About the Literacy and Learning Fund

The Literacy & Learning Fund was established by the Westlock Literacy and Learning Centre to support the ongoing development of the community,and marks a major step forward in supporting educational opportunities and enhancing literacy-related programs and services in Westlock and the surrounding communities.

The Westlock Learning and Literacy Centre's exceptional generosity will provide a lasting impact on the region's literacy and adult learning landscape. The Literacy and Learning Fund will distribute annual grants totaling up to $10,000 to organizations dedicated to promoting literacy, fostering a love for learning, and advancing educational initiatives.

From Application to Grant

The Literacy and Learning Granting Committee, comprised of Community Foundation directors and volunteers from across Westlock and region, reviews and considers each application before making funding recommendations to the Board of Directors for final approval. Please note that all applicants are notified, regardless of whether or not they receive funding. Funding is awarded approximately two months after the deadline date.

Grant Application Deadlines

We accept applications to the Literacy and Learning Fund once a year:

- March 28 at 4:00 p.m.

Applying to the Literacy and Learning Fund

Before spending your valuable time completing a grant application please read the following information and answer the questions to determine whether your organization and your project meet our eligibility requirements.

Step 1: Is your organization eligible for funding?

Are you located within our region? Our region encompasses Town of Westlock, Westlock County, and the Village of Clyde. You must be located within this region, and carry out programming within this region to be eligible for funding.

Are you a registered charity with **Canada Revenue Agency**?

- The Community Foundation can only grant to **federally registered charities or qualified donees (grant recipients)** with a business number (BN). You can check your organization's charitable and qualified donee status by visiting the [Canada Revenue Agency Website](). Please note that this number is different from an Alberta Societies Number. The Community Foundation cannot fund societies unless they are also federally registered.

Are you applying in partnership?

If you do not have a CRA BN, you may still apply for funding through a partnership with another registered charity, municipality or school district. If you would like more information on charity/ non-charity partnerships, please call the office at 780-349-2212.

Step 2: Is Your Project Eligible?

The Literacy and Learning Fund is coordinated with the Foundation's Community Priorities Grants Program. Therefore, proposals that focus mainly on capital expenses such as new construction, renovations, large equipment items, and vehicles are <u>NOT</u> eligible for funding from the Literacy and Learning Fund. Applications of this nature should be directed to the Community Priorities Grant Program for consideration.

Step 3: Does Your Project Display the Following Strengths?

If project proposals meet the criteria of the fund, eligible organizations will be invited to complete a full application. Charities or Qualified Donees will choose one or more categories to submit an application:

- **Innovation** – Project initiatives proposed by one or more qualified donees that encourage innovation through new approaches, new models, and new ways of making change for individuals in our communities.
- **Community Collaboration** –Project initiatives funded by the Literacy and Learning Fund that will encourage collaboration and work together to build inclusive responses to local issues.
- **Education and training initiatives -** The quality of life in communities thrives through employment opportunities. Education and training initiatives that support organizations that will develop and enhance the skills to strengthen organizations that support the community.
- **Information and research initiatives –** Projects that arise as the result of research and information initiatives that impact learning and literacy.

Step 4: Completing Your Grant Application

Grant applications can be accessed through the online [grant management system](). The application process has two parts:

1. Complete a brief summary of the project by completing the Letter of Intent (LOI)/Project Proposal. Our Grants Coordinator may contact you to discuss the project.
2. Once the project's eligibility has been approved and the project proposal is ready for submission, you will be invited to complete the full application. The following documents are required to be completed prior to the March 28, 2024 deadline:

   Organizational Information:
     i. External Financial Statement
     ii. Operating Budget
     iii. List of Board and key staff members
   Project Specific Information:
     i. Application Form
     ii. Intermediary Agreement (if applying in partnership)
     iii. Project Quote, and other details, if requested

Contact Us

Grant applicants are encouraged to contact the Community Foundation to discuss their project at any point during the application process—we are here to help!

Katie Robertson, Executive Director
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