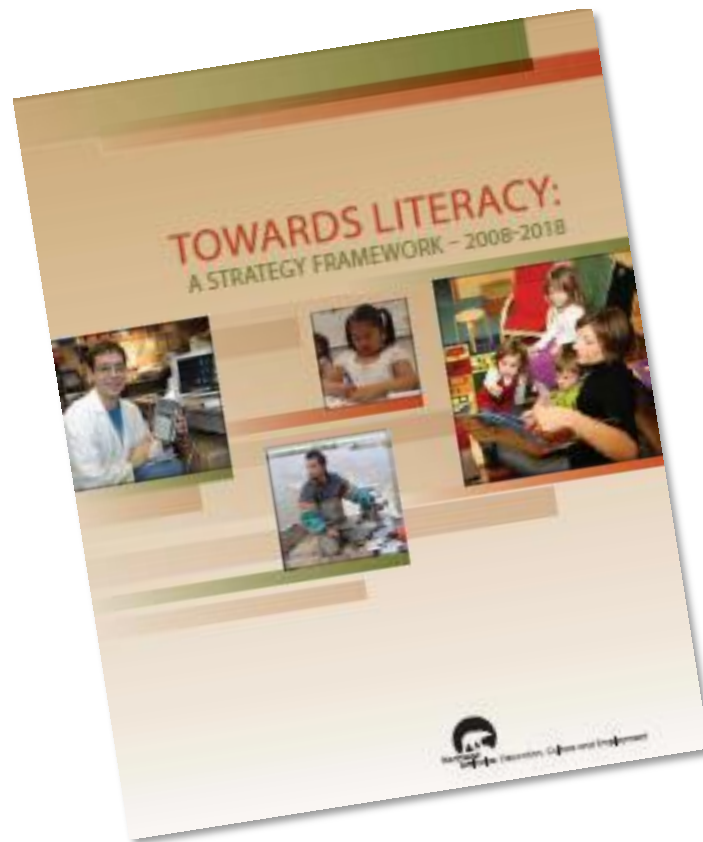




# Community Literacy Development Fund

## PROGRAM HANDBOOK

2017- 2018





## Community Literacy Development Fund TABLE OF CONTENTS

APPLICATION GUIDELINES.....	2
PROPOSAL TEMPLATE.....	7
PARTICIPANT EXIT SURVEY.....	10
FINAL REPORT TEMPLATE.....	12
STATISTICAL INFORMATION - FINAL REPORT.....	15
FINAL FINANCIAL STATEMENT.....	17
APPENDIX 1 - NWT Literacy Strategy Objectives and Actions Eligible for Community Literacy Development Fund.....	18



## Community Literacy Development Fund APPLICATION GUIDELINES

### Introduction

Literacy has an impact on every resident of the NWT. Improving literacy skills creates positive effects in many areas: parenting, health, employment, community involvement, and quality of life. Literacy is at the core of what it means to be a successful person at home, at school, and at work.

The NWT Literacy Strategy, *Towards Literacy: A Strategy Framework – 2008-2018* identifies four key goals:

- Increase the literacy levels of people of all ages in the NWT.
- Support literacy in the official languages in the NWT.
- Build integrated partnerships across the NWT to address literacy priorities.
- Build community capacity to meet local literacy needs.

Within these goals, the Strategy lists 22 objectives and 58 actions to be completed over a ten-year period. The Community Literacy Development Fund (CLDF) is intended to provide community groups an opportunity to accomplish some of the objectives and actions that would otherwise not be completed.

(From the *Literacy Strategy Annual Report, 2011-2012*.)

### History of CLDF

Previously, the Strategy had four sources of funding which were administered by the ECE Regional Offices:

- NWT Workplace Education;
- Community Skills for Work;
- Community Literacy Programs; and,
- Literacy Programs and Support for Seniors.

On April 1, 2005, these four funding sources were consolidated into the CLDF.



## **What is the CLDF?**

CLDF provides financial assistance to community organizations and employers to develop and deliver local programs that will increase literacy skills and raise awareness of the importance of literacy.

CLDF promotes literacy development for adults in the Northwest Territories, including youth (16-25), working age adults, parents, and seniors (60 and older). It supports literacy development in all of the eleven NWT official languages, with an emphasis on Aboriginal languages as identified in the Strategy. Intergenerational family literacy programs, which include adults, and community literacy awareness programs will be funded. Special priority will be given to youth and adults developing emergent literacy skills and to Income Support clients.

## **Purpose and Goals of the Community Literacy Development Fund**

- Improve the literacy skills of youth and adults in the Northwest Territories (NWT);
- Provide program participants with job search and job continuation skills;
- Provide program participants with workforce and workplace literacy and essential skills training;
- Increase quality of life, independence and well-being of literacy program participants;
- Promote healthy families, positive parenting and intergenerational reading in the home and the community;
- Enhance literacy activities in the Northwest Territories;
- Encourage active involvement of community organizations in literacy education;
- Develop relevant learning materials; promote information sharing and coordination; and,
- Increase public awareness and develop innovative approaches to literacy services at the community level.



## Eligibility

1. Groups eligible for funding include community organizations, band councils, hamlets, employers, libraries and registered non-profit societies.
2. All program proposals must include the following:
  - A direct link to objectives and actions in the NWT Literacy Strategy;
  - Demonstration of the need for the program, including a breakdown of the budget and what funding will be used for;
  - Two letters of support for the program;
  - Commitments for in-kind support: classroom/office space and equipment, administrative costs, etc.; and,
  - Plan for evaluation of the program and its results.
3. Programs eligible for funding include, but may not be limited to:
  - Community literacy awareness.
  - Literacy outreach services, intergenerational family literacy activities.
  - Workforce and workplace literacy and essential skills training.
  - Individual or small group tutoring, classroom literacy activities.
  - Development of learning materials.
  - Development of Official language literacy resources.
  - Literacy components in youth centres and programs.
  - Support for youth in correctional facilities to develop literacy skills.
  - Alternative literacy programs for out-of-school youth.
  - Development of community literacy plans.
  - Research on literacy needs at the community level.
  - New and innovative approaches to literacy development.
  - Job search skills: resume writing, interviews, career planning.
  - Certifiable skills, which will help participants to become more employable.
  - Basic technological/digital literacy.
  - Literacy and health: assistance accessing health information.
  - Literacy supports to promote active, independent living for Seniors
4. All contribution agreements must specify which objective/action they will be addressing in the NWT Literacy Strategy and must contribute to improving youth and adult literacy rates in the NWT.



5. Classroom-based literacy instruction must be linked to other community activities or initiatives in order to be eligible for funding: e.g., community literacy awareness, job-specific skills training, life skills training and community wellness activities.
6. Capital costs, such as computer equipment, are not eligible for funding.
7. All applicants must provide evaluation data relevant to the literacy project they are administering. Examples of relevant data include number of participants completing program, number of supports utilized, number and type of resources developed and distributed, and percentage of participants who advance their literacy levels. Assistance will be provided in determining acceptable data criteria per project.
8. Applicants who are reapplying for funds must provide an evaluation of the previous year's activities to demonstrate the program's success

## Program Costs

Costs covered under the Community Literacy Development Fund include the following:

- Production costs for promotional materials or learning materials.
- Salary costs for coordinators, facilitators or instructors to manage, deliver and evaluate programs.
- Justifiable operational and administrative costs.
- Employer costs to Canada Pension Plan and Employment Insurance.
- Honoraria for part-time tutors.
- Transportation costs for program participants, when necessary.
- Costs for food or prizes for literacy promotions and awareness programs.
- Costs of learning materials for program participants.
- Book purchases for community literacy programs.

## The Application Process

Proposals should be submitted early to receive funding for the fiscal year (April 1 – March 31). Proposals will be assessed based upon their relevance to the literacy needs of youth and adults in the Northwest Territories as outlined in *Towards Literacy: A Strategy Framework – 2008-2018*. Special priority will be given to programs targeting youth and adults lacking basic literacy skills and workforce and workplace literacy and essential skills training. Please see the following template for a suggested proposal outline.



## For More Information

For more information, contact your regional ECE Service Centre:

Fort Simpson ... 695-7338

Fort Smith..... 872-7425

Hay River..... 874-5050

Inuvik..... 777-7365

Norman Wells.. 587-7157

Yellowknife..... 766-5100

*or*

Wellness and Literacy Coordinator  
Health, Wellness and Student Support Division  
Education, Culture and Employment  
Government of the Northwest Territories  
P.O. Box 1320  
Yellowknife, NT X1A 2L9

Phone: (867) 767-9351 extension 71180

Fax: (867) 873-0109

## The Approval Process

Approved programs will enter into a contribution agreement with Education, Culture and Employment, and a cheque will be sent directly to the organization.

Completed Participant Exit Surveys for each participant, a final written report and financial statement will be required at the end of the program as part of the evaluation plan.



## Community Literacy Development Fund PROPOSAL TEMPLATE

### General Information

---

Name of Organization:

---

Name of Contact Person:

---

Address:

---

Phone:

---

Fax:

---

Email:

---

**TITLE OF ACTIVITY:**

---

**Duration:**

---

From:

DD/MM/YY

To:

DD/MM/YY

### Need for Program

---

Be clear and specific, and provide details to support your statement.

### Objectives of program

---

Describe which objectives and actions in *Towards Literacy: A Strategy Framework – 2008-2018* your program is targeting (see Appendix 1). Provide details about what the program will achieve. Explain the literacy benefits expected.





## Detailed Description of Program

---

### Description of Program and Work Plan

---

Give a brief summary of the proposed program, including program goals and a schedule of activities.

### Expected Results

---

How will this program help the individuals who will be participating?

What will the literacy outcomes be? E.g., Improved literacy scores, publications, learning materials, etc. How will you collect this information?

### Evaluation Plan

---

How will you evaluate the results of your work and demonstrate that your program has achieved its objectives? **CLDF Participant Exit Surveys**, included in this handbook, are required for each participant, and are a valuable tool for program evaluation.

### Letters of Support

---

**Are two letters of support included with application?** \_\_\_\_\_ Yes

Applications that do not have letters of support will be held until the letters are submitted.



## Proposal Budget Worksheet

Item	Program Costs	Amount Requested	Support In-kind
<b>Coordinators, Instructors, etc.:</b>			
• Wages	\$	\$	\$
• Mandatory Benefits (11%)	\$	\$	\$
• Other	\$	\$	\$
<b>Subtotal</b>	\$	\$	\$
<b>Operational Costs:</b>			
• Administrative	\$	\$	\$
• Learning Materials	\$	\$	\$
• Promotional Materials	\$	\$	\$
• Transportation & Meeting Costs	\$	\$	\$
<b>Subtotal</b>	\$	\$	\$
<b>Other Costs (please specify):</b>	\$	\$	\$
<b>TOTALS</b>	<b>\$ Total Program costs</b>	<b>\$ Total Amount Requested</b>	<b>\$ Total Support In-kind</b>

## Funding Requested from Other Sources

\$ \_\_\_\_\_ from \_\_\_\_\_  Approved  Not Approved

\$ \_\_\_\_\_ from \_\_\_\_\_  Approved  Not Approved



## Community Literacy Development Fund PARTICIPANT EXIT SURVEY

(2 pages)

Name of Program: \_\_\_\_\_

Community: \_\_\_\_\_




























Date: \_\_\_\_\_

**Please circle the face that matches your experience in the program:**

	A lot/ Very good	A little/ OK	Not at all	Don't know/ does not apply
1) How much did the program help you improve your literacy skills?				?
2) How much did the program help your children improve their literacy skills?				?
3) How well organized was the program?				?
4) How helpful was the staff/instructor?				?
5) How would you rate the overall program?				?



### The program helped me to:

	A lot	A little	Not at all	Don't know/ does not apply
Increase my self-confidence				?
Improve my communication skills				?
Improve my reading skills				?
Read to my children/help with homework				?
Improve my writing skills				?
Improve my Aboriginal language				?
Improve my computer/digital literacy skills				?
Take more courses/further my education				?
Learn skills that will help me get a job				?



## Community Literacy Development Fund FINAL REPORT TEMPLATE

### General Description

---

Name of Organization:

---

Name of Contact Person:

---

Address:

---

Phone:

---

Fax:

---

Email:

---

### Program Details

---

Name of Program:

---

Number of Participants:

---

Program Hours:

---

### Program Description

---

Briefly describe the program.



## **Program Goals**

---

Were the goals and objectives met? Was it necessary to change the objectives or activities of the program? Why?

## **Program Outcomes**

---

What were the results of the program? How did the program affect the participants, community and organizations involved?

If you were going to deliver the program next year, what would you do more of? What would you change?

## **Public Awareness and Learner Recruitment**

---

How did you attract learners and participants to your program? (e.g. radio, newspaper ads, etc.) How well did this work?



## **Instructional Methods and Materials**

---

What instructional methods did you use? Examples of Methods may include: problem solving, journal writing, learning centers, discussions, etc. Examples of Materials might include: videos, books, internet, etc.

Please describe any challenges you had with instructional materials.

Please submit a copy of any report, publications or learning materials produced by the program with your final report.

## **Concerns**

---

Please share with us any program concerns or challenges.

## **Highlights** *(optional)*

---

Please share with us any success stories or highlights of your program.



## STATISTICAL INFORMATION - FINAL REPORT

Accurate statistical information provides important baseline information on adult literacy and programming and its impact at the community level.

Please complete this section as accurately and carefully as possible.

### Program Information

---

Days /hours the program ran each week:

---

Did you schedule one-on-one tutoring?      Yes      No

---

Did you have a waiting list?      Yes      No

---

If yes, how many were on your waiting list?

---

### Volunteer Information

---

Number of volunteers active in your literacy program:

---

Number of hours/week per volunteer (average):

---

What training did volunteers receive?

---

How are volunteers used in your program?

---





**Attendance**

---

What was the total number of learners in your program?  
\_\_\_\_\_

How many attended at least 60–70% of sessions?  
\_\_\_\_\_

How many learners stopped attending for the following reasons?  
\_\_\_\_\_

For personal reasons \_\_\_\_\_

Lack of childcare \_\_\_\_\_

Lack of transportation \_\_\_\_\_

Found a job \_\_\_\_\_

Other (please specify) \_\_\_\_\_  
\_\_\_\_\_

**Participant Profile**

---

If you delivered a family literacy program, how many children participated? \_\_\_\_\_

Ages of participants:

Under 16 \_\_\_\_\_      16 – 25 \_\_\_\_\_

26 – 59 \_\_\_\_\_      Over 59 \_\_\_\_\_

Gender: Female \_\_\_\_\_      Male \_\_\_\_\_

Ethnic origin of participants:

Aboriginal \_\_\_\_\_      Non-Aboriginal \_\_\_\_\_      Not identified \_\_\_\_\_

English literacy skill of participants:

Non-reader \_\_\_\_\_      Fundamental \_\_\_\_\_  
(Grade 1-6)

Intermediate \_\_\_\_\_      Advanced \_\_\_\_\_  
(Grade 7-10)      (Grade 11 & up)

Number of participants who completed a Participant Exit Survey:  
\_\_\_\_\_



## FINAL FINANCIAL STATEMENT

Item	Total Received	Total Spent
<b>Wages and benefits:</b>		
Wages	\$ _____	\$ _____
Mandatory benefits (11%)	\$ _____	\$ _____
Administrative costs	\$ _____	\$ _____
Transportation & meeting costs	\$ _____	\$ _____
Materials and Supplies	\$ _____	\$ _____
Other costs (please specify):	\$ _____	\$ _____
Total	\$ _____	\$ _____

**Total Surplus:** Any unspent contribution funds must be returned to Education, Culture and Employment in the form of a cheque made out to the Government of the Northwest Territories.

\$ \_\_\_\_\_

**Date:**

**Signature:**

---



## **APPENDIX 1 - NWT Literacy Strategy Objectives and Actions Eligible for Community Literacy Development Fund**

The bulleted actions below are the kinds of programs that are eligible for CLDF funding. The actions are from the NWT Literacy Strategy: *Towards Literacy: A Strategy Framework- 2008-2018* which can be found on the Department of Education, Culture and Employment website at:

[https://www.ece.gov.nt.ca/sites/www.ece.gov.nt.ca/files/resources/towards\\_literacy\\_-\\_a\\_strategy\\_framework-2008-2018.pdf](https://www.ece.gov.nt.ca/sites/www.ece.gov.nt.ca/files/resources/towards_literacy_-_a_strategy_framework-2008-2018.pdf)

### **Goal 1: Increase the literacy levels of people of all ages in the NWT**

---

#### **Youth (16 - 25)**

Provide alternative approaches to support literacy development for out-of-school youth:

- Implement alternative programs for out-of-school youth.
- Implement bridging programs for youth to transition into the workplace.
- Develop literacy resources that appeal to youth.

Provide literacy supports for out-of-school youth through community partnerships:

- Partner with youth centres and programs to include a literacy component.
- Provide transitional support for youth in correctional facilities to develop literacy skills.
- Provide transitional support for young parents to develop literacy skills.

#### **Working Age Adults (16 - 59)**

Develop an integrated approach to adult literacy programming, which includes a broad range of support for learners:

- Develop and implement interventions to support adult learners.
- Provide individual tutoring support for emergent literacy adults.
- Provide learning support for adults with disabilities.

Implement innovative approaches to adult literacy programming:

- Develop and implement embedded literacy programs.



Increase support for adult literacy practitioners:

- Develop relevant instructional resources to support the delivery of adult literacy programs.

Increase awareness of and support for workplace literacy and essential skills programs.

- Promote and support the delivery of workplace literacy programs.

### **Elders/Seniors (60+)**

Ensure Elders/Seniors have access to a continuum of literacy supports that enables them to function independently:

- Develop a continuum of literacy supports based on seniors' literacy research.
- Develop literacy supports that address health and quality of life.

### **Goal 2: Support literacy in the official languages of the NWT Aboriginal Language Resources**

---

Develop resources in the Aboriginal languages.

### **Goal 3: Build integrated partnerships across the NWT to address literacy priorities.**

---

Promote the integrated use of literacy resources amongst stakeholders:

- Develop resources to address health literacy issues.

### **Goal 4: Build community capacity to meet local literacy needs.**

---

Support community groups to develop and implement community literacy plans:

- Provide expertise and training to enable communities to develop literacy plans.
- Provide communities with literacy programming materials to implement their literacy plans.