

## Application for Funding for New Adult Literacy Program

Description	Contact Information
Legal name of Adult Literacy Program (ALP):	
Site address:	
Phone:	
Fax:	
E-mail:	
Literacy Co-ordinator:	
Additional sites:	
Web page URL:	
Name of organization offering literacy program:	
Incorporation #	
Charitable Tax #	
Name of authorized representative of organization:	
Address of authorized representative of organization:	
Phone number of authorized representative of organization:	
Fax number of authorized representative of organization:	
E-mail address of authorized representative of organization:	



***Changes to the above information that occur during the program year must be communicated in writing to Adult Learning and Literacy.***

### Declaration and Authorization

I declare that the information in this application and the attached documents is accurate and complete and that this application for literacy funding is being made with the full knowledge and consent of all those named in these documents.

**NOTE: The coordinator is not eligible to sign as the authorized representative of the Organization.**

#### Authorized Representative of Organization:

Name: (print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Describe (briefly) or attach the following:

1	Mandate or mission statement	
2	Goals	
3.	History of organization (year organization was formed, highlights of accomplishments,)	
4.	Organizational Structure (describe how is your organization governed)	
5.	Short description of all programs, services or activities currently offered by the organization	



## CHECKLIST FOR SUBMISSION:

Please ensure the following documents are included in your submission to the Manager of the Adult Learning and Literacy Branch (ALL) of Manitoba Advanced Education and Literacy:

- ✓ Application for Funding for a New Adult Literacy Program, including:
  - ✓ Appendix 1 – LWG membership list
  - ✓ Appendix 2 – Inventory
  - ✓ Copy of most recent financial statement
  - ✓ Executive summary of your needs assessment
- ✓ New Program Plan – Narrative Section including:
  - ✓ Schedule A – Projected Learner Demographic Profile & Support Services
  - ✓ Schedule B – Projected Staffing
- ✓ Proposed Budget

Please submit the signed original plus one photocopy of each document.

All documents are to be submitted at the same time and within the prescribed deadline so that the application can be given proper consideration.

Please fasten the each document by means of a paper clip or an elastic band rather than in binders, duo tangs, or presentation folders of any type, as these complicate the handling and storage process.

**Please forward a signed original and one photocopy to:**

**Adult Learning and Literacy  
350 – 800 Portage Avenue  
Winnipeg, MB R3G 0N4  
Attn: Registrar**

**Submission Deadline: February 29, 2008**

If you have any questions about filling out this form, please contact the Adult Learning and Literacy Branch at:

Winnipeg	945-8247 or 1-800-282-8069, ext 8247
Brandon	726-6027 or 1-800-853-7402
Thompson	677-6374 or 1-877-300-0325