



Council of the Federation (COF) Literacy Award

Manitoba

2024

Call for Nominations and Nomination Guidelines

The Premier of Manitoba invites nominations of outstanding adult literacy learners for the 2024 COF Literacy Award

Nominations close at 11:59 p.m. CST, May 24, 2024

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Nomination Guidelines

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In 2004, Canada's premiers created the Council of the Federation Literacy Award to recognize achievements in literacy across the country. Since 2005, each province and territory has presented the award to an individual or organization to acknowledge outstanding achievement, innovative practice, and excellence in literacy. In Manitoba, the award is presented to an adult literacy learner who demonstrates an exceptional commitment to learning, combined with personal development. This year marks the 20th anniversary of the Council of the Federation Literacy Award. The Premier of Manitoba invites nominations of outstanding adult literacy learners for the 2024 COF Literacy Award

Who can be nominated?

To be eligible for nomination, an individual must:

- be an adult literacy learner in Manitoba, who has been actively involved in literacy programming within the past 18 months;
- reside in Manitoba;
- have demonstrated they are an outstanding candidate for the Award (see Evaluation Criteria below);
- consent to being nominated (Nominee has reviewed and signed the completed nomination form).

Note: Manitoba government employees, members of the 2024 Selection Committee, and their families are not eligible for the Council of the Federation Literacy Award (Manitoba).

Who can nominate an adult literacy learner?

To nominate an adult literacy learner, individuals must be:

- 18+ years of age
- familiar with their nominee's experience and progress as an adult literacy learner

Individuals may nominate more than one candidate; however, a separate nomination form must be completed for each nominee. Eligible nominators include:

- Literacy practitioners or volunteers currently engaged in literacy/essential skills instruction
- Public, private or non-profit programs, groups or organizations involved with literacy delivery, research or advocacy
- Businesses, corporations, or labour organizations who operate workplace literacy/essential skills programs
- Manitobans who recognize the literacy achievement of an adult literacy learner

Note: Members of the 2024 Selection Committee cannot nominate a candidate in 2024.

The Award

The award consists of a COF Literacy Award Medallion, a certificate, and in Manitoba, a monetary award of \$600. The recipient for each province and territory is announced by The Council of the Federation in a news release. The news release is typically scheduled for September 8 - International Literacy Day. Permission to publish the award recipient's name, photo, and biography is received through the nominee declaration on the nomination form.

Completing a Nomination Package

The nomination package consists of:

- Three-part nomination form (Fillable PDF):
 - Nominee Information/Declaration and Nominator Information
 - Interview Questions and Answers
 - Profile of Nominee (1-page limit)
- One (1) letter of support from an individual who has been aided or inspired by the nominee - a fellow student, an employer, member of a community organization, etc. The letter of support should not exceed 500 words typewritten or legibly written, and should include specific reasons why the nominee is an outstanding candidate for the award.

Part 1 (a): Nominee Information/Declaration

Must be signed and dated by the nominee. Signature can be digital or by hand. Please ensure the nominee's name is spelled clearly and accurately as it will be used, as provided, on all official materials. The nominee's name, city/town of residence, and name of adult literacy program attended will also be published on the [COF Literacy Award Manitoba](#) webpage. Note: If the nominee's signature cannot be obtained, alternative proof of the nominee's consent (e.g. email or letter) may be considered if included in the nomination package.

Part 1 (b): Nominator Information

Must be signed and dated by nominator. Signature can be digital or by hand.

Part 2: Interview Questions

Nominees should receive the six questions in advance. Questions should be asked by the nominator, in a 1:1 interview setting with the nominee, either in-person or virtually. Answers should be transcribed and typed by the nominator on the nomination form. The length of each answer is limited by the text box. If unable to use the fillable form, answers can be submitted as a separate attachment. Note: The Selection Committee will review answers in relation to the evaluation criteria outlined below.

Part 3: Profile of Nominee (1-page/text box limit)

To be completed by the nominator. The profile should address how the nominee exemplifies each of the five criteria. The profile should be typed directly on the nomination form. If unable to use the fillable form, the profile can be submitted as a separate attachment. Note: The Selection Committee will review answers in relation to the evaluation criteria outlined below.

Submitting a Completed Nomination Package

Checklist for a completed nomination package:

- Completed Nomination Form
 - Part 1 - a.) Nominee Information/Declaration - signed/dated
 - Part 1 - b.) Nominator Information - signed/dated
 - Part 2 - Interview Questions and Answers
 - Part 3 - Profile of Nominee
- One (1) Letter of support
- If the nominee's signature cannot be obtained on Part 1 a., include alternative proof of the nominee's consent (e.g. email or letter).

Submit the completed nomination package by email to all@gov.mb.ca

On the subject line, please indicate: Nomination for COF Literacy Award Manitoba

Submissions are due by 11:59 p.m. CST, May 24, 2024

Each submission will receive an electronic acknowledgment of receipt within two (2) business days.

Please attempt to send only one email with all attachments. When naming each attachment, please include the nominee's last name.

Evaluation

An independent selection committee in each province and territory evaluates the nominations and selects the award recipient for that province or territory. Members of the 2024 Selection Committee cannot nominate a candidate in 2024.

Evaluation Criteria

The Selection Committee will evaluate each nomination for evidence of:

1. Continued or improved engagement in learning
2. Improved self-confidence and personal development
3. Working toward goals for learning, employment, and/or personal pursuits
4. Leadership and/or community building (classroom environment)

OR

Independent learning/self-motivation (1:1 learning environment)

5. The nominee being an outstanding candidate for the Award

Announcing the Manitoba Award Recipient and Nominees

The names of all 2024 Manitoba nominees will be listed at <https://www.edu.gov.mb.ca/all/awards/index.html>. Manitoba Advanced Education and Training, Adult Learning and Literacy will notify the Manitoba award recipient in summer 2024. The Council of the Federation will officially announce the names of all award recipients from across Canada in a news release typically scheduled for September 8 - International Literacy Day.

The COF Literacy Award will be presented, in person, to the Manitoba recipient at an event organized by Manitoba Advanced Education and Training on a date coinciding with, or following, the official announcement by COF. If the recipient is unable to attend an in-person event, the award package will be delivered to the recipient.

Contact Information

For further information, or to download the 2024 Nomination Form visit [COF Literacy Award Manitoba](#).

Questions regarding the nomination process can be sent to all@gov.mb.ca.

On the subject line, please indicate: Question for COF Literacy Award Manitoba.

If you prefer, telephone the Adult Learning and Literacy Branch at **(204) 945-8247** OR if outside of Winnipeg Toll-free **1-800-282-8069** and ask to be connected to the Adult Learning and Literacy Branch.