

Family Literacy Grant Program Guidelines

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

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1 Family Literacy Grant Program – Introduction

The Family Literacy 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.

The Family Literacy Grant Program 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 improve adult literacy skills within the context of family literacy activities. Parents and children should benefit from program activities. Developing an awareness of literacy for both must be embedded in the program. Special attention to improving adult literacy skills within the program is required.

A Brief History of Development

Since 1999, the Adult Education Division has supported and fostered the development and delivery of family literacy and learning programs. Mainly, this was in partnership with the Halifax Youth Foundation through the Family Learning Initiative Endowment Fund (FLIEF) grant program. The Halifax Youth Foundation continues to be a strong supporter of family learning. The FLIEF grant program is nearing eleven years of operation, and each year more organizations apply to deliver well-planned and much needed programs. The family literacy field has expressed a need for more support, and because FLIEF funding is maintained at a standard amount, the Adult Education Division has embarked on an additional family literacy grant program.

The Family Literacy Grant Program of Nova Scotia began as a pilot in 2005 in several sites across the province. The pilot continued for a second year, expanding to include diverse program content and delivery, but maintaining a focus on adult literacy within the context of family literacy and learning.

The Adult Education Division, working closely with the Family Literacy Advisory Group of Nova Scotia (FLAG-NS), supports good practice in family literacy programming. FLAG-NS, which was formed in 2003, developed a *Family Literacy Best Practices Guide for Programs in Nova Scotia*. This Guide is widely used and requested by practitioners, and is available in both English and French.

In addition to the Best Practices Guide (2003), FLAG-NS hosted seven regional consultations across the province in 2004–05 and met with representatives from libraries, child service organizations, colleges, community-based literacy groups, family resource centers and government departments. The purpose of the consultation was to develop a strategic plan for the progress of family literacy. The plan was endorsed by FLAG-NS members and provides valuable information to the Adult Education Division regarding the priorities of the family literacy field in Nova Scotia. One of the recurring points emerging from the consultations was the consensus among stakeholders that the Adult Education Division be a more active lead in the field in providing supports to programs.

The success of FLIEF and FLAG-NS demonstrates Nova Scotians' desire to pursue family literacy as a means to increase adult and parent literacy, and build upon the value of families learning together. Practitioners, and the organizations they represent, often choose to deliver family literacy programs because such programs can provide a comprehensive approach in building literacy skills of adults and children in realistic and practical learning communities. Family literacy and learning can be woven into the daily routines and special occasions shared by families.

The Purpose of the Program

The focus of the grant program is to improve adult literacy skills within the context of family literacy activities. Parents and children should benefit from program activities. Developing an awareness of literacy for both must be embedded in the program. Special attention to improving adult literacy skills within the program is required.

Available Funds

Applicants may apply for grants from \$5,000 to \$20,000.

Eligible Applicants

The Family Literacy Grant Program is for:

- community-based literacy organizations
- not-for-profit organizations working in partnership with literacy organizations

Overview of Eligible Costs/Activities

This is an overview only. Detailed information on can be found in the section entitled, "Project Budget."

- Salaries & Benefits: may include salaries and benefits for each person employed in the program. Salary may range up to \$25 per hour
- Administration: maximum 10% of grant allocation
- Honoraria: may include special payments for guest speakers, resource persons and consultants
- Facilities: may include rent for meeting rooms or offices
- Materials: include supplies related to the program (e.g. paper, markers, file folders)

- Travel: may include estimated costs of bus, taxi and automobile expenses. Meals and accommodations should be included under travel.
- Publicity: may include brochures, newspaper ads, posters, TV and radio spots
- Other: may include printing, reproduction and distribution costs, costs associated with the evaluation of the program, equipment rental, etc.

Costs/Activities Not Eligible

- Activities not related to family literacy
- Regular or ongoing operational costs of an institution or organization
- Acquisition of equipment, furniture or property
- Travel outside Nova Scotia
- Financial losses incurred by the program
- Deficits, fundraising or repayment of loans

Team Approach

The program must be lead by a team to include representatives from the delivery organization, the Adult Education Division, and other relevant partners as deemed appropriate to the program.

Reporting & Accountability

The organization receiving the grant will be responsible for the:

- administration of the program grant
- disbursement of the grant, and
- completion of financial and activity reports. (Complete details can be found in Section 3)

Application / Proposal Review Process

Proposals will be reviewed by a Family Literacy Grant Program review team at the Adult Education Division. The proposal review will consider the following elements:

- quality of the proposal presented;
- attention to developing adult literacy, numeracy and essential skills
- attention to including family learning activities
- program content, theme, curricula
- inclusion of participant input in program development, and
- promotion and awareness component of the proposed program.

In addition to the above elements, the review team will ensure, to the extent possible, that available funds are distributed equitably across the province.

2 Applying for the Family Literacy 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.

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 Family Literacy Grant Program for the Adult Education Division of the Department of Labour and Advanced Education.

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 Family Literacy 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 Family Literacy 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 **brief** description (2,000 characters or approximately 300 words only) of the proposed project including the objectives, activities and expected results of your project.

In many cases, this is not sufficient information to make an adequate assessment. Therefore, organizations are asked to attach a *detailed project description* with the application submission (see details below).

Attach a Detailed Project Description / Proposal to the Application

As mentioned above, to support the Family Literacy Grant Program application, complete and attach the Family Literacy Grant Program – Detailed Project Description template found online at www.gonssal.ca/LaMPSS. This attachment will be used by the Family Literacy Grant Program review team at the Adult Education Division to determine eligibility and approval for funding.

To attach your detailed Project Description document simply click the “Attach...” button to attach the document to the application form. ***This section only allows the attachment of one document.*** If you wish to provide other documents to support your proposal, you may do so at the end of the proposal in the, “Supporting Documents” section of the application.

The attachment requests the following information:

1. **Executive Summary:** Using the brief project description provided above, provide more specific details including objectives, activities, expected results of your plan, and how you will achieve the expected outcomes.
2. **Demonstrated Need:** Indicate why this proposed project is necessary in your community.
3. **Project Objectives:** List the purpose of your activities/services. The objectives stated should be clear and measurable.
4. **Evaluation Plan:** Provide specific details on the expected results of your organization’s Family Literacy Grant Project, as well as how the project will be measured. This may include, but not limited to, participation evaluation forms, surveys, pre- and post-assessments, and/or quantitative measures.
5. **Program Team:** Organizations must establish a project team who will oversee the project development, delivery and evaluation. The team should be comprised of individuals who understand the goals and objectives of the project including the appropriate regional Adult Education Coordinator. Organizations must ensure the Adult Education Coordinator is notified of scheduled meetings. This will ensure any unforeseen issues or challenges are dealt with quickly and efficiently limiting the impact on the project participants. Identify the names and organizational representatives who will form the project team as well as details on how the team will oversee the project development, delivery and evaluation.

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 Family Literacy 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 such as 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

Like most funded programs, the Family Literacy Grant Program tracks the number of expected and actual participants. The Adult Education Division actively tracks the number of adults, number of children and the number of families who benefit from this program each year. For the purposes of the Family Literacy Grant Program, a "family" is defined as a group including an adult and one or more children. For instance, this could be a parent, grandparent or caregiver and one or more children.

In this section, organizations are asked to include the total number of participants as well as the number of "adults", "children" and "families" that are *expected* to participate in the project for all activities in all locations. There will be an opportunity during the interim and final report to report actual numbers. Organizations will also be asked to record the expected number of participants for each activity in each location during the "project activities" section of the application (see details below).

Project Activities

The Family Literacy Grant Program 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 improve adult literacy skills within the context of family literacy activities. (**Suzanne seems like more repetition)

Family Literacy 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 following 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.

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 – Family Literacy – Classroom	
Brief Description	<p>Provide a brief summary of your Family Literacy Grant Project and include the following information:</p> <ul style="list-style-type: none"> • The number of activities in a classroom setting that will be organized • How the project will develop literacy skills in a classroom setting (making reference to how this project is different from parenting program type projects) • The frequency of meetings (i.e., once or twice a week) • Whether 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 run adult learning program (ALP) activities where adults will develop literacy skills in a classroom setting. The participants will meet weekly for two hours. We will promote the project in our community using advertisements in the local paper and through a distribution of a brochure to local medical clinics. At the end of the session, a celebration for the participants who completed the activity, and their invited guests, will be arranged.”</p>
Expected Results	<p>Use this space to identify:</p> <ul style="list-style-type: none"> • how the activity develops adult literacy, numeracy and essential skills • how family learning activities will be incorporated • how the organization plans to incorporate the <i>Family Literacy Best Practices Guide for Programs in Nova Scotia</i> (available in both French and English). The guides can be found online at: www.gonssal.ca/General-Public/Literacy-Programs/family-literacy <p>Note that organizations will be expected to report on how the document was used in the interim and/or final reports.</p> <ul style="list-style-type: none"> • how many adults are expected to participate • how many children are expected to participate <p>Note that the “number of families” is recorded below.</p>
Where does this activity take place	<p>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.”</p>
Expected number of participants	<p>Provide the expected number of families expected to participate in the activity. Actual numbers will be reported in the submission of any required interim and/or final reports.</p>

Skill Enhancement – Essential Skills – Family Literacy – Workshops

<p>Brief Description</p>	<p>Provide a brief summary of your Family Literacy Grant Project and include the following information:</p> <ul style="list-style-type: none"> • The number of workshop activities that will be organized • How the project will develop literacy skills (making reference to how this project is different from parenting program type projects) • The frequency of meetings (i.e., once or twice a week) • Whether 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 run two workshops focused on how children learn language. Participants will meet weekly for two hours for ten weeks. We will promote the project in our community using advertisements in the local paper and through a distribution of a brochure to local medical clinics. At the end of the session, a celebration for the participants who completed the activity, and their invited guests, will be arranged.”</p>
<p>Expected Results</p>	<p>Use this space to identify:</p> <ul style="list-style-type: none"> • how the activity develops adult literacy, numeracy and essential skills • how family learning activities will be incorporated • how the organization plans to incorporate the <i>Family Literacy Best Practices Guide for Programs in Nova Scotia</i> (available in both French and English). <p>Note that organizations will be expected to report on how the document was used in the interim and/or final reports.</p> <ul style="list-style-type: none"> • how many adults are expected to participate. This is different from the request to provide the number of “Families” that participate in the program. • how many children are expected to participate <p>Note that the “number of families” is recorded below.</p>
<p>Where does this activity take place</p>	<p>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.”</p>
<p>Expected number of participants</p>	<p>Provide the number of families expected to participate in the activity. Actual numbers will be reported in the submission of any required interim and/or final reports.</p>

Project Budget

The following table outlines the eligible costs and specific instructions for each budget category funded by the Family Literacy 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>Include the funds required to cover salaries and required MERC. Salaries may range up to \$25 per hour and may be included for each person employed in the program.</p> <p>Employment benefits are typically set at 12% (includes employment insurance, vacation pay, and Canada Pension Plan).</p> <p>For staff having eight years or more of continuous work with the organization, as per the Labour Standards Code, vacation pay should be calculated at a rate of 6%.</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>Calculations must be shown on the salary calculation worksheet which is available at: http://gonssal.ca/LaMPSS</p> <p>See the “Supporting Documentation” section at the end of the application for further details on attaching the worksheet to your application.</p>
MERC	Benefits may be included for each person employed in the program.
Travel	Costs for travel may include estimated costs for bus, taxi and

	<p>automobile expenses as well as any expected meal or accommodation expenses.</p> <p><i>Organizations must be prepared to provide details of how many individuals are travelling, where and when, and reason for travel (e.g., meetings, professional development). This information may be requested by the Adult Education Division prior to approving a proposal for funding.</i></p>
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Participant Program Delivery

Participant	Eligible Costs
Child Care	<p>Costs for child care may be included if the organization deems it necessary to enable families to participate in the project. If necessary, further information may be acquired from the Adult Education Coordinator.</p>
Travel	<p>Costs for participants travel may be included if the organization deems it necessary to enable families to participate in the project. If necessary, further information may be acquired from the Adult Education Coordinator.</p> <p><i>Organizations must be prepared to provide details of how many individuals are travelling, where and when, and reason for travel (e.g., meetings, professional development). This information may be requested by the Adult Education Division prior to approving a proposal for funding.</i></p>

Operational

Standard	Eligible Costs
Honoraria	<p>Costs may be included for special payments for guest speakers, resource persons and/or consultants.</p>
Facility Lease / Rent	<p>Costs may be included for rent of meeting rooms and/or offices.</p>
Advertising & Promotion	<p>Publicity costs may include brochures, newspaper advertisements, posters, TV and/or radio spots.</p>
Resource Materials	<p>Costs for supplies related to the program (e.g. paper, markers, and file folders) may be included.</p>
Office Supplies	<p>Other costs related to printing, reproduction and distribution costs, costs associated with the evaluation of the program, or equipment rental may be recorded as "office supplies."</p>

Administrative

Administrative	Eligible Costs
Administrative-Inclusive	The organization may request up to a maximum of 10 percent of the grant allocation for administrative costs.

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.

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

3 Family Literacy Grant Program Reporting Requirements

The Nova Scotia Family Literacy Grant Program requires interim and final reports 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 activity report from the Adult Education Division. Organizations should also note that the interim activity report must be submitted through LaMPSS before the second installment of the funding

can be released. 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 Family Literacy 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

This section provides opportunity for the organization to report on the activities identified when the application was made to request funding. The table below outlines the information reporting requirements for each eligible activity for the Family Literacy Grant Program. Provide this information for each activity in your Labour Market Agreement.

Skill Enhancement – Essential Skills – Family Literacy – Classroom	
Update / Status this Period	<p>Provide an update of your Family Literacy 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 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 outcomes changed since implementation? • Have the activities changed since implementation? • What activities are being used that develops adult literacy, numeracy and essential skills? • What activities are incorporating family learning? • In what way has the <i>Family Literacy Best Practices Guide for Programs in Nova Scotia</i> been incorporated?
Number of unique participants	<p>Provide the number of families currently participating in the activity. The numbers of adults and children will be separately recorded in the “target groups” section of the report.</p>

Skill Enhancement – Essential Skills – Family Literacy – Workshop	
Update / Status this Period	<p>Provide an update of your Family Literacy 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 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 outcomes changed since implementation? • Have the activities changed since implementation? • What activities are being used that develops adult literacy, numeracy and essential skills • What activities are incorporating family learning? • In what way has the <i>Family Literacy Best Practices Guide for Programs in Nova Scotia</i> been incorporated?
Number of unique participants	<p>Provide the number of families currently participating in the activity. The numbers of adults and children will be separately recorded in the “target groups” section of the report.</p>

Participants

The Adult Education Division actively tracks the number of adults, number of children and the number of families who benefit from this program each year. For the purposes of the Family Literacy Grant Program, a “family” is defined as a group including an adult and one or more children. For instance, this could be a parent, grandparent or caregiver and one or more children.

In your organization’s approved proposal for funding the total number of participants as well as the number of “adults”, “children” and “families” that were *expected* to participate in the project for all activities in all locations was recorded. In this section, identify actual numbers to date.

Supporting Documentation

This section can be used by the organization to submit a 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 or provide commentary on the successes achieved and or challenges that have developed over the course of the activity, that information can be documented 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 Family Literacy 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
Suite 39, 3rd Floor
Sydney, NS B1P 5L1
Phone: 563-2270
Fax: 563-3719
macdonae@gov.ns.ca

Southwestern Region

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

Strait Region

Barb Moreton
Adult Education Division
Dept. of Labour & Advanced
Education
c/o Strait Area Campus, NSCC
226 Reeves Street
Port Hawkesbury, NS B0E 2V0
Phone: 625-4031
Fax: 625-4264
moretoba@gov.ns.ca

Mi'kmaw Community

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moretoba@gov.ns.ca

Valley Region

Rod Franklin
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Phone: 679-6204
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franklr@gov.ns.ca

Acadian Community

Maggie Hope-Simpson
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Dept. of Labour & Advanced
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