

Guide for the Application for the Registration of a Stand-alone Adult Learning Centre 2008-09

Submission deadline: February 29, 2008

Please note the following requirements:

- Please submit the signed original plus one photocopy of each document.
- A complete list of all necessary documents is contained in *Section 3: Attachments to the Application of the Application for the Registration of a Stand-alone ALC.*
- All documents are to be submitted at the same time and within the prescribed deadline so that the application can be given proper consideration.

ALL also requests that the application documents be fastened by means of a paper clip or an elastic band. Please do not submit them in binders, duo tangs, or presentation folders of any type, as these complicate the handling and storage process.

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SAMPLE ONLY
contact ALL for current copy

The Process to Register an Adult Learning Centre

1. Requirements for registration

Under *The Adult Learning Centres Act*, the registration of an Adult Learning Centre (ALC) is done on an annual basis. To renew registration, three scenarios are possible:

- If the ALC will be operating on the same basis that it is currently registered, an *Application for the Renewal of Registration of an Adult Learning Centre* must be filed.
- If the ALC operates as a partnership and one of the partners changes, (e.g. the not-for-profit corporation partners with a different educational institution), an *Application for the Registration of a New Adult Learning Centre* must be filed.
- If a not-for-profit corporation that currently operates in a partnership with an educational institution intends to operate on a stand-alone basis, an *Application for the Registration of a Stand-alone Adult Learning Centre* must be filed.

Note that in all cases the registration of the ALC is still subject to:

- meeting the requirements as defined in sections 3 and 8(1) of *The Adult Learning Centres Act*,
- having sufficient funding for its operation, and
- fulfilling the accountability requirements established by the Registrar.

2. How to apply for registration

Registration is accomplished by completing the documents listed below and submitting them to the Registrar of the Adult Learning and Literacy Branch (ALL) of Manitoba Advanced Education and Literacy for review:

- An *Application for the Registration of a Stand-alone Adult Learning Centre*, including:
 - Inventory, and
- A *Program Plan*
- A *Proposed Budget*
- A *Technology and Equipment Refresh Funding Request*, if applicable
- Written confirmation of funding from sources other than ALL, if applicable
- A list of officers of the not-for-profit corporation, if applicable

In accordance with the *Stand-alone Adult Learning Centre Interim Policy Guide for Not-for-profit Corporations*, additional information was previously delivered to ALL as part of the *Indication of Intent*. Please refer to Section 5 of the *Application for the Registration of a Stand-alone Adult Learning Centre* for details regarding this information and be certain to include it with the application documents.

3. Inventory

All applicants are asked to report their inventory as follows:

- All equipment and inventory, including:
 - Furniture
 - Teaching resources
 - Learner materials
 - Other equipment
 - Leases
 - **Note that office supplies are not to be included.**

- Include as part of the general inventory list all computer and technology equipment, including:
 - Computer hardware
 - Computer software
 - Computer peripherals
 - Televisions
 - VCRs and DVDs
 - Projectors
 - Cameras
 - Smart Boards

Please refer to the table below for examples. While a suggested *Inventory* table is included with the *Application for the Registration of a Stand-alone ALC*, the exact form of this document is at the discretion of the applicant.

Sample inventory list

Description of Inventory	Quantity
Tables	10
Chairs	60
White boards	2
Educational resources and materials:	
- Textbooks	100
- Resource binders	25
- Library books	75
Leases for:	
- Premises	Please provide basic details.
- Equipment	
- Other	

4. Program Plan

The scope and focus of the educational program of an ALC will evolve as the needs of its community of learners change over a period of time. The *Program Plan* is designed to enable ALCs to describe their overall educational program and to illustrate necessary changes.

The *Program Plan* provides the opportunity to explain the fundamental aspects of the educational program and the resources necessary to support it. It gives the applicant an opportunity to provide the following:

- A brief description of the needs of the community of learners and how those needs may have shifted from the prior year of operation
- An explanation of how the educational program will address the needs of the learners, the community, and other stakeholders
- An explanation of the enrollment policy of the ALC
- Projected number of learners, course selection, and enrollment
- The elements of the educational program
- The staff required
- The necessary resources
- How the success of the program will be measured
- Other information as necessary

5. Under-age Learners

The primary focus of an ALC is to deliver an educational program suitable to the needs of adults in an environment designed for adults. Under-age learners (less than 19 years old) are eligible to attend under certain conditions, to a maximum of 10% of the total enrollment at the ALC.

The education director of the ALC is responsible for assessing the needs of these potential learners and determining that the centre is capable of meeting those needs. The director is further responsible for ensuring that the adult environment of the centre is not negatively affected by the presence of under-age learners.

6. Funding

Sufficient funding is necessary for the operation and registration of an ALC. Funding sources may include:

- the annual program allocation grant of ALL of Manitoba Advanced Education and Literacy (see Section 9 – Adult Learning and Literacy Funding Grants);
- other sources, e.g. Indian and Northern Affairs Canada (INAC); or
- a combination of the above.

7. Adult Learning and Literacy funding grants

The Province of Manitoba allocates funding for ALCs on an annual basis according to its fiscal year of April 1 to March 31. The Adult Learning and Literacy Branch distributes this funding to ALCs on an annual basis for the program year, which runs from July 1 to June 30.

Funding grants allocated to ALCs by ALL may be used for programming and support costs and to assist with operating costs associated with the attainment of grade 9 to grade 12 and/or related literacy credits.

Adult Learning and Literacy will consider on a case-by-case basis the provision of

literacy / pre-grade 9 and/or short courses, where the ALC can demonstrate that the demand warrants such programming, and that the ALC has the expertise and capacity to meet this demand. The *Program Plan* must present a clear rationale and demonstrate how this programming prepares learners to enter into secondary level credit programming or enhances access to post-secondary education and training, and/or improve employment prospects. The *Program Plan* must be clear about progression routes for learners.

Note: ALL cannot consider programming that duplicates existing programs offered through other agencies or organizations, or that ALL determines is outside ALL's funding mandate.

Program needs that fall outside the mandate of the ALL funding must be supported from other sources.

Costs that are eligible for funding by ALL include:

- Costs directly related to the eligible program:
 - Program staffing
 - Program materials
 - Program activities
- Costs related to support staff necessary to the success of the eligible program:
 - Administrative support
 - Educational assistants
 - Academic and career counseling
- The percentage of facilities costs necessary for the operation of the eligible program.
- Administration fees on a cost-recovery basis.
 - These are expenses incurred by the Educational Partner for work that is completed on behalf of or as a result of operating or partnering with an adult learning centre or program. The expenses are on a cost-recovery basis only and can include items such as:
 - Accounting
 - Payroll
 - Data collection and reporting
 - Teacher evaluation
 - Granting of credits, etc.
- Technology and equipment expenses that form part of the operating costs of the ALC, such as:
 - Internet hook up and ISP monthly costs
 - Software licences
 - Photocopier
 - Fax machine
 - Video or audio equipment
 - Office equipment
 - Computer software and hardware to a maximum \$5,000.00

Note: Expenditures in excess of \$5,000.00 are not considered operating expenses and must be applied for separately by completing the *Technology and Equipment Refresh Funding Request*.
- Other expenses:
 - Up to 2% of the total budget of the centre may be designated to essential non-academic supports for learners. E.g. personal participant expenses, including transportation costs and child care costs, which would supplement normal participant expenses.
 - General liability insurance coverage.

Costs that are not eligible for ALL funding include:

- Costs related to GED programming or general interest courses
- English as an Additional Language (EAL) programming
- Personal, therapeutic counseling services
- Funding for existing infrastructure (i.e., where a separate funding source already exists to cover infrastructure costs)
- Costs incurred prior to the program year (July 1 to June 30)
- Financial losses incurred in a program year

The criteria used to determine grant allocations include

- Compliance with the requirements of ALC registration, as per Sections 3 and 8 of the *Adult Learning Centres Act*
- Qualitative and quantitative evidence of program effectiveness
- Regional analysis to determine areas of greatest need
- Adherence to sound adult learning principles

Requests for ALL funding as articulated in the *Proposed Budget* will go through an adjudication process. If the funding request is approved for an amount that differs from the original amount, a revised budget that reflects the approved funding allocation must be submitted.

In addition, a cash flow/forecast of expenses of the approved funding allocation received from ALL only must be submitted. Funding amounts from other providers are to be excluded from this. The cash flow statement is available in Microsoft Excel spreadsheet format and will be sent to you under separate cover if funding is approved.

8. Budget guide: how to complete the Proposed Budget

Adult Learning and Literacy Program (ALL): Budget Guide

PLEASE READ the budget guide for assistance in completing the form. The budget is an Excel spreadsheet that has several protected cells and formulas to make it easier for you to complete. Please do not make any changes to the sheet, leaving the formulas the same and not adding or deleting any lines.

HELPFUL TIPS

Do not use the spacebar to clear an entry > press the Delete key.
Do not use cut and paste to move an entry > copy and paste and then delete the original entry.
Do not insert additional rows > Combine information on appropriate description line.
Totals are formula driven > this worksheet is protected and you won't have access to formula driven cells
The budget worksheet is meant to be printed in Portrait mode on legal sized paper > Please do not alter.

Funding Source Columns	EXPLANATION
A.L.L. Funding	Adult Learning and Literacy (A.L.L.) – Total Adult Learning and Literacy grant.
Other Funding	Funding sources other than A.L.L. such as other federal or provincial grants, the private sector, First Nations, other educational institutions, registration and administration fees collected from learners, etc. that are used for the operation of the Adult Learning Program. Include only the grants that support the

	identified program.
Total Funding	These cells are formula driven and will automatically populate when figures are entered in the A.L.L Funding and Other Funding columns.

SECTION	TERM	EXPLANATION
1. REVENUE	<u>A. Grants</u>	
	a. A.L.L. Program Grant	A.L.L. Program Grant: On the Proposed Budget this amount refers to the requested grant. On the Revised Budget this amount refers to the approved grant from A.L.L.
	b. Other grants	b. A brief description of other funding from sources other than A.L.L. that supports the operation of the identified program.
	<u>B. Fees</u>	Include all revenue generated from administration or registration fees, post diploma fees for courses, and tuition fees paid on behalf of the learner.
	<u>C. Other Revenues</u>	Revenues from other sources used to support the program. <ul style="list-style-type: none"> - Fundraising - Other revenue not previously described
<u>2. STAFF EXPENSES:</u>	<u>A. Salaries</u>	Include all the staff funded and not funded by Adult Learning and Literacy who support the operation of the program. Descriptions column: For each salary position, include the number of positions and the equivalent time allotment. For example: <ul style="list-style-type: none"> - Education Director: 1 X .25 = .25 - Full Time Teachers/Instructors: 2. X 1.00 = 2.0 - Administrative staff: 1. X .5 = .5
	<u>B. Benefits</u>	Include CPP, EI, Vacation pay, etc.

SECTION	TERM	EXPLANATION
<u>3.OPERATING EXPENSES</u>	<u>A. Professional Development</u>	Provide a description of the seminars, workshops, etc. and the costs associated with the professional development. For example: ASEC conference 2 staff X \$80.00 = \$160.00
	<u>B. Facilities</u>	Use separate lines to itemize expenses such as: <ul style="list-style-type: none"> - Rent - Energy costs - Telephone - Building repairs - Maintenance
	<u>C. Materials</u>	Please be specific; examples of materials are: <ul style="list-style-type: none"> - Reference Materials: Text books, dictionaries, curriculum guides. - Learner Materials: Calculators, pencils, paper, binders - Office Supplies: Paper, pens, folders
	<u>D. Learner Supports</u>	This category includes all of the expenses related to learner supports. Up to 2% of the total budget may be designated to essential non-academic supports for the learners. For example: Personal participant expenses, including transportation costs and child minding costs, which would supplement regular participant expenses.
	<u>E. Technology and Equipment</u>	This section is to include technology and equipment expenses that are part of annual operating costs. For example: <ul style="list-style-type: none"> - internet charges - fax lease - photocopier lease - software licences, etc. - technology purchases to a maximum of \$5000.00. Note that the Total Technology & Equipment expense line may exceed \$5000.00. These expenses are not part of the Technology and Equipment Refresh Grant which are one-time expenses rather than annual operating costs.

SECTION	TERM	EXPLANATION
	<u>F. Administrative Fees</u>	Include an itemized list of the actual administrative costs for expenses such as: <ul style="list-style-type: none"> - accounting/payroll services - teacher - evaluation - data collection - reporting - staff supports (HR, IT, security, etc.)
	<u>G. Other</u>	Use a separate line to itemize all other operating expenses: <ul style="list-style-type: none"> - audit - graduation - publicity - travel/mileage

CONTACT: Questions regarding the completion of the budgets can be directed to:

Dawn Proulx
(204) 945-4692
1-800-282-8069 ext. 4692

dawn.proulx@gov.mb.ca

9. Technology and Equipment Refresh Funding Request

Once completed, the 2008-09 column of the *Technology and Equipment Refresh Funding Request* becomes your application for funding of technology and equipment. The computer replacement requests and forecast, including equipment specifications, must be linked to the curriculum offered within the courses forming part of eligible programming. Supporting comments relating to the replacement equipment must be included in the relevant section of the *Program Plan*.

The *Technology and Equipment Funding Request* also serves as a management tool for both the ALC and ALL detailing the forecast of replacement and upgrading costs over a 3-year period. It is, therefore, important that all years referenced in the form be completed.

10. Submission of the Application of Registration

This Guide is for your use in completing the documents required in the Application of Registration and need not be returned with the completed application.

Please note the following requirements:

- Please submit the signed original copy plus one photocopy of each document.
- A complete list of all necessary documents is contained in *Section 5: Attachments to the Application of the Application for the Registration of a Stand-alone ALC*.
- All documents are to be submitted at the same time and within the prescribed deadline so that the application can be given proper consideration.

ALL also requests that the application documents be fastened by means of a paper clip or an elastic band. Please do not submit them in binders, duo tangs, or presentation folders of any type, as these complicate the handling and storage process.

As applications are received by ALL, each one is checked to ensure that all necessary documents have been submitted. If something is missing or if clarification is necessary, ALL staff will contact the applicant as soon as possible.

The deadline for submission is February 29, 2008

Applications are to be mailed or delivered to:

The Registrar
Adult Learning and Literacy Branch
Manitoba Advanced Education and Literacy
Room 350 - 800 Portage Avenue
Winnipeg, MB R3G 0N4

For general assistance call:

945-8247 or

1-800-282-8069, extension 8247.