

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, 2021, and your project must be completed by March 31st, 2021.
- ✓ You will need access to a location to run your project within the regulations of the current Phase of [*Emerging Wisely*](#) 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 complete the *Skill Builders for Youth* report form and submit it to the NWTLC by April 15, 2021. 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. 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 Programs Facilitator Guide*.

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*:
<p>*If exact project dates are not known, please provide an estimated start and end date. Projects must be completed by March 31st, 2020.</p>	
Number of weeks:	Number of hours per week:
Target number of participants:	
Project location in the community (i.e. Friendship Centre, daycare):	
<p>Project choice: (check off the project you want to run)</p> <p><input type="checkbox"/> <i>Learning in the Kitchen</i></p> <p><input type="checkbox"/> <i>Youth Literacy Nights</i></p> <p><input type="checkbox"/> <i>Telling Our Stories</i></p>	

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 describe how you will adhere to Phase 2 of *Emerging Wisely* with respect with COVID-19. See the *Community Literacy During COVID-19* resource for ideas.

Please describe how you will change your program to continue if we return to Containment or Phase 1 of *Emerging Wisely*.

Please fill in **ONE** of the following budget forms on the following pages.

***You can apply for up to \$5,000 to run your program.**

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

Budget	Total	In Kind	Request
Space:			
\$ _____ per week x _____ weeks			
Salaries and Honoraria:			
<i>Project planning, preparation and delivery:</i> ____ # 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 attend) \$ _____ per week x _____ weeks			
Photocopying of project materials \$ _____ per week x _____ weeks			
Materials (i.e. for books, tools, equipment) ____ books x ____ participants x \$ ____/ book			
Advertising (flyers, pamphlets, etc.) ____ sets of flyers x \$ ____/ set			
Groceries (i.e. for cooking project) _____ per week x _____ weeks			
Other Costs (please list)			
COVID-19 costs			
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, 2020. Return your form to:

NWT Literacy Council
PO Box 761
Yellowknife, NWT
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Fax: 1-867-873-2176
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