

Seniors' Literacy and Learning Grant Program Guidelines

Nova Scotia Department of
Labour and Advanced Education
Skills and Learning Branch
Adult Education Division

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1 Seniors' Literacy and Learning Grant Program – Introduction

The Seniors' Literacy and Learning Grant Program is administered by the Adult Education Division of the Department of Labour and Advanced Education through the Labour Market Programs Support System (LaMPSS). LaMPSS is a common method for administering Labour Market Programs in Nova Scotia focused on providing consistency in processes and improving services to labour market agreement holders.

LaMPSS provides organizations with self-serve capability, enabling you to apply for funding online for some labour market programs as well as submitting required financial and activity reports online.

All organizations entering into an agreement for delivering Labour Market Programs in Nova Scotia must first be registered as a LaMPSS organization. This is a one-time registration process. Once registered, we will provide you with the ability to utilize the LaMPSS self-service capabilities. If your organization has not previously registered with LaMPSS, you can request a LaMPSS registration form from the Provincial contact identified in these guidelines.

Please read this entire Program Guidelines document. The information contained in this Program Guideline document will become part of an agreement with the Province for delivery of Labour Market Programs.

Introduction

The Seniors' Literacy and Learning Grant is one of several literacy initiatives funded by the Adult Education Division of the Department of Labour and Advanced Education. The Department of Seniors is an equal partner in setting guidelines and in reviewing program proposals. The goal of the Seniors' Literacy and Learning Grant Program is to help seniors to address their basic learning needs.

Activities which use the *Health Literacy Manual for Seniors* will be given priority. It is recommended that programs use the *Context and Strategies* booklet of the *Enhancing the Basic Learning Skills of Older Nova Scotians* as the basis for instruction. Preference will be given to programs 10 to 12 weeks in duration and offer upgrading sessions at the rate of two to four hours per week for no more than 12 to 15 seniors. Preference will be given to proposals that have identified a program facilitator who has taken professional development related to the teaching and learning of adults. In addition, proposals must include learning activities based on sound adult education practices.

Eligible applicants are limited to community learning organizations recognized by the Department of Labour and Advanced Education. There must be a partnership between the community learning organization and a seniors' group or with a community learning, non-profit organization which provides services to seniors. Partners work together to design and promote a program that meets the needs and interests of local seniors.

Background

Studies show that when older adults improve their basic learning skills, they feel more independent, maintain their health, are less intimidated by the health system and feel more at ease with basic technology.

The goal of the Seniors' Literacy and Learning Grant Program is to help seniors in Nova Scotia to address their basic learning needs. The grants, to be administered by the Adult Education Division, Department of Labour and Advanced Education, will fund specially tailored, senior-friendly programs designed to make learning fun.

Available Funds

A total of \$40,000 is available for programming. Partners may apply for grants of up to \$5,000.

Who Is Eligible to Apply for Grants?

To be eligible for a Seniors' Literacy and Learning Grant you must:

- be a community learning, non-profit adult literacy organization
- partner with a seniors group or with a community learning, non-profit organization which provides services to seniors

Who is Not Eligible?

Grants will **not** be provided to:

- individuals, government institutions and public or private foundations
- organizations requesting funds for ongoing operating expenses, deficits, fundraising or repayment of loans

Partnerships

The grant application must show a strong collaborative partnership between an adult community learning organization and a community-based seniors' group. Potential partnerships could be those between learning networks and local seniors' councils, for example. Partners are expected to work together to design and promote a program that meets the needs and interests of local seniors.

Eligible Activities

Programs which use the *Health Literacy Manual for Seniors* will be given priority. It is recommended that programs use the *Context and Strategies* booklet of the *Enhancing the Basic Learning Skills of Older Nova Scotians* as the basis for instruction, as well as other relevant community resources for literacy instruction. Preference will be given to programs 10 to 12 weeks in duration and offer upgrading sessions at the rate of two to four hours per week for no more than 12 to 15 seniors. Preference will be given to proposals that have identified a program facilitator who has taken professional development related to the teaching and learning of adults. In addition, proposals must include learning activities based on sound adult education practices.

Eligible Expenses (Information is also provided in the budget section of the guidelines)

- Salary for the program facilitator: Programs may choose to pay the program facilitator between \$15–\$25 per hour plus an additional 25% for preparation (For example, 10 hours instruction time and 2.5 hours prep time) and MERC at 12% of the hourly rate.
- Honoraria for occasional speakers (maximum of 5) invited to enhance the learning experience of participants. It is expected that meaningful pre and/or post guest speaker learning activities be established, such as formulating questions to ask the speaker, written responses/reactions, research activities, and summaries.
- Program supports, materials and resources for use by seniors
- Refreshments may be included at a maximum of \$200
- Transportation subsidies for senior learners when participating in adult learning programs
- Advertising and promotion
- Fees for meeting space
- A project administration fee not to exceed 15% (for example, a \$3,000 grant subtotal would have \$450 for administrative fees for a total of \$3,450).
- Upon program completion any remaining funds must be returned to the Adult Education Division, Department of Labour and Advanced Education.

Activities/Expenses Not Eligible (Information also provided in the section requesting information on detailed activities for projects)

- Computer and software purchases
- Regular or ongoing operational costs of an institution or organization
- Projects requiring 100% funding
- Acquisition of equipment, furniture or property
- Travel outside of Nova Scotia
- Financial losses incurred by the project
- Deficits, fundraising or repayment of loans
- The purchase of office equipment (fax machines, photocopiers, filing cabinets, etc.)

Program Evaluation

Because the goal of the Seniors' Literacy and Learning Grant Program is to help seniors in Nova Scotia to address their basic learning needs, it is important to include an evaluation component.

- Community learning organizations will be asked to prepare a final report, including program facilitator comments, participant comments/feedback, and budget summary within two weeks of the program end.

Proposal Review Process

The Selection Committee will review and recommend proposals for funding. However, final approval rests with the Adult Education Division, Department of Labour and Advanced Education.

The Selection Committee for the Seniors' Literacy and Learning Grant Program consists of representatives from:

- Nova Scotia Seniors for Literacy Committee
- Department of Seniors
- Literacy Nova Scotia
- Department of Labour and Advanced Education, Adult Education Division

The goal of the Seniors' Literacy and Learning Grant Program is to help seniors address their basic learning needs. Proposals that include activities which use the *Health Literacy Manual for Seniors* will be given priority. It is recommended that projects use the *Context and Strategies* booklet of the *Enhancing the Basic Learning Skills of Older Nova Scotians* as the basis for instruction.

Projects should be 10 to 12 weeks in duration and offer upgrading sessions at the rate of two to four hours per week for no more than 12 to 15 seniors. Preference will be given to proposals that have identified a program facilitator who has taken professional development related to adult literacy learning. In addition, proposals must include learning activities based on sound adult education practices.

Eligible applicants are limited to community learning organizations recognized by the Department of Labour and Advanced Education. There must be a partnership between the community learning organization and a seniors' group or with a community learning, non-profit organization which provides services to seniors. Partners work together to design and promote a program that meets the needs and interests of local seniors.

The selection committee will aim to ensure that funds are distributed equitably across the province. When reviewing proposals, the following criteria are to be used:

- quality of the project proposals
- use of the recommended seniors' learning resources
- evidence of strong collaboration between adult community learning organizations and seniors' groups
- evidence of detailed in-kind contributions from partners
- consultation with and involvement of senior learners in the project and the project's ability to reflect the needs and concerns of older learners
- willingness to participate in evaluation activities

2 Applying for the Seniors' Literacy and Learning Grant Program Funding

Applying Online Using LaMPSS Self-Serve

Once you are a registered LaMPSS user, you can apply for funding online using the self-service capability. To apply online go to www.gov.ns.ca/lampss . Seniors' Literacy and Learning Grant Program Funding applications will be received between September 27, 2011 and midnight October 14, 2011 only.

NOTE: You have 120 days to complete and submit the application. After 120 days you must begin the process again by downloading a new form.

Completing an Application Form

This section provides supporting information required in completing the application form contents for the Seniors' Literacy and Learning Grant Program.

Organization Information

Enter the name and complete mailing address for your organization. If you are applying online, this information will be pre-populated.

If your organization name or mailing address has changed, please contact your Provincial contact to obtain a LaMPSS Registration Change form to update your information.

Project Details

Please provide the following:

Project Title	Provide a title specific to this project.
Agreement Start Date	Projects may not begin prior to September 1 st unless previous authorization has been provided by the Adult Education Division.
Agreement End Date	Projects end on or before June 30 th following the submission of the final report to the Adult Education Division. Note that approval of a subsequent project is dependent on approval of the organization's final project report.

Past Agreements

Although funding for the Seniors' Literacy and Learning Grant Program is provided on an annual basis, it is helpful to reference the name of the previous agreement as part of the assessment process. If your organization previously received a Seniors' Literacy and Learning Grant, use this section to provide the name of project and the year in which funding was provided.

Project Description

Organizations are asked to provide a description (2,000 characters or approximately 300 words only) of the proposed project including the objectives, activities and expected results of your project. Include an attachment if additional space is required.

Agreement Contact

Provide the appropriate primary contact name for your organization. Include the person's title, contact number and e-mail address. Please note that this contact should be an individual empowered to negotiate all or some portions of the agreement.

Language Preference

The Seniors' Literacy and Learning Grant Program is available in both official languages; provide your language preference in this location.

Project Location(s)

This section is used to note all locations where the project's activities will be delivered.

Please identify all civic addresses of all secured locations. If activities will be delivered in more than one location, please click the "Add Another Location" button to provide details. There is a space for "notes" which can be used to describe the location such as "community hall basement" or specific directions on how to locate the space.

It is important that this information be completed accurately as it will be used by the Adult Education Coordinators for regular site visits throughout the span of the project.

In the event that your organization has not secured locations at the time the proposal is submitted, or if the project location must be moved (i.e., due to natural causes like a flood or damage to the building), the organization should consult the appropriate Adult Education Coordinator to advise of the change and then record the details through LaMPSS using the self-serve option.

Participants

Enter the total number of participants expected for this project.

Project Activities

The Seniors' Literacy and Learning Grant is offered to community learning organizations and/or not-for-profit organizations working in partnership with literacy organizations. The purpose of the grant program is to help seniors address their basic learning needs.

Seniors' Literacy and Learning Grant Program project activities can be delivered in a classroom-like setting or through a variety of different workshops. For the purposes of reporting, describe your organization's proposed project activities by selecting the appropriate type of activity (i.e., classroom or

workshop). In some cases you may need to select both or more than one of the same in order to appropriately record the proposed project activities.

The tables below outline the required information for each eligible activity. The information provided in this section may be the same or similar information provided in the project description.

Please note that what you include here will appear directly on the signed agreement between the organization and the Province of Nova Scotia.

Skill Enhancement – Essential Skills – Seniors Literacy – Classroom	
Brief Description	<p>There must be a partnership between the community learning organization and a seniors' group or with a community, non-profit organization which provides services to seniors.</p> <p>Specify the following:</p> <ul style="list-style-type: none"> • Name of partnering community learning organization/seniors' group or non-profit organization • Where the project will be delivered • How many days of the week and at what time of the day the project will be offered • Whether or not a celebration of learning will be coordinated • Whether or not the project will be promoted and how this will be achieved. <p>For example: "We will partner with ABC Seniors' Group to deliver literacy activities to seniors in a classroom setting at the community centre on Monday and Wednesday mornings from 10 am–1 pm for 7 weeks beginning on March 14th and ending June 1st. Five weeks will be devoted to workshop activities described in the designated section. The learning activities will include but not be limited to learning to use technology to capture stories, journal writing, vocabulary and reading exercises related to the <i>Health Literacy Manual for Seniors</i>, and information seeking activities such as finding specific information in the telephone book and in the Internet. A closing celebration of learning will be arranged on the final day of the project to recognize the commitment of the participants and the dedication of the facilitator to the project. The organization has a list of interested participants but will advertise the project in the local paper, in church bulletins, word of mouth, and the Chronicle Herald supplement that comes with the flyers."</p>
Expected Results	<p>Identify:</p> <ul style="list-style-type: none"> • how the activity develops adult literacy, numeracy and essential skills • how the organization plans to incorporate the <i>Health Literacy Manual for Seniors</i> and the <i>Context and Strategies</i> booklet of the <i>Enhancing the Basic Learning Skills of Older Nova Scotians</i> in the project activities <p>Note that organizations will be expected to report on how the document was used in the interim and/or final reports.</p>

Where does this activity take place	From the drop-down menu, indicate where this activity will be delivered. If the same activities will be delivered at all locations, select "all locations."
Expected number of participants	Note the number of participants expected to participate in this project. There will be an opportunity to provide actual numbers when reporting on activities during the project.

Skill Enhancement – Essential Skills – Seniors Literacy – Workshops	
Brief Description	<p>There must be a partnership between the community learning organization and a seniors' group or with a community, non-profit organization which provides services to seniors.</p> <p>Specify the following:</p> <ul style="list-style-type: none"> • Name of partnering community learning organization/seniors' group or non-profit organization • Where the project will be delivered • How many days of the week and at what time of the day the project will be offered • Whether or not a celebration of learning will be coordinated • Whether or not the project will be promoted and how that will be achieved. <p>For example: As described above, we will partner with ABC Senior' Group to deliver workshops to seniors at the community centre on Monday and Wednesday mornings from 10 am– 1 pm. The entire program, including classroom and workshop settings will be 12 weeks with 7 weeks devoted to classroom activities and 5 weeks of workshop activities. Workshops will consist of guest speakers on topics from the <i>Health Literacy Manual for Seniors</i> picked by seniors on day one of the program. Guest speakers will be scheduled according to availability. Activities will include but not be limited to question-and-answer sessions, response writing, and role plays related to the guest speakers' presentations.</p>
Expected Results	<p>Identify:</p> <ul style="list-style-type: none"> • how the activity develops adult literacy, numeracy and essential skills • how the organization plans to incorporate the <i>Health Literacy Manual for Seniors</i> and the <i>Context and Strategies</i> booklet of the <i>Enhancing the Basic Learning Skills of Older Nova Scotians</i> in the project activities. <p>Note that organizations will be expected to report on how the document was used in the interim and/or final reports.</p>
Where does this activity take place	From the drop-down menu, indicate where this activity will be delivered. If the same activities will be delivered at all locations, select "all locations."
Expected number of participants	Note the number of participants expected to participate in this project. There will be an opportunity to provide actual numbers when reporting on activities during the project.

Project Budget

The following table outlines the eligible costs and specific instructions for each budget category funded by the Seniors' Literacy and Learning Grant Program. Include your complete project costs and requested amounts by budget category.

When calculating project costs, organizations are reminded to ensure the "requested amount" is **less cash and/or in-kind contributions** for each project budget category. For example, if the projected Project Cost for "Program Delivery-Salaries & Benefits-Salaries" is \$100, and you have secured \$50 from another source for salaries, then the Requested Amount will only be \$50.

Cash and In kind contribution information is captured at a cumulative level on the form, for each applicable program budget subsection. For example:

Salaries & Benefits (Subtotal)
 → less Cash contributions
 → less In Kind contributions

Please note: If the project costs and requested amount budget column totals do not equal each other, the budget total lines change to red and the message "Total requested amount must equal the project cost less your cash and in-kind contributions" will appear until the corrected amounts are entered. To resolve this problem, either change the individual budget category field values, if they were entered incorrectly or if the values were entered correctly, enter the differences (project costs less requested amount) in the appropriate contributions fields; "less: Cash contributions" and/or "less In kind contributions."

Program Delivery

Salaries & Benefits	Eligible Costs
Salaries	<p>Programs may choose to pay the program facilitator between \$15–\$25 per hour plus an additional 25% for preparation.</p> <p>For example, 10 hours instruction time and 2.5 hours prep time). Calculations must be shown on the salary calculation worksheet which is available at: http://gonssal.ca/LaMPSS</p> <p>For more information on the Province's Labour Standards, refer to the Department of Labour and Advanced Education's website at: http://www.gov.ns.ca/lae</p> <p>See the "Supporting Documentation" section at the end of the application for further details on how to attach the worksheet to your application.</p>
MERC	Benefits may be included at 12% of the hourly rate.

Participant Program Delivery

Participant	Eligible Costs
Travel	Costs for travel of participants travel may only be included if the organization deems it necessary to enable seniors to participate in the project. If necessary, further information may be acquired from the Adult Education Coordinator.

Operational

Standard	Eligible Costs
Honoraria	Costs may be included for special payments for guest speakers (maximum of five speakers).
Facility Lease / Rent	Costs may be included for rent of meeting rooms and/or offices.
Advertising & Promotion	Publicity costs may include brochures, newspaper advertisements, posters, TV and/or radio spots.
Resource Materials	Costs for supplies related to the program for use by the seniors such as paper, markers, and file folders may be included. (Maximum of \$250)
Office Supplies	Other costs for refreshments required for the seniors may be recorded as "office supplies." (Maximum of \$200)

Administrative

Administrative	Eligible Costs
Administrative-Inclusive	<p>The organization may request up to a maximum of 15 percent of the grant allocation for administrative costs.</p> <p>For example, a \$3,000 grant subtotal would have \$450 for administrative fees and a total cost of \$3,450.</p>

Legal Signing Officers

Although the LaMPSS self-serve system allows most operations and negotiations of applications, the final agreement between the organization and the Adult Education Division of the Department of Labour and Advanced Education must be done in writing. Therefore, the names and titles of anyone in your organization authorized to sign the legal agreement to receive funds for the proposed project must be listed here. In addition, if the organization does not require signatures from all persons listed, identify whose signatures **must** be included on the final agreement.

For example, if the chair, vice-chair, president and treasurer of your organization has signing authority but only two signatures, one of which must be the chair or the vice-chair, ensure that information is noted in the second block requesting the combination of signatures.

Supporting Documentation

This section is used to request other documentation required to make a proper evaluation of the project proposal as well as provide the organization with the opportunity to submit any additional information they believe will help support their request for funding.

In addition to the required supporting documents, other documentation as noted below has been identified as optional information that your organization may wish to include. Furthermore, you may attach any supporting documents you wish to help support your request for funding.

Please note that only the documents listed as “Mandatory” are required before an application is considered accepted. To avoid delays, please ensure your submitted application includes all required supporting documents and completed templates. If you have questions, please do not hesitate to contact the Adult Education Coordinator in your region (contact details are provided in Section 5 of this document).

Document	Mandatory?	Document Topic	Requirements
<i>Program Salary Calculation Worksheet</i>	Yes	Salary Calculation	This information should be provided using the Program Salary Calculation Worksheet template for the Seniors' Literacy and Learning Grant Program. This template can be found on the Adult Education website at http://gonssal.ca/LaMPSS
<i>Financial Statement</i>	No	Board/Staff Members	This information is not mandatory and the review of your application will not be delayed if not included.
<i>Board and Staff Members</i>	No	Job Description	This information is not mandatory and the review of your application will not be delayed if not included.
<i>Job Descriptions</i>	No	Job Description	This information is not mandatory and the review of your application will not be delayed if not included.
<i>Organization Mandate</i>	No	Org Mandate	This information is not mandatory and the review of your application will not be delayed if not included.
<i>Mission Statement</i>	No	Mission Statement	This information is not mandatory and the review of your application will not be delayed if not included.

Submitting your application

Once your organization has finalized the application including the attachment of all the required documents, and project costs less cash and in-kind contributions, the application may be submitted to the Adult Education Division using the LaMPSS self-serve system.

In order to submit the application, follow the following steps:

1. Open the completed application form saved on your computer. You may wish to save a duplicate copy for reference purposes when making new applications in subsequent years.

2. Enter your organization's ID number, username and password. This information would have been provided to you when you registered as a LaMPSS organization receiving the ability to utilize the LaMPSS self-service capabilities.
3. Click the "submit" button. The interactive application reconnects with the LaMPSS system automatically and enables the user to submit the application.

At this point the application enters the "verification" stage of the proposal submission. A member of the Adult Education Division confirms that the submitted proposal includes all required documentation, as well as sufficient details in order to make a fair assessment.

Organizations should ensure the submitted application remains in an electronic state (i.e., saved on your computer network) to allow the organization to make any requested edits and then resubmit. Additionally, the saved document can be used for future reference in developing proposals in subsequent years.

Note: There is a time line for applications to remain current. Organizations have 120 calendar days to open, complete and submit the completed application. Seniors' Literacy and Learning Grant Program Funding applications will be received between September 27, 2011 and midnight October 14, 2011 only.

3 Seniors' Literacy and Learning Grant Program Reporting Requirements

The Nova Scotia Seniors' Literacy and Learning Grant Program requires a final report to be issued to the Adult Education Division through the LaMPSS self-serve system for approval. Organizations should note that approval of funding for subsequent years will be dependent on the organization receiving approval of the final report from the Adult Education Division. Any questions or concerns regarding this process should be directed to the Adult Education Division directly.

Reporting Online Using LaMPSS Self-Serve

Reports are to be submitted online using LaMPSS self-serve functionality at www.gov.ns.ca/lampss

Completing an Activity Report

This section provides information to the organization for completing the Activity Report form for the Seniors' Literacy and Learning Grant Program for the Adult Education Division of the Department of Labour and Advanced Education.

Organization Information

Now that your organization is a registered LaMPSS user, this information will be pre-populated. If, during the course of the project, this information has changed, ensure the changes are recorded in LaMPSS and you have notified the Adult Education Coordinator of the change.

Project Activities

The tables below outline the information reporting requirements for each eligible activity for the Seniors' Literacy and Learning Grant Program.

This section will have the same activities as the section above:

Skill Enhancement – Essential Skills – Seniors Literacy – Classroom	
Update / Status this Period	<p>Provide an update of your Seniors' Literacy and Learning Grant Project to date answering the following questions:</p> <ul style="list-style-type: none"> • Is the project being implemented according to the approved proposal? • What goals have been achieved (i.e., enhanced literacy skills, motivation to learn, motivation to lead, enhanced self-confidence/self-esteem, self-directed learning)? • What are you doing to ensure the project is being implemented according to the approved proposal (i.e., visiting delivery site(s), meeting with instructors/facilitators, feedback from participants, regular project team meetings)? • Have the activities or outcomes changed since implementation? If so, indicate the reasons for the changes. • What types of learning activities are being used that develops adult literacy, numeracy and essential skills (i.e., guest speakers, partnerships, community resources, field trips, mentoring, book writing/compilation, creative and innovation)? • Provide details on the successes (i.e., what activity was most successful/enjoyable for the group) and challenges (i.e., what could be done differently). • In what way has the <i>Health Literacy Manual for Seniors</i> and the <i>Context and Strategies</i> booklet of the <i>Enhancing the Basic Learning Skills of Older Nova Scotians</i> been incorporated in the project activities? • List any other resources used and how they were helpful to create a literacy learning experience.
Number of unique participants	Provide the number of seniors currently participating in the activity.

Skill Enhancement – Essential Skills – Seniors Literacy – Workshops	
Update / Status this Period	<p>Provide an update of your Seniors' Literacy and Learning Grant Project to date answering the following questions:</p> <ul style="list-style-type: none"> • Is the project being implemented according to the approved proposal? • What goals have been achieved (i.e., enhanced literacy skills, motivation to learn, motivation to lead, enhanced self-confidence/self-esteem, self-directed learning)? • What are you doing to ensure the project is being implemented according to the approved proposal (i.e., visiting delivery site(s), meeting with instructors/facilitators, feedback from participants, regular project team meetings)? • Have the activities or outcomes changed since implementation? If so, indicate the reasons for the changes. • What types of learning activities are being used that develop adult literacy, numeracy and essential skills (i.e., guest speakers, partnerships, community resources, field trips, mentoring, book writing/compilation, creative and innovation)? • Provide details on the successes (i.e., what activity was most successful/enjoyable for the group) and challenges (i.e., what could be done differently). • In what way has the <i>Health Literacy Manual for Seniors</i> and the <i>Context and Strategies</i> booklet of the <i>Enhancing the Basic Learning Skills of Older Nova Scotians</i> been incorporated in the project activities? <p>List any other resources used and how they were helpful to create a literacy learning experience.</p>
Number of unique participants	Provide the number of seniors currently participating in the activity.

Participants

Enter the actual number of participants during this reporting period for all activities.

Supporting Documentation

This section can be used by the organization to submit supporting documentation (i.e., status report) that may be different from what was reported above or any additional information or documents that may provide a more complete picture of the progress of the project. For instance, if the organization used a particular document to evaluate the program, such as a survey or an evaluation form, the organization should include samples of the materials here as an attachment.

Reporting Notes

If your organization would like to make a comment, provide suggestions or commentary on the successes achieved and/or challenges that have developed over the course of the activity that are not reflected in the status report; document that information in this space. Additionally, any supporting documents related to this information can be attached as noted above.

Completing a Financial Report

This section provides information to the organization for completing the Financial Report form for the Seniors' Literacy and Learning Grant Program for the Adult Education Division of the Department of Labour and Advanced Education.

Organization Information

Now that your organization is a registered LaMPSS user, this information will be pre-populated. If, during the course of the project, this information has changed, ensure the changes are recorded in LaMPSS and you have notified the Adult Education Coordinator of the change.

Project Costs

In this section, organizations are asked to report actual costs to date for each eligible budget category where project funds were approved. The original approved funding allocation is listed. As well, depending on whether or not the organization is providing an interim or final report, the "to-date" costs are also visible.

It should be noted that organizations are able to record actual costs that may exceed the original requested amounts. If this occurs, organizations are **required** to provide details in the "Notes" section as to why the costs have exceeded the approved funding allocation for that category. Organizations should expect that the Adult Education Division's coordinator or grant administrator will be in contact to discuss the circumstances.

Supporting Documentation

This section can be used by the organization to submit documentation to report any details that may be different from what was reported above or any additional information or documents that may provide a more complete financial picture of the progress of the project. For instance, if the organization has a budget worksheet that describes the budget in more details, it should be included here as an attachment.

Also, any documentation that supports why costs exceeded the originally approved budget could also be included here. For instance, if the organization moved the project to a location that exceeded the original budget allocation for rent, any documents that reflect that difference and/or support the move could be scanned and attached in this location.

Reporting Notes

If projects costs reported above exceeded the originally approved budget, the organization is expected to provide details explaining those differences in this section. The organization is also free to use this space to report any successes or challenges related to the financial activities of the project.

Submitting Your Reports

Once your organization has finalized the report including the attachment of all the required templates, and projects costs less cash and in-kind contributions, the report may be submitted to the Department using the LaMPSS self-serve system.

In this section of the report enter the following information that would have been received when your organization was registered as in LaMPSS.

Enter your organizations ID, username and password and click the “submit” button. This will connect you with the LaMPSS system to submit the application.

4 Contact Information

At any point in the application process, organizations are encouraged to contact one of the division's Adult Education Coordinators to discuss the proposal.

The Adult Education Division also has a toll-free number (1-877-goNSSAL or 1-877-466-7725) that is answered during regular government hours (8:30 am to 4:30 pm) along with the option to leave a voice message. Organizations may also wish to visit the division's website, www.goNSSAL.ca, for information related to the specific grant program as well as other adult education topics.

Below is a list of the Adult Education Coordinators by region.

Adult Education Coordinators

Northern Region

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

Metro Region

Angela Penney
Adult Education Division
Dept. of Labour & Advanced
Education
4th Floor, 2021 Brunswick St.
P.O. Box 578
Halifax, NS B3J 2S9
Phone: 424-5162
Fax: 424-1171
penneyad@gov.ns.ca

Cape Breton Region

Ann MacDonald
Adult Education Division
Dept. of Labour & Advanced
Education
360 Prince Street
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