

**OFFICE OF LITERACY AND ESSENTIAL SKILLS**

**CALL FOR PROPOSALS:  
COMMUNITY-BASED ADULT LITERACY AND ESSENTIAL SKILLS**

**JANUARY 2009**

**APPLICATION KIT**

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**II. FORMS AND INFORMATION**

1. Application For Funding
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*\* All required forms are available online at: [OLES Call for Proposals](#)*

## I. GENERAL INSTRUCTIONS: WHAT YOU NEED TO DO

**Step One: Review the Applicant Guide, Application Kit and Frequently Asked Questions available at: [OLES Call for Proposals](#). Please note: All boxes and sections within the form must be completed.**

**Step Two: Write your project proposal.**

Ensure that your proposal follows the instructions provided in the “Project Proposal” template in Section II of this Application Kit.

**Step Three: Prepare the budget for your project.**

Use the MS Excel budget form available at: [OLES Call for Proposals](#).

**Step Four: Complete the “Application for Funding” form.**

The form must be signed by the person(s) in your organization who hold legal signing authority.

**Step Five: Complete the “Executive Summary” form.**

The Executive Summary will play an important role in the assessment of your proposal. Be sure it contains all the requested information and can stand alone as a description of your project.

**Step Six: Double check that your application is complete.**

Complete and sign the Mandatory Checklist in Section III of this Application Kit.

**Step Seven: Submit your completed application to HRSDC.**

Do not fax or email application packages. Mail or courier the complete funding application package to:

Grants and Contributions Delivery Support  
Mail Stop 616  
140 Promenade du Portage  
Phase IV  
Gatineau, Quebec K1A 0J9

If you have questions, please don't hesitate to contact us: [E-mail enquiry](#).

Since the Call for Proposals process is competitive, we cannot answer questions seeking a judgement on a specific proposal. We will answer general questions and will post these questions and the answers, on the [Frequently Asked Questions \(FAQs\)](#) page for this Call for Proposals. We invite you to visit it frequently.

## II. FORMS AND INFORMATION

### 1. APPLICATION FOR FUNDING

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#### Section One: Applicant Information

Name of applicant organization	Telephone number xxx-xxx-xxxx
Legal name of applicant (if different)	Fax number xxx-xxx-xxxx
Mailing address	E-mail address
Municipality	Contact person's name
Province/Territory	Contact person's title
Postal code	Preferred language of correspondence __ English __ French
Date organization established (dd-mm-yyyy)	CRA business number (9 digits + 2 letters + 4 digits) <i>To verify your Business number, please go to: <a href="http://www.cra-arc.gc.ca/menu-eng.html">http://www.cra-arc.gc.ca/menu-eng.html</a></i>
Nature of organization (check <b>one</b> that most applies) __ voluntary sector organization __ non-profit organization __ professional association __ provincial/territorial institution __ education or training body __ workplace organization __ municipality	Accounting practices __ Internal __ External Name of external firm (if applicable)  Name of firm contact (if applicable)
	Accounting system __ Manual __ Computerized Software package (if applicable)

Accident Insurance coverage <input type="checkbox"/> N/A <input type="checkbox"/> None <input type="checkbox"/> Private coverage Name of firm (if applicable)		Liability Insurance coverage <input type="checkbox"/> N/A <input type="checkbox"/> None Name of firm (if applicable)	
Does your organization owe any amount to the Government of Canada under legislation or a grant or contribution agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please complete the following chart.			
Amount Owed	Nature of the debt (taxes, penalties, overpayments, etc.)	Government department or agency to which amount is owed	
Please note that any amount that may be provided by HRSDC under a potential agreement as a result of this application may be offset against amounts owing to the federal government.			
Does an individual within your organization or a third party <u>lobbying</u> HRSDC on your behalf with respect to the funding requested in this application meet the definition of lobbyist as defined by the <i>Lobbyist Registration Act</i> ? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please provide name and registration name.			
Lobbyist Name:		Registration Number:	

**Section Two: Project Information**

Project Title
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Primary Project Activity (check <b>one</b> that most applies to your project)		
<input type="checkbox"/> The integration of LES into community-based initiative	<input type="checkbox"/> The adaptation and testing of LES tools and models to help adults improve their employability, community participation or family life	<input type="checkbox"/> The development of new tools and models that help adults to improve their LES for their employability, community participation or family life

Projected Start Date (dd-mm-yyyy)	Projected End Date (dd-mm-yyyy)
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<b>Budget Summary</b>
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Cost Category	Total Cost	Applicant/Other's Contribution	Amount Requested from HRSDC
Wages			
Benefits			
MERCs			
(provide all that apply) EI: _____ % ; CPP/QPP: _____ %; Health or Education Tax: _____ %; Vacation Pay: _____ % ; Adjustment for Workers Compensation: _____ %; Quebec Parental Insurance Plan: _____ %			
Capital costs			
Professional fees			
Travel costs for Project staff, volunteers, etc.			
Travel costs for Contractors (if not included in professional fees)			
General project costs			
If applicable, what is your GST/HST rebate? _____ %			
<b>Applicant/Other's Contribution Detail</b>			
Organization Name	Total Cash Contribution	Total In-Kind Contribution	Total
<b>TOTAL</b>			

**NOTE:** This information is collected by the Office of Literacy and Essential Skills, HRSDC for the purpose of administering programming. The information collected will be subject to the Access to Information Act.

I/We certify that the above is an accurate description of our organization and our plans for the specified activity.			
Applicant Name (please print)	Position	Signature	Date

Applicant Name (please print)	Position	Signature	Date
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## 2. PROJECT PROPOSAL

Please use the titles of the following sections to organize your proposal. Your proposal **must be a MS Word or WordPerfect** document and should not be longer than 10 pages in length (excluding forms), single-spaced and single-sided on 8.5 x 11” paper, in a font no smaller than Times New Roman 12. **Failure to follow these instructions could result in your application being excluded from consideration.**

### 1. Name of Applicant Organization

### 2. Project Title

Describe the project, but limit your title to a maximum of 100 characters.

### 3. Information about the Applicant

Include the following information about your organization:

- Background and mandate
- Experience and resources relevant to improving literacy and essential skills for the workplace
- Any current grant and/or contribution agreement(s) with HRSDC, or with other federal government departments or agencies

### 4. Information about Partner(s)

Applicants are expected to build on or create partnerships that strengthen projects through their reach, expertise or financial or in-kind support. For partners and potential partners describe:

- Any existing relationship between partner(s) and your organization
- The expertise or other capacity each organization will offer for the proposed project
- The type and level of financial and/or in-kind support each organization will offer for the project

Please see Annex A for further information on the partnership requirements.

### 5. Activity Category

Identify which of the **three** eligible areas of activity this project addresses. Eligible activity areas are described in the Applicant Guide, section II.

### 6. Related Previous Work

Briefly outline:

- Previous work in the area done by your organization, by your partners and potential partners

- How your project builds on, but does not duplicate this previous work

## 7. Objectives

Use clear, measurable terms to describe:

- What gap, need or demand will the project address?
- How do the project objectives address the objectives for this CFP? (CFP objectives are described in the Applicant Guide, Section II.)

## 8. Project Activities

Activities must be clearly linked to the project objectives. Explain:

- Where will the activities take place?
- What is to be done and by whom, when and for how long?
- What resources will be needed?
- What are the expected deliverables?

## 9. Expected Results/Outcomes

The results/outcomes of your project must be measurable and clearly linked to project objectives. Explain:

- What are the expected outcomes of the project?
- How will you measure whether these outcomes have been achieved?
- Who will benefit most and how?
- How are the outcomes relevant or broadly applicable to adults with low LES?

## 10. Sharing the Results

How and with whom will you and your partners share the results of your project?  
How will you and your partners ensure that any tools, models, and information about best practices will be available to others after the project ends?

## 11. Project Budget

Using **MS Excel**, complete the budget template available on the OLES website. All budget items must be **clearly explained** and **linked to project activities**. Project costs which are eligible for OLES funding are described in the Applicant Guide in section II.

Please note that at a later stage in the proposal selection process, you may be asked to submit additional information such as: a plan outlining how you will share information about the progress of your project and its outcomes with relevant audiences and organizations; a cash flow forecast for your project; and a plan explaining how you will collect and analyze data on the performance of your project, in order to make improvements as you go.

### 3. EXECUTIVE SUMMARY

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The executive summary will play an important role in the review process, and may be shared with representatives of other federal departments, provincial and territorial government departments and/or external organizations, and is subject to the Access to Information Act. Provide a complete, but concise description of your project. The executive summary must be a **MS Word or WordPerfect** document, no longer than 3 pages. **Any information in excess of that limit will not be considered.**

Name of applicant organization
Project title
Problem, need or gap that will be addressed
Specific objectives of the project
Location(s) of project activities
Major activities planned
Who will benefit from the project and how
Key deliverables
Expected results of the project
How success will be measured
How the results are relevant or applicable to adults with low LES
With whom information about the project and its results will be shared
How the project supports OLES' objectives for this Call for Proposals
How your organization is well-suited to undertake the project

#### 4. ANNEX A: INFORMATION ON PARTNERSHIPS

Proposals submitted under this Call for Proposals **must** include partnerships. Partners contribute to the financial resources, skills and expertise of the project. Partners can also help the project reach more groups of learners, sectors or geographic regions.

Partners may include:

- Workplace stakeholders, such as employers, labour organizations, Chambers of Commerce, Sector Councils, and industry or professional associations; and
- Organizations that represent or work with Canadians, such as community and volunteer organizations, libraries, school boards, community colleges, universities, provincial, territorial and municipal governments, Aboriginal bands, tribal councils or First Nations, federal government departments or agencies, and co-operatives.

For the purposes of this Call for Proposals, “partnership” means that the applicant and the partner organization(s) **each** contribute to the project in the form of cash and/or in-kind contributions. **Individuals or organizations that are directly compensated by the funding recipient for goods or services related to the project are not considered to be partners.**

At a later stage in the project assessment and review process, partners will be required to complete a Partnership Form detailing the contributions they will be making to the project. **Letters of support will not be accepted as proof of partnership in the project.**

HRSDC’s handbook offering advice on developing effective partnerships is available at: [The Partnership Handbook](#).

**III. MANDATORY CHECKLIST OF DOCUMENTS REQUIRED FOR APPLICATION**

As a final step verify that your application includes:

- One original paper copy of **all** documents, with original signatures;
- Two additional paper copies of **all** documents; and
- An electronic copy of the documents indicated below. Electronic copies must be on a clearly labeled CD ROM or diskette that has been scanned for viruses.

Please do not bind, use Cerlox bindings or duo-tangs for the paper copies.

<b>Documents Required for Application</b>	<b>Original Paper plus Two Copies</b>	<b>Electronic Copy</b>	<b>Check when included with application</b>
Signed “Application for Funding”	X	X (in MS Word or WordPerfect)	
Project Proposal	X	X (in MS Word or WordPerfect)	
Budget	X	X (in MS Excel)	
Executive Summary	X	X (in MS Word or WordPerfect)	
Organization’s audited financial statements and most recent annual report	X		

<p>I/We certify that the application submitted by our organization is complete. I/we understand that the budget and executive summary for this application may be shared with representatives of other federal departments, provincial and territorial government departments and/or external organizations, and are subject to the Access to Information Act. <b>Please note: Applicants must also sign the signature box in Section II</b></p>			
Applicant Name (please print)	Position	Signature	Date

Applicant Name (please print) _____	Position _____	Signature _____	Date _____
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**Your application may be immediately screened out if it is missing information, documents or is received after the deadline date.**