

Criteria for *Skill Builders for Youth Funding*

- ✓ Your project benefits youth aged 16 – 29.
- ✓ Your project is targeted at youth who are out of school, unemployed, underemployed, and/or at-risk.
- ✓ Your project is planned or delivered by someone that has taken *Skill Builders for Youth* training from the NWT Literacy Council.
- ✓ Your application must be submitted before January 15, 2019, and your project must be completed by March 31st, 2019.
- ✓ You will need access to a location to run your project (eg: school, community centre).
- ✓ We cannot make project cheques out to individuals, so you must work with an established organization that will take responsibility for handling the project funds.
- ✓ At the end of your project, you must complete the *Skill Builders for Youth* report form and submit it to the NWTLC by April 15, 2019.
- ✓ Once you have completed your project, you will be asked to work with an evaluator to provide feedback on the *Skill Builders for Youth* program.
- ✓ We ask that you send us at least one photo of your project activities. Please make sure that everyone in the photo has given you permission to share it with the NWTLC.

Information about your organization

Today's date:

Name of organization:

To which organization should the cheque be made out?

Who is managing the project?

Who is delivering the project?

Mailing address:

Phone:

Fax:

E-mail:

Name of person with Skill Builders for Youth training:

Where were they trained?

When?

Information about your project

Project start date*:

Project end date*:

*If exact project dates are not known, please provide an estimated start and end date.
Projects must be completed by March 31st, 2019.

Number of weeks:

Number of hours per week:

Target number of participants:

Project location in the community (i.e. Friendship Centre, daycare):

Project choice: (check off the project you want to run)

- Learning in the Kitchen*
- Youth Literacy Nights*
- Telling Our Stories*

Your partners

Please list your partners and what they will do for the project.
i.e. School – will donate space for the project.

Project Description

Identify your project goals:

Consider this question - what would you like to see happen/change for youth in your community as a result of your project?

Briefly describe your project. Describe what activities you plan on doing and how often your activities will occur. If you plan on hosting any special events or celebrations as a part of your project, please describe them here.

Please identify and describe **five literacy and essential skills activities** that you plan to do during your project. For each activity, identify one of the nine essential skills and briefly describe how you will embed it into the activity.

For information on essential skills, refer to our website for the Government of Canada's descriptions of 9 essential skills, or follow this link: <https://www.canada.ca/en/employment-social-development/programs/essential-skills/tools/what-aresential-skills.html> .

For example, if you were running a *Learning in the Kitchen* project this is how you could describe some of your activities:

Activity: Learning how to cook a new recipe.

Essential Skill: Reading (to learn new information)

How it will be embedded: Building reading comprehension skills by breaking the recipe down into step by step procedures, and identifying unfamiliar terms (e.g. in the ingredients list).

Activity: Introducing serving sizes and exploring how to use this information to make healthy choices.

Essential Skill: Numeracy (making estimations)

How it will be embedded: Building estimation skills by looking at the nutrition information for a 99-g muffin and weighing everyday objects to find out what a serving size of 99 g can look like. Then practicing estimation skills by identifying the serving sizes of various food items and trying to guess what everyday items are similar weights.

1.

2.

3.

4.

5.

Please fill in **ONE** of the following budget forms; the one on this page or the one on page 7.

Budget	Total	In Kind	Request
Space			
Salaries and Honoraria			
Materials and Supplies			
Other Costs (please list)			
Total			

If you completed the budget form on page 7, you are not required to fill in this budget form.

Budget	Total	In Kind	Request
Space:			
\$ _____ per week x _____ weeks			
Salaries and Honoraria:			
<i>Project planning, preparation and delivery:</i> _____ Number of facilitators x \$ _____ /hour x _____ weeks			
Supplies and Refreshments:			
Snacks: \$ _____ per week x _____ weeks			
Client Transportation (taxis) \$ _____ per week x _____ weeks			
Childcare (if needed for parents to participate) \$ _____ per week x _____ weeks			
Photocopying of project materials \$ _____ per week x _____ weeks			
Materials (i.e. for books, tools, cooking equipment etc.) _____ books x _____ participants x \$ _____ / book			
Advertising: flyers, pamphlets, etc. _____ sets of pamphlets x \$ _____ / set _____ flyers x \$ _____ /flyer			
Groceries (i.e. for cooking project) _____ per week x _____ weeks			
Other Costs (please list)			
Total			

Submit your application

If you need help with your application or have any questions, please contact us by phone, fax or email. Applications are accepted on an ongoing basis until January 15th, 2019. Return your form to:

NWT Literacy Council
PO Box 761
Yellowknife, NWT
X1A 2N6

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