

Name of Proposed Adult Learning Centre (Please print):

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 the “*Attachments to the Application*” section 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.



PLEASE PRINT CLEARLY. IF YOU NEED MORE SPACE, INCLUDE ADDITIONAL PAGES.

SECTION 1: GENERAL INFORMATION ABOUT THE ADULT LEARNING CENTRE (ALC)

Name of ALC to be registered:

Civic address:

City/Town:

Postal code:

Mailing address (if different than civic address):

City/Town:

Postal code:

Phone:

Fax:

Name of financial contact person :

Address of financial contact (if different from above):

City/Town:

Postal code:

E-mail address:

Phone:

Fax:

If the ALC intends to operate at more than one site, give the name (if different) and address (both civic and mailing, if different) of each location. Use a separate page if necessary.

Name:

Address (both civic and mailing, if different):

SECTION 2: THE EDUCATION DIRECTOR OF THE ADULT LEARNING CENTRE

Please note that since ALL already has this information on file, unless there is a change it is not necessary to complete this section.

Name of Education Director of ALC:

Address (if different than that of the centre):

City/Town:

Postal Code:

Email address:

Phone:

Fax:

Credentials of Education Director (degrees, diplomas, certificates, professional designations):

Manitoba Teaching Certificate Number (if applicable):

Describe the experience of the Education Director related to the management of an ALC. Use a separate page if desired.

SECTION 3: THE OPERATOR OF THE STAND-ALONE ALC

The ALC will be operated directly by the organization known as:

Authorized representative of operator (not the education director):

Title:

Mailing address of authorized representative:

City/Town:

Postal code:

Email:

Phone:

Fax:

SECTION 4: DECLARATION AND AUTHORIZATION

We, the undersigned, declare that we have reviewed the information included in all parts of this application to register this adult learning centre, including:

- Program Plan
- Proposed Budget
- Technology and Equipment Refresh Funding Request, if applicable

We further declare that the information is accurate and complete, and that this application for registration is being made with our full knowledge and consent.

Authorized Representative of OPERATOR

(Operator means a recognized educational institution, not-for-profit corporation, correctional facility, or First Nations Band Council)

NOTE: The education director is not eligible to sign as the authorized representative of the Operator.

Name (print): _____

Title (print): _____

Signature: _____

Date: _____

Education Director

Name (print): _____

Signature: _____

Date: _____

Other (optional)

Name (print): _____

Title (print): _____

Signature: _____

Date: _____

SECTION 5: ATTACHMENTS TO THE APPLICATION

Please ensure that you have attached these documents to this application in the following order:

- o Inventory list
- o Program Plan
- o Proposed Budget
- o Technology and Equipment Refresh Funding request, if applicable
- o Documentation confirming funding from sources other than Adult Learning and Literacy, if applicable
- o List of officers of not-for-profit corporation, if applicable
- o Confirmation of liability insurance

In accordance with the *Stand-alone Adult Learning Centre Interim Policy Guide for Not-for-Profit Corporations*, please ensure that the information listed below, which was previously delivered to ALL as part of the *Indication of Intent*, is included with this application.

- A letter from the Board of the not-for profit corporation to the Registrar indicating that the corporation is eligible to make application and is intending to apply to register and operate an adult learning centre without an educational partner.
- The current registered name of the Adult Learning Centre, and the name under which it intends to operate on a stand-alone basis.
- The name, designated contact, address, telephone number, and if available, the fax number and e-mail address of the center, as well as its education director and the officers and directors of the corporation.
- A copy of the corporation's by-laws or articles of incorporation and a copy of the corporation's most recent annual return filed under *The Corporations Act*.
- Evidence demonstrating the compelling reasons why operating the ALC without an educational partner will benefit in a significant way learners, staff, programming, program operation and financial efficiency and management, while maintaining and enhancing public trust (Part 1.1 p.1-2).
- Evidence demonstrating the center, and its officers and directors can discharge the requirements of the Adult Learning Centres Act and the regulations without an educational partner, and that each of the criteria set out in Part 1.2 page 2 - 5 has been addressed.
- A transition plan that demonstrates the ability to provide continuity, stability and quality of programming and the process by which the partnership is to be dissolved, including a declaration by the educational partner, indicating the role the partner will play in the transition to operating as a stand-alone center.

SAMPLE ONLY
contact ALL for current copy

