

Application for Funding for New Literacy Programs

Category	Current Information
Legal name of ALP:	
Site address:	
Phone:	
Fax:	
E-mail:	
Site contact person:	
Additional sites:	
Literacy Co-ordinator:	
Web page URL:	
Name of not-for-profit organization:	
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 Co-ordinator is not eligible to sign as the authorized representative of the Organization.

Authorized Representative of Organization:

Name: (print): _____

Title: _____

Signature: _____

Date: _____

Literacy Co-ordinator:

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	

		<input type="checkbox"/> Saturday <input type="checkbox"/> summer	
		Day	Hours of classes (daytime/evening)
		Monday	
		Tuesday	
		Wednesday	
		Thursday	
		Friday	
		Saturday	
Start date of program delivery (year/month/day)		End date of program delivery (year/month/day)	

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.

The deadline for submission is February 29, 2008

Applications are to be mailed or delivered to:

The Manager
Adult Learning and Literacy Branch

Manitoba Advanced Education and Literacy
Room 310 - 800 Portage Avenue
Winnipeg, MB R3G 0N4

For assistance please call:

Winnipeg

**945-3556 or
1-800-282-8069 ext. 3556**

Brandon

**726-6027 or
1-800-262-3930**

Thompson

**677-6374
1-877-300-0325**

SAMPLE ONLY
contact ALL for current copy