

Guide for the Application for the Registration of a New 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 5: Attachments to the Application of the Application for the Registration of a New Adult Learning Centre*.
- 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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The Process to Register a New Adult Learning Centre

1. Overview

Under *The Adult Learning Centres Act*, the registration of an Adult Learning Centre (ALC) is done on an annual basis. Each applicant is advised to become familiar with both the eligibility requirements for registration and the obligations of registered ALCs under the *Act*, which is available from Statutory Publications (phone 945-3101 or 1-800-321-1203, email statpub@gov.mb.ca) or on the internet at <http://web2.gov.mb.ca/laws/statutes/ccsm/a005e.php>.

The primary purpose of an ALC is to provide quality programming that, using recognized principles of adult education, leads to the attainment of grade 9 – grade 12 and/or related literacy credits for:

- adults aiming to complete their high school diploma
- adults requiring specific, additional credits to fulfill work or training pre-requisites

The establishment of an ALC is a response to a demonstrated educational need for a defined community of learners. The ALC is expected to partner with other educational providers, organizations and businesses as appropriate to build on existing expertise, to create strong links to the community and to avoid duplication of services.

The decision to approve a new ALC for registration will be based on the information provided by applicants in the documents contained in the Application for Registration package.

2. Requirements for registration

In order to be eligible for registration, an ALC must meet the following requirements:

- Provide an educational program consistent with the purposes of an ALC, as described in Section 3 of *The Adult Learning Centres Act*
- Substantiate that there is a demonstrated need for the program
- Provide an educational program that is responsive to the needs of the learners
- Have the ability to secure adequate financing
- Employ a qualified education director, as well as qualified teaching and instructing staff
- Have an acceptable enrolment policy
- Provide a facility that is appropriate for adult learning and is properly equipped

Applicants are encouraged to examine sections 3 and 8(1) of *The Adult Learning Centres Act* for further clarification of these requirements for registration.

A new ALC is eligible for registration according to one of the following two categories:

1. The ALC will be operated directly by a recognized educational institution (i.e. university, college, school division, or funded independent school)

OR

2. The ALC will be operated as a partnership, with one of the partners being a recognized educational institution and the other partner being:
 - a not-for-profit corporation;
 - a correctional facility;
 - a First Nation Band council; or
 - a training centre operated by a union, as defined in the *Labour Relations Act*, on a not-for-profit basis.

To qualify for registration, an ALC must demonstrate that sufficient funding is available for it to operate. The following scenarios are possible:

- An ALC may be registered with funding either wholly or partially through the Adult Learning and Literacy (ALL) Branch as part of the provincial allocation for ALCs

OR

- An ALC may be registered with funding entirely from sources other than ALL. Examples of programs that have access to other funding sources include First Nation Bands that receive grants from Indian and Northern Affairs Canada (INAC) and correctional facilities that receive grants from the federal government.

Without confirmed funding from ALL or another source, an ALC cannot be registered to operate under the *Adult Learning Centres Act*.

3. How to apply for registration of a new adult learning centre

The application process 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 New Adult Learning Centre*, including:
 - Inventory, and
 - Partnership Agreement (if applicable)
- A *Program Plan* (the needs assessment must be included)
- 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
- A copy of the most recent financial statements, if applicable

NOTE: The Application for Registration of a new adult learning centre requires signatures. The education director is not eligible to sign as the authorized representative of the Recognized Educational Institution, not-for-profit corporation, First Nation Band Council, correctional facility, or training centre operated by a union. A separate area for the education director's signature is provided, where an education director has been identified.

4. The Operator of the Adult Learning Centre

The “Operator” of the ALC is responsible for the operation of all ALC-related programming. The Operator is recorded in the Adult Learning Centre register, and the name of the Operator will appear on financial records.

- If the ALC will be run directly by a recognized educational institution, then that institution (e.g. a college or a school division) becomes the “Operator”.
- If the ALC will be run as a partnership, then that partnership becomes the “Operator”. In this case, the name of the Operator may be the name of the ALC, although this decision ultimately rests with the partners.

5. Partnership Agreement

If the Operator is a partnership, a written agreement that assigns responsibilities for all aspects of the operation of the centre to each partner is to be submitted with the application.

To assist applicants in creating this document, ALL has developed a standardized form that includes all the necessary categories (see the *Partnership Agreement* included with the *Application for the Registration of a New Adult Learning Centre*). ALL requires the use of this form.

6. Funding and Liability Insurance

As per Section 8(1)(d) of the Act, 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;
- other sources (e.g. INAC); or
- a combination of the above.

Applicants who will be funded entirely by sources other than ALL must include documentation from those funding sources to confirm that funding will be available. An ALC will not be registered without this documentation.

All ALCs, regardless of funding sources, are to obtain and maintain general liability insurance coverage with minimum limits of \$2,000,000 per occurrence.

- For ALCs that are funded by ALL, details of coverage are to be provided under the funding agreement.
- For ALCs funded entirely by sources other than ALL, details of coverage are to be provided no later than October 1, 2008.

7. Inventory

New applicants may have accumulated inventory from the operation of another program (e.g. literacy, upgrading, non-credit courses, etc.) and from other funding sources, including items donated “in kind” by another organization for the operation of the ALC. In accordance with the

Adult Learning Centres Act, inventory that belongs to an ALC must be itemized and submitted with the Application for Registration.

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.**

- Also 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 New Adult Learning Centre*, 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	

8. Program Plan

The *Program Plan* forms an integral part of an application for the registration of a new ALC. The purpose of the *Program Plan* is to show that the proposed educational program of the centre will meet the needs of the community of learners identified in the needs assessment.

The needs assessment should include information gathered through a variety of processes, such as community consultations, program planning sessions, and available financial, demographic, and program data. It should include input from appropriate educational

stakeholders in the community, other funders, partner organizations, local employers and employment agencies, and community groups.

The *Program Plan* provides the basis for the completion of the *Proposed Budget*. The *Plan* is to include the details regarding the resources necessary for the proposed educational program, and the *Budget* describes the expenses for those resources.

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
- 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

9. 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.

10. 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 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.
 - All ALCs registered under *The Adult Learning Centres Act* are required to submit an audited financial statement annually. The cost of this should be included in the proposed budget.

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.

11. Budget guide: how to complete the Proposed Budget

The *Proposed Budget* enables applicants to:

- provide a clear and accurate breakdown of the expected revenue and expenses for the operation of the ALC, and
- illustrate how funding will be used to meet the purpose of an ALC as stated in Section 3 of the *Adult Learning Centres Act*.

For applicants seeking funding from ALL, the *Proposed Budget* also:

- represents the request for funding from ALL, and
- prepares the creation of cash flow reports as a condition of ALL funding.

Thorough research is essential to provide realistic estimates of both income and expenses for the operation of an ALC, regardless of the funding sources, and is a benefit to both the Operator and ALL. Care must be taken to ensure that the notes and descriptions included in the Budget provide adequate explanation to support the figures, and that the columns are subtotaled and totaled accurately. Applicants should be prepared to provide details and calculations to support how income and expense totals were derived.

Adult Learning and Literacy Program (A.L.L): 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 that is given.
 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

SECTION	TERM	EXPLANATION
<u>2. STAFF EXPENSES:</u>	<u>A. Salaries</u>	<p>Include all the staff funded and not funded by Adult Learning and Literacy who support the operation of the program.</p> <p>Descriptions column: For each salary position, include the number of positions and the equivalent time allotment. For example:</p> <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>	<p>Include CPP, EI, Vacation pay, etc.</p>
<u>3. OPERATING EXPENSES</u>	<u>A. Professional Development</u>	<p>Provide a description of the seminars, workshops, etc. and the costs associated with the professional development.</p> <p>For example: ASEC conference 2 staff X \$80.00 = \$160.00</p>
	<u>B. Facilities</u>	<p>Use separate lines to itemize expenses such as:</p> <ul style="list-style-type: none"> - Rent - Energy costs - Telephone - Building repairs - Maintenance
	<u>C. Materials</u>	<p>Please be specific; examples of materials are:</p> <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>	<p>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.</p> <p>For example: Personal participant expenses, including transportation costs and child minding costs, which would supplement regular participant expenses.</p>

SECTION	TERM	EXPLANATION
	<u>E. Technology and Equipment</u>	<p>This section is to include technology and equipment expenses that are part of annual operating costs. For example:</p> <ul style="list-style-type: none"> - internet charges - fax lease - photocopier lease - software licences, etc. - technology purchases to a maximum of \$5000.00. <p>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.</p>
	<u>F. Administrative Fees</u>	<p>Include an itemized list of the actual administrative costs for expenses such as:</p> <ul style="list-style-type: none"> - accounting/payroll services - teacher - evaluation - data collection - reporting - staff supports (HR, IT, security, etc.)
	<u>G. Other</u>	<p>Use a separate line to itemize all other operating expenses:</p> <ul style="list-style-type: none"> - audit - graduation - publicity - travel/mileage

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

12. 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.

13. Submission of the Application for Registration of the New Adult Learning Centre

This Guide is for your use in completing the documents required in the Application for the Registration of a New Adult Learning Centre 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 for a New Adult Learning Centre*.
- 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.