**Criteria for *Family Literacy* projectfunding**

* Your project must benefit children aged 0-6 years old along with parents and/or other adults in their life.
* Your project must be managed or delivered by someone that has taken Family Literacy training from the NWT Literacy Council.
* Your application will be assessed on one of the following dates:
  + October 1, 2020
  + December 1, 2020
  + All applications must be received before the assessment date to be considered in that quarter.
* Projects must be completed by March 31, 2021.
* All projects may apply for up to $3000.
* You will need access to a location to run your project within the regulations of the current Phase of [*Emerging Wisely*](https://www.gov.nt.ca/covid-19/sites/covid/files/resources/emerging_wisely_v16_fnl.pdf) or use a virtual platform.
* 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.
* This organization will also be responsible for adhering to *Emerging Wisely* regulations. A representative with signing authority will need to sign a COVID-19 program waiver before the organization will receive funding.
* At the end of your project, you must compete the *Family Literacy Project Funding* report form and submit it to the NWTLC by April 15, 2021.
* We ask that you send us at least one photo of your project activities. These photos will be used in NWTLC reporting, and may be used in resources, on our website and social media. Please make sure that everyone in the photo has given you permission to share it with the NWTLC. Permission forms are included in the NWTLC *Community Literacy Facilitators’ Guide*.
* You may be contacted by NWTLC’s external evaluator to participate in annual and/or three-year evaluations. These evaluations are very important for NWTLC to improve programs and continue seeking funds and require feedback from all facilitators.

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| **Name and Address** | | | |
| Today’s date: Click here to enter a date.  Name of organization to whom the cheque should be made out: Click here to enter text. | Who is managing the program? Click here to enter text.  Who is delivering the program? Click here to enter text. | | |
| Mailing address: Click here to enter text. | Phone: Click here to enter text.  Fax: Click here to enter text.  E-mail: Click here to enter text. | | |
| *If your funding is approved, you will receive your funding letter and cheque at the mailing address above. However, if you would like to receive the rest of your paperwork (report form and evaluation how-to-kit) by email, please check the box below:*  I want to receive my report form and evaluation how-to-kit by email. | | | |
| Name of person with family literacy training: Click here to enter text.  How will this person be involved with the project? Click here to enter text. | | | |
| Where were they trained? Click here to enter text. | | | When? Click here to enter text. |
| Information about your project | | | |
| Program dates - if known. **Programs must be completed by March 31, 2021**.  Click here to enter text. | | | |
| Number of weeks: Click here to enter text. | | | Number of hours per week: Click here to enter text. |
| Program location in the community (i.e. Friendship Centre, daycare): Click here to enter text. | | | |
| Maximum number of participants:  Adults: Click here to enter text. Children: Click here to enter text. | | | |
| Which children/ families will benefit from this project? Please check all the boxes that apply.    Children/ Parents of children:  0-2 years  2-4 years  4-6 years  all the children in the community | | | |
| What kind of family literacy project will this be? Please check all the boxes that apply.  1-2-3 Rhyme with Me  Storytime Adventures  Books in the Home  Little Chefs  Storysacks  Science Fun  Other: Click here to enter text. | | | |
| Please briefly describe your project.  Please describe how you will adhere to Phase 2 of *Emerging Wisely* with respect with COVID-19. See the last page of the *Community Literacy Facilitators’* resource for ideas.  Please describe how you will change your program to continue if we return to Containment or Phase 1 of *Emerging Wisely.* | | | |
| **Your partners** | | | |
| Please list your partners and what they will do for the project. I.e. Daycare – will donate space for the program.  Click here to enter text. | | | |
| **Submit your application** | | | |
| If you need help with your application or have any questions, please contact us by phone, fax or E-mail. Return your form to: | | | |
| **NWT Literacy Council**  **Box 761**  **Yellowknife, NWT**  **X1A 2N6** | | **Phone: 1-867-873-9262**  **Toll free : 1-866-599-6758**  **Fax: 1-867-873-2176** E-mail: [katie@nwtliteracy.ca](mailto:katie@nwtliteracy.ca) | |

#### Here is an example budget for a 6 week 1-2-3 Rhyme with Me Program

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|  | **Total** | **In Kind** | **Request** |
| **Space** |  |  |  |
| The location of your program should be free or available for a small donation | 400.00 | 400.00 |  |
|  | | | |
| 2 facilitators x $200.00 each  (Your facilitators may be volunteers, or their salaries may be covered by another program) | 400.00 |  | 400.00 |
|  | | | |
| **COVID-19 costs**: hand sanitizer, gas for delivering kits, masks, online platform costs, internet for participants etc. | 180.00 |  | 180.00 |
| **Client Transportation** - taxis  (This may not be necessary if your agency has transportation available, if the participants do not need it or if you do a virtual program). | 200.00 |  | 200.00 |
| **Craft supplies –** $20 per week x 6 weeks | 120.00 |  | 120.00 |
| **Photocopying** of rhymes, flyers, poster and pamphlets | 180.00 | 180.00 |  |
| New Program Costs | | | |
| A new program takes extra time to organize.  It’s important to allow for this cost.  (Approx. $300 - $500) | 300.00 |  | 300.00 |
| Total | $1780 | $580 | $1200 |

Please fill in **ONE** of the following budget forms: The one on this page or the one on page 9.

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| **Budget** | **Total** | **In Kind** | **Request** |
| **Space** |  |  |  |
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| Salaries and Honoraria | | | |
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| Materials and Supplies | | | |
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| Other Costs (please list) |  |  |  |
| COVID-19 costs: |  |  |  |
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| **Total** |  |  |  |

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| --- | --- | --- | --- |
| **Budget** | **Total** | **In Kind** | **Request** |
| **Space:** |  |  |  |
| $ \_\_\_\_\_\_\_ per week x \_\_\_\_\_\_\_ weeks |  |  |  |
| Salaries and Honoraria: | | | |
| Program planning, preparation and delivery:  Number of facilitators x $ \_\_\_\_ /hour x \_\_\_ weeks |  |  |  |
| Supplies and Refreshments: | | | |
| **Snacks**: coffee juice, snacks, cups, etc.  $ \_\_\_\_\_\_ per week x \_\_\_\_\_\_ weeks |  |  |  |
| **Client Transportation** (taxis)  $ \_\_\_\_\_\_ per week x \_\_\_\_\_\_ weeks |  |  |  |
| **Childcare**  $ \_\_\_\_\_\_ per week x \_\_\_\_\_\_ weeks |  |  |  |
| **Photocopying** of program materials  $ \_\_\_\_\_\_ per week x \_\_\_\_\_\_ weeks |  |  |  |
| Materials: purchase of books etc. \_\_\_\_\_ books x \_\_\_\_\_ participants x $ \_\_\_\_\_/ book |  |  |  |
| Advertising: flyers, pamphlets, etc. \_\_\_\_\_\_ sets of pamphlets x $ \_\_\_\_\_\_/ set  \_\_\_\_\_\_ flyers x $ \_\_\_\_\_\_ /flyer |  |  |  |
| Supplies: craft supplies etc. \_\_\_ \_\_\_\_\_\_\_\_\_\_ x $ \_\_\_\_\_\_  \_\_\_ \_\_\_\_\_\_\_\_\_\_ x $ \_\_\_\_\_\_  \_\_\_ \_\_\_\_\_\_\_\_\_\_ x $ \_\_\_\_\_\_ |  |  |  |
| Other Costs (please list) |  |  |  |
| **COVID-19 costs:** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** |  |  |  |