

**Projects must be completed by March 31, 2021. Reports are due by April 15, 2021.**

### Information about your organization

Today's date:

Name of organization:

Contact person:

Mailing address:

Phone:

Fax:

E-mail:

### Information about your application

How easy was the application process? (Please check the best answer for you.)

Difficult     Not too difficult     Somewhat easy     Easy     Very easy

How satisfied were you with the way the Literacy Council handled your application?

Dissatisfied     A little dissatisfied     Somewhat satisfied     Satisfied     Very satisfied

Do you have any suggestions for how this process could be improved in the future?

### Information about your project

Project start date:

Project end date:

Check the type of program that you ran:

- Learning in the Kitchen
- Telling our Stories
- Youth Literacy Nights (please list the events you did below)

**Briefly describe your project.** Describe what activities you did and how often your activities happened. If you hosted any special events or celebrations as a part of your project, please describe them here.

What worked well in your project?

What did not work well? Why not? What would you do differently for another time?

What language(s) did you use in your program? \_\_\_\_\_

Did you use your skill builders program as a way to teach an Indigenous language? How?

## Deliverables

How many sessions/events did you have? \_\_\_\_\_

How many **different people** came to your program or event?

*(Count each person once no matter how many times they came. If a person came once, you count them once. If a person came eight times, you still only count them once.)*

Adults (age 30 and up) \_\_\_\_\_ Youth (16-29) \_\_\_\_\_ Children (under 16) \_\_\_\_\_

**Overall**, how many participants came to your program or event?

*(Count each person every time they came. If a person came once, you count them once. If a person came eight times, you count them eight times.)*

Adults (age 30 and up) \_\_\_\_\_ Youth (16-29) \_\_\_\_\_ Children (under 16) \_\_\_\_\_

Approximately how many of the youth participants (16-29 years old) were not attending school or working during the time of your program? \_\_\_\_\_

Approximately how many of the youth participants (16-29 years old) were regularly attending school or working? \_\_\_\_\_

Approximately how many of the youth participants (16-29 years old) were stay at home parents? \_\_\_\_\_

Did you produce any materials? (eg: digital stories, recipe books, etc.)  
If yes, please tell us about them and also attach a sample to your report.

Did you give away any materials? (eg: books, food hampers, camera memory cards, etc.)

**Please email at least one photo of an event, along with permission forms from everyone in the photo, to [coleen@nwtliteracy.ca](mailto:coleen@nwtliteracy.ca).**

## Resources

Did you use the *Facilitation Skills* manual? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Which NWT Literacy Council resource(s) did you use in your program?

- Learning in the Kitchen Facilitator's Guide*
- Telling Our Story Facilitator's Guide*
- Youth Literacy Nights Facilitator's Guide*

What topics would you like to see in future *Skill Builders for Youth* resources?

## Embedded Literacy and Essential Skills

Identify and describe **five literacy and essential skills (LES) activities** that you did during your project. For each activity, identify the essential skill and describe how you embedded it into the activity.

1.

2.

3.

4.

5.

Which embedded literacy and essential skills activities worked best? Why?

Which embedded literacy and essential skills activities were difficult to do? Why?

## Outcomes

Identify five outcomes of your project. (i.e. people are more confident / youth read more / youth cook more / participants read to their children more / youth learned more about their culture, etc.)

1.

2.

3.

4.

5.

### How worthwhile was your project?

Do you think it was worthwhile to run the project?    Yes: \_\_\_\_\_    No: \_\_\_\_\_

Please explain your answer:

How satisfied were you with your project?

\_\_\_ Dissatisfied    \_\_\_ A little dissatisfied    \_\_\_ Somewhat satisfied    \_\_\_ Satisfied    \_\_\_ Very Satisfied

Please explain why you gave it that rating:

If money is available in the future, would you apply again?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

If 'No', please explain:



**Additional comments or feedback for the NWT Literacy Council**

**Please make sure you have attached your mandatory participant and instructor evaluation forms before submitting your report to the NWT Literacy Council.**

Please fill in the budget reporting form below. Please sign the form and send it back to the NWT Literacy Council along with the rest of your report.

Amount received	Amount spent
NWT Literacy Council     \$	Space     \$
List other funding sources in the spaces below. Please provide the amount received or indicate 'in kind'.	Salaries     \$
1.	Honoraria     \$
2.	Groceries     \$
3.	Transportation     \$
4.	Childcare     \$
	Materials (Books etc.)     \$
	Advertising     \$
	Supplies     \$
	Administration costs     \$
	Other costs (please list)
	1.     \$
	2.     \$
<b>Total received     \$</b>	<b>Total spent     \$</b>

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Phone: 867-873-9262  
Toll free: 1-866-599-6758  
Fax: 867-873-2176  
E-mail: coleen@nwtliteracy.ca

## Submit Your Report

If you need help with your report, or have any questions, please contact us by phone, fax or email. Report are due by April 15<sup>th</sup>, 2021. Return your report form to:

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

**Phone: 1-867-873-9262**  
**Toll-free: 1-866-599-6758**  
**Fax: 1-867-873-2176**  
**Email: [coleen@nwtliteracy.ca](mailto:coleen@nwtliteracy.ca)**