="466 632 889 730">- 1 instructor x 40wks x 20 hrs/wk x \$15/hour + benefits (i.e CPP, EI, vacation pay)</td> <td data-bbox="889 695 1040 730">\$13,440.00</td> <td data-bbox="1040 695 1214 730">\$1,440.00</td> <td data-bbox="1214 695 1421 730">\$12,000.00</td> </tr> <tr> <td data-bbox="466 758 889 785"><b>HONORARIA:</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="466 785 889 821">- \$100 for 3 facilitators</td> <td data-bbox="889 821 1040 856">\$300.00</td> <td data-bbox="1040 821 1214 856">\$0.00</td> <td data-bbox="1214 821 1421 856">\$300.00</td> </tr> <tr> <td data-bbox="466 856 889 884"><b>FACILITIES:</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="466 884 889 947">- Meeting room Rental - (\$100/day for 3 days = \$300)</td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="466 947 889 982">- Video equipment rental (\$200)</td> <td data-bbox="889 982 1040 1018">\$500.00</td> <td data-bbox="1040 982 1214 1018">\$250.00</td> <td data-bbox="1214 982 1421 1018">\$250</td> </tr> <tr> <td data-bbox="466 1010 889 1037"><b>MATERIALS:</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="466 1037 889 1073">- Training material (\$400)</td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="466 1073 889 1108">- Participant kits (\$200)</td> <td data-bbox="889 1108 1040 1144">\$600.00</td> <td data-bbox="1040 1108 1214 1144">\$300.00</td> <td data-bbox="1214 1108 1421 1144">\$300.00</td> </tr> <tr> <td data-bbox="466 1136 889 1163"><b>TRAVEL:</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="466 1163 889 1226">- Mileage to/from City A (600 km @ 31 ¢/km) = \$186</td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="466 1226 889 1262">- Hotel (3 days at \$70/day) = \$210</td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="466 1262 889 1297">- Meals (3 days at \$30/day) = \$90</td> <td data-bbox="889 1297 1040 1333">\$486.00</td> <td data-bbox="1040 1297 1214 1333">\$200.00</td> <td data-bbox="1214 1297 1421 1333">\$286.00</td> </tr> <tr> <td data-bbox="466 1325 889 1352"><b>PUBLICITY:</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="466 1352 889 1388">- Workshop pamphlets (\$100)</td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="466 1388 889 1423">- Ads in local papers (\$200)</td> <td data-bbox="889 1423 1040 1459">\$300.00</td> <td data-bbox="1040 1423 1214 1459">\$0.00</td> <td data-bbox="1214 1423 1421 1459">\$300.00</td> </tr> <tr> <td data-bbox="466 1451 889 1478"><b>OTHER:</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="466 1478 889 1514">- Computer rental</td> <td data-bbox="889 1514 1040 1549">\$500.00</td> <td data-bbox="1040 1514 1214 1549">\$500.00</td> <td data-bbox="1214 1514 1421 1549">\$0.00</td> </tr> <tr> <td data-bbox="466 1556 889 1591"><b>TOTALS</b></td> <td data-bbox="889 1556 1040 1591">\$16,126.00</td> <td data-bbox="1040 1556 1214 1591">\$2,690.00</td> <td data-bbox="1214 1556 1421 1591">\$13,436.00</td> </tr> </tbody> </table> | Item and Details | Total cost  | - Revenue | = Requested | <b>SALARIES and BENEFITS</b> |  |  |  | - 1 instructor x 40wks x 20 hrs/wk x \$15/hour + benefits (i.e CPP, EI, vacation pay) | \$13,440.00 | \$1,440.00 | \$12,000.00 | <b>HONORARIA:</b> |  |  |  | - \$100 for 3 facilitators | \$300.00 | \$0.00 | \$300.00 | <b>FACILITIES:</b> |  |  |  | - Meeting room Rental - (\$100/day for 3 days = \$300) |  |  |  | - Video equipment rental (\$200) | \$500.00 | \$250.00 | \$250 | <b>MATERIALS:</b> |  |  |  | - Training material (\$400) |  |  |  | - Participant kits (\$200) | \$600.00 | \$300.00 | \$300.00 | <b>TRAVEL:</b> |  |  |  | - Mileage to/from City A (600 km @ 31 ¢/km) = \$186 |  |  |  | - Hotel (3 days at \$70/day) = \$210 |  |  |  | - Meals (3 days at \$30/day) = \$90 | \$486.00 | \$200.00 | \$286.00 | <b>PUBLICITY:</b> |  |  |  | - Workshop pamphlets (\$100) |  |  |  | - Ads in local papers (\$200) | \$300.00 | \$0.00 | \$300.00 | <b>OTHER:</b> |  |  |  | - Computer rental | \$500.00 | \$500.00 | \$0.00 | <b>TOTALS</b> | \$16,126.00 | \$2,690.00 | \$13,436.00 |
|---|--|------------------|-------------|-----------|-------------|------------------------------|--|--|--|---|-------------|------------|-------------|-------------------|--|--|--|----------------------------|----------|--------|----------|--------------------|--|--|--|--|--|--|--|----------------------------------|----------|----------|-------|-------------------|--|--|--|-----------------------------|--|--|--|----------------------------|----------|----------|----------|----------------|--|--|--|---|--|--|--|--------------------------------------|--|--|--|-------------------------------------|----------|----------|----------|-------------------|--|--|--|------------------------------|--|--|--|-------------------------------|----------|--------|----------|---------------|--|--|--|-------------------|----------|----------|--------|---------------|-------------|------------|-------------|
| Item and Details  | Total cost   | - Revenue        | = Requested |           |             |                              |  |  |  |   |             |            |             |                   |  |  |  |                            |          |        |          |                    |  |  |  |  |  |  |  |                                  |          |          |       |                   |  |  |  |                             |  |  |  |                            |          |          |          |                |  |  |  |   |  |  |  |                                      |  |  |  |                                     |          |          |          |                   |  |  |  |                              |  |  |  |                               |          |        |          |               |  |  |  |                   |          |          |        |               |             |            |             |
| <b>SALARIES and BENEFITS</b>  |  |                  |             |           |             |                              |  |  |  |   |             |            |             |                   |  |  |  |                            |          |        |          |                    |  |  |  |  |  |  |  |                                  |          |          |       |                   |  |  |  |                             |  |  |  |                            |          |          |          |                |  |  |  |   |  |  |  |                                      |  |  |  |                                     |          |          |          |                   |  |  |  |                              |  |  |  |                               |          |        |          |               |  |  |  |                   |          |          |        |               |             |            |             |
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| <b>HONORARIA:</b>   |  |                  |             |           |             |                              |  |  |  |   |             |            |             |                   |  |  |  |                            |          |        |          |                    |  |  |  |  |  |  |  |                                  |          |          |       |                   |  |  |  |                             |  |  |  |                            |          |          |          |                |  |  |  |   |  |  |  |                                      |  |  |  |                                     |          |          |          |                   |  |  |  |                              |  |  |  |                               |          |        |          |               |  |  |  |                   |          |          |        |               |             |            |             |
| - \$100 for 3 facilitators  | \$300.00   | \$0.00           | \$300.00    |           |             |                              |  |  |  |   |             |            |             |                   |  |  |  |                            |          |        |          |                    |  |  |  |  |  |  |  |                                  |          |          |       |                   |  |  |  |                             |  |  |  |                            |          |          |          |                |  |  |  |   |  |  |  |                                      |  |  |  |                                     |          |          |          |                   |  |  |  |                              |  |  |  |                               |          |        |          |               |  |  |  |                   |          |          |        |               |             |            |             |
| <b>FACILITIES:</b>  |  |                  |             |           |             |                              |  |  |  |   |             |            |             |                   |  |  |  |                            |          |        |          |                    |  |  |  |  |  |  |  |                                  |          |          |       |                   |  |  |  |                             |  |  |  |                            |          |          |          |                |  |  |  |   |  |  |  |                                      |  |  |  |                                     |          |          |          |                   |  |  |  |                              |  |  |  |                               |          |        |          |               |  |  |  |                   |          |          |        |               |             |            |             |
| - Meeting room Rental - (\$100/day for 3 days = \$300)                                |  |                  |             |           |             |                              |  |  |  |   |             |            |             |                   |  |  |  |                            |          |        |          |                    |  |  |  |  |  |  |  |                                  |          |          |       |                   |  |  |  |                             |  |  |  |                            |          |          |          |                |  |  |  |   |  |  |  |                                      |  |  |  |                                     |          |          |          |                   |  |  |  |                              |  |  |  |                               |          |        |          |               |  |  |  |                   |          |          |        |               |             |            |             |
| - Video equipment rental (\$200)  | \$500.00   | \$250.00         | \$250       |           |             |                              |  |  |  |   |             |            |             |                   |  |  |  |                            |          |        |          |                    |  |  |  |  |  |  |  |                                  |          |          |       |                   |  |  |  |                             |  |  |  |                            |          |          |          |                |  |  |  |   |  |  |  |                                      |  |  |  |                                     |          |          |          |                   |  |  |  |                              |  |  |  |                               |          |        |          |               |  |  |  |                   |          |          |        |               |             |            |             |
| <b>MATERIALS:</b>   |  |                  |             |           |             |                              |  |  |  |   |             |            |             |                   |  |  |  |                            |          |        |          |                    |  |  |  |  |  |  |  |                                  |          |          |       |                   |  |  |  |                             |  |  |  |                            |          |          |          |                |  |  |  |   |  |  |  |                                      |  |  |  |                                     |          |          |          |                   |  |  |  |                              |  |  |  |                               |          |        |          |               |  |  |  |                   |          |          |        |               |             |            |             |
| - Training material (\$400)   |  |                  |             |           |             |                              |  |  |  |   |             |            |             |                   |  |  |  |                            |          |        |          |                    |  |  |  |  |  |  |  |                                  |          |          |       |                   |  |  |  |                             |  |  |  |                            |          |          |          |                |  |  |  |   |  |  |  |                                      |  |  |  |                                     |          |          |          |                   |  |  |  |                              |  |  |  |                               |          |        |          |               |  |  |  |                   |          |          |        |               |             |            |             |
| - Participant kits (\$200)  | \$600.00   | \$300.00         | \$300.00    |           |             |                              |  |  |  |   |             |            |             |                   |  |  |  |                            |          |        |          |                    |  |  |  |  |  |  |  |                                  |          |          |       |                   |  |  |  |                             |  |  |  |                            |          |          |          |                |  |  |  |   |  |  |  |                                      |  |  |  |                                     |          |          |          |                   |  |  |  |                              |  |  |  |                               |          |        |          |               |  |  |  |                   |          |          |        |               |             |            |             |
| <b>TRAVEL:</b>  |  |                  |             |           |             |                              |  |  |  |   |             |            |             |                   |  |  |  |                            |          |        |          |                    |  |  |  |  |  |  |  |                                  |          |          |       |                   |  |  |  |                             |  |  |  |                            |          |          |          |                |  |  |  |   |  |  |  |                                      |  |  |  |                                     |          |          |          |                   |  |  |  |                              |  |  |  |                               |          |        |          |               |  |  |  |                   |          |          |        |               |             |            |             |
| - Mileage to/from City A (600 km @ 31 ¢/km) = \$186                                   |  |                  |             |           |             |                              |  |  |  |   |             |            |             |                   |  |  |  |                            |          |        |          |                    |  |  |  |  |  |  |  |                                  |          |          |       |                   |  |  |  |                             |  |  |  |                            |          |          |          |                |  |  |  |   |  |  |  |                                      |  |  |  |                                     |          |          |          |                   |  |  |  |                              |  |  |  |                               |          |        |          |               |  |  |  |                   |          |          |        |               |             |            |             |
| - Hotel (3 days at \$70/day) = \$210  |  |                  |             |           |             |                              |  |  |  |   |             |            |             |                   |  |  |  |                            |          |        |          |                    |  |  |  |  |  |  |  |                                  |          |          |       |                   |  |  |  |                             |  |  |  |                            |          |          |          |                |  |  |  |   |  |  |  |                                      |  |  |  |                                     |          |          |          |                   |  |  |  |                              |  |  |  |                               |          |        |          |               |  |  |  |                   |          |          |        |               |             |            |             |
| - Meals (3 days at \$30/day) = \$90   | \$486.00   | \$200.00         | \$286.00    |           |             |                              |  |  |  |   |             |            |             |                   |  |  |  |                            |          |        |          |                    |  |  |  |  |  |  |  |                                  |          |          |       |                   |  |  |  |                             |  |  |  |                            |          |          |          |                |  |  |  |   |  |  |  |                                      |  |  |  |                                     |          |          |          |                   |  |  |  |                              |  |  |  |                               |          |        |          |               |  |  |  |                   |          |          |        |               |             |            |             |
| <b>PUBLICITY:</b>   |  |                  |             |           |             |                              |  |  |  |   |             |            |             |                   |  |  |  |                            |          |        |          |                    |  |  |  |  |  |  |  |                                  |          |          |       |                   |  |  |  |                             |  |  |  |                            |          |          |          |                |  |  |  |   |  |  |  |                                      |  |  |  |                                     |          |          |          |                   |  |  |  |                              |  |  |  |                               |          |        |          |               |  |  |  |                   |          |          |        |               |             |            |             |
| - Workshop pamphlets (\$100)  |  |                  |             |           |             |                              |  |  |  |   |             |            |             |                   |  |  |  |                            |          |        |          |                    |  |  |  |  |  |  |  |                                  |          |          |       |                   |  |  |  |                             |  |  |  |                            |          |          |          |                |  |  |  |   |  |  |  |                                      |  |  |  |                                     |          |          |          |                   |  |  |  |                              |  |  |  |                               |          |        |          |               |  |  |  |                   |          |          |        |               |             |            |             |
| - Ads in local papers (\$200)   | \$300.00   | \$0.00           | \$300.00    |           |             |                              |  |  |  |   |             |            |             |                   |  |  |  |                            |          |        |          |                    |  |  |  |  |  |  |  |                                  |          |          |       |                   |  |  |  |                             |  |  |  |                            |          |          |          |                |  |  |  |   |  |  |  |                                      |  |  |  |                                     |          |          |          |                   |  |  |  |                              |  |  |  |                               |          |        |          |               |  |  |  |                   |          |          |        |               |             |            |             |
| <b>OTHER:</b>   |  |                  |             |           |             |                              |  |  |  |   |             |            |             |                   |  |  |  |                            |          |        |          |                    |  |  |  |  |  |  |  |                                  |          |          |       |                   |  |  |  |                             |  |  |  |                            |          |          |          |                |  |  |  |   |  |  |  |                                      |  |  |  |                                     |          |          |          |                   |  |  |  |                              |  |  |  |                               |          |        |          |               |  |  |  |                   |          |          |        |               |             |            |             |
| - Computer rental   | \$500.00   | \$500.00         | \$0.00      |           |             |                              |  |  |  |   |             |            |             |                   |  |  |  |                            |          |        |          |                    |  |  |  |  |  |  |  |                                  |          |          |       |                   |  |  |  |                             |  |  |  |                            |          |          |          |                |  |  |  |   |  |  |  |                                      |  |  |  |                                     |          |          |          |                   |  |  |  |                              |  |  |  |                               |          |        |          |               |  |  |  |                   |          |          |        |               |             |            |             |
| <b>TOTALS</b>   | \$16,126.00  | \$2,690.00       | \$13,436.00 |           |             |                              |  |  |  |   |             |            |             |                   |  |  |  |                            |          |        |          |                    |  |  |  |  |  |  |  |                                  |          |          |       |                   |  |  |  |                             |  |  |  |                            |          |          |          |                |  |  |  |   |  |  |  |                                      |  |  |  |                                     |          |          |          |                   |  |  |  |                              |  |  |  |                               |          |        |          |               |  |  |  |                   |          |          |        |               |             |            |             |
| <p><b>4. Letters of Support</b></p>   | <p>Include three letters of support from organizations in the community. The letters should explain the need for the proposed project, provide endorsement for the proposal and show community involvement and/or financial support. If you wish to include letters from project participants, you may do so, but organizational endorsement is required.</p>  |                  |             |           |             |                              |  |  |  |   |             |            |             |                   |  |  |  |                            |          |        |          |                    |  |  |  |  |  |  |  |                                  |          |          |       |                   |  |  |  |                             |  |  |  |                            |          |          |          |                |  |  |  |   |  |  |  |                                      |  |  |  |                                     |          |          |          |                   |  |  |  |                              |  |  |  |                               |          |        |          |               |  |  |  |                   |          |          |        |               |             |            |             |

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## Project Review Process

| Completed project proposals . . . |   |
|-----------------------------------|---|
| <b>must be sent to :</b>          | Your Regional Adult Education Coordinator<br>(See list on p. 10)  |
| <b>must be received by:</b>       | Friday, April 1, 2011   |
| <b>must consist of:</b>           | 1. a detailed proposal<br>2. a detailed budget<br>3. a signed application form<br>4. three letters of support |

A Proposal Review Committee will consider applications for funding. However, final approval rests with the Board of Directors of the Halifax Youth Foundation.

The proposal review will take place in May and the funds will be distributed to approved projects no later than August 30, 2011.

Applicants will be notified in writing in June as to the status of their proposal by an acknowledgment letter.

The following criteria will be taken into account when reviewing proposals:

- how well the project meets the funding eligibility criteria;
- rationale for the necessity/value of the project;
- quality/clarity of the written proposal;
- evidence of partnerships and community support;
- track record/background of applicant;
- evidence of financial stability;
- receipt of a final report for projects previously funded through this Endowment Fund.

In addition to the above, the Proposal Review Committee will aim at ensuring that funds are distributed equitably across the province.

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## Conditions of Funding

- Funding may be used only for the purposes specified in the proposal. Once the Halifax Youth Foundation has agreed to provide financial assistance, no substantial change in the activities shall be made without consultation with the Regional Adult Education Coordinator (see page 10) and the consent of the Halifax Youth Foundation.
- Organizations with projects previously funded through the Family Learning Initiative Endowment Fund must submit final reports for those projects prior to being considered for any subsequent funding.
- Should any part of the funding be used for salaries, the organization will comply with all provincial and federal laws concerning salaries and tax deductions.
- The organization is wholly responsible for all debts incurred during this project duration.
- The organization is responsible to keep partners informed.
- The organization must complete project delivery before or by the end of May, 2012.
- Organizations are required to submit a final report and financial statement. A final report form will be sent to the organization before the anticipated end date of the project
- The final report is to be completed and returned to the Department of Labour and Advanced Education by June 30, 2012.
- Applicants should state whether their project is intended to have additional phases. Funding for subsequent phases is dependent on the proven success of the previously funded phase.
- If resources result from the project that can be used by other family literacy organizations or literacy networks, 1 copy of those materials are to be sent to Adult Education Division, NS Department of Labour and Advanced Education, 60 Lorne Street, Suite 3, Truro, NS B2N 3K3, Attention: Donna MacGillivray and one copy to the respective regional office. Publications will be available for public access.
- All documents submitted to the Department of Labour and Advanced Education become the property of the Province of Nova Scotia and are subject to the disclosure provisions of the Freedom of Information and Protection of Privacy Act. This Act allows any person right of access to records in the custody or under the control of the Department subject to limited and specific exceptions.
- If materials or publications are created as part of the project, public acknowledgement of funding provided by the Family Learning Initiative Endowment Fund is required.

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## Adult Education Coordinators

### Northern Region

Donna MacGillivray  
Adult Education Division  
Department of Labour & Advanced Education  
60 Lorne Street, Suite 3  
Truro, NS B2N 3K3  
Phone: 893-7200 Fax: 893-6104  
macgildm@gov.ns.ca

### Valley Region

Rod Franklin  
Adult Education Division  
Department of Labour & Advanced Education  
10 Webster Street, Suite 202  
Kentville, NS B4N 1H7  
Phone: 679-6204 Fax: 679-6235  
franklr@gov.ns.ca

### Metro Region

Lynne Wells-Orchard  
Adult Education Division  
Department of Labour & Advanced Education  
4th Floor, 2021 Brunswick Street  
P.O. Box 578  
Halifax, NS B3J 2S9  
Phone: 424-8421 Fax: 424-1171  
wellsml@gov.ns.ca

### Strait Region

Barb Moreton  
Adult Education Division  
Department of Labour & Advanced Education  
c/o Strait Area Campus, NSCC  
226 Reeves Street  
Port Hawkesbury, NS B9A 2A2  
Phone: 625-4031 Fax: 625-4264  
moretoba@gov.ns.ca

### Cape Breton Region

Ann MacDonald  
Adult Education Division  
Department of Labour & Advanced Education  
360 Prince Street  
Suite 39, 3<sup>rd</sup> Floor  
Sydney, NS B1P 5L1  
Phone: 563-2270 Fax: 563-3719  
macdonae@gov.ns.ca

### Acadian Community

Maggie Hope-Simpson  
Adult Education Division  
Department of Labour & Advanced Education  
4th Floor, 2021 Brunswick Street  
P.O. Box 578  
Halifax, NS B3J 2S9  
Phone: 722-1146 Fax: 424-1171  
hopesime@gov.ns.ca

### Southwestern Region

David Welsh  
Adult Education Division  
Department of Labour & Advanced Education  
80 Logan Road  
Bridgewater, NS B4V 3J8  
Phone: 543-2376 Fax: 543-0648  
welshd@gov.ns.ca

### African-Canadian Community

#### Mi'kmaq Community

Donna MacGillivray  
Adult Education Division  
Department of Labour & Advanced Education  
60 Lorne Street, Suite 3  
Truro, NS B2N 3K3  
Phone: 893-7200 Fax: 893-6104  
macgildm@gov.ns.ca



Use this table to summarize your budget. However, please provide a more detailed budget in your proposal. (Refer to p.7)

### BUDGET SUMMARY

| Item                  | What is the total cost of each item listed below? | - Revenue (includes the contribution of your organization and partner contributions--real or in-kind) | = How much are you requesting? |
|-----------------------|---|---|--------------------------------|
| Salaries and benefits | \$  | \$  | \$                             |
| Honoraria             |   |   |                                |
| Facilities            |   |   |                                |
| Materials             |   |   |                                |
| Travel                |   |   |                                |
| Publicity             |   |   |                                |
| Other                 |   |   |                                |
| <b>Total</b>          | \$  | \$  | \$                             |

Use this table to name organizations making financial or in-kind contributions to the project, and provide details regarding the nature of the contribution.

### CONTRIBUTIONS

| Name of Contributing Organization             | Financial contribution   | Value of in-kind contribution | Letter of support attached?  |
|---|--------------------------|-------------------------------|--|
| <i>example: Local Library<br/>Rotary Club</i> | <i>\$250 - resources</i> | <i>\$500 - meeting room</i>   | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no<br><input checked="" type="checkbox"/> yes <input type="checkbox"/> no |
|   |                          |                               | <input type="checkbox"/> yes <input type="checkbox"/> no   |
|   |                          |                               | <input type="checkbox"/> yes <input type="checkbox"/> no   |
|   |                          |                               | <input type="checkbox"/> yes <input type="checkbox"/> no   |
|   |                          |                               | <input type="checkbox"/> yes <input type="checkbox"/> no   |
|   |                          |                               | <input type="checkbox"/> yes <input type="checkbox"/> no   |
|   |                          |                               | <input type="checkbox"/> yes <input type="checkbox"/> no   |

I declare that the information in this application and proposal is accurate and complete and that this funding application is being made by the organization named on the first page of the Funding Application Form (Section B) with its full knowledge and consent. I further declare that the organization will provide the financial and activity reports that may be required.

|                     |       |
|---------------------|-------|
| Name (please print) | Title |
| Signature           | Date  |