



# INDIGENOUS LANGUAGES IN EDUCATION GRANT PROGRAM

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Proposal Template

Alberta 

Conditional Grant Proposal for  
**Name of Proposal**

## **INSTRUCTIONS:**

To apply for the Indigenous Languages in Education Grant Program (ILE), Alberta Education requires a completed application for conditional grant funding to be signed and submitted by the applicant. The application requires a detailed description of the project/grant proposal as part of Section E. If space permits, this can be completed within the application, or you may submit a proposal using this template or your own proposal format. This template is provided only as a courtesy, and you may modify it as required to better suit your project.

Please ensure an appropriate level of detail is provided in order for the reader to gain a clear understanding of your organization and the project you wish to have funded. See also Section “E” of the application for additional information regarding proposal requirements.

**Note:** When submitting a proposal, whether you utilize this template or your own format, the proposal must be attached to the completed and signed application for conditional grant funding that was provided to you as part of this package. The application form must be signed by the organization's Authorized Signing Authority.

Please send proposals by e-mail to **EDC.ILE@gov.ab.ca**

**If you are submitting multiple proposals, please use separate application and proposal templates.**

## **PURPOSE AND INTENT:**

Research has demonstrated a strong correlation between language acquisition and positive student outcomes. Indigenous stakeholders and provincial school jurisdictions have highlighted the scarcity of and demand for Early Childhood Education and K-12 Indigenous language teachers, instructors and resources, and the pivotal role that education can play in revitalizing Indigenous languages.

The ILE grant program is a one-time funding initiative designed to facilitate support for Early Childhood Education and K-12 Indigenous language and culture programs across the province. The grant has two streams:

- Teacher/Instructor Development; and
- Resource Development

Further details on the ILE Grant Program are available in the Program Guidelines and Fact Sheet.

## **GRANT TIMELINES:**

Grant Program Announced	October 2018
Application and Proposal Deadline	December 18, 2018
Application and Proposal Review	January-February 2019
Grant Monies Released	February/March 2019

## TABLE OF CONTENTS

I.	PROJECT PURPOSE.....	6
II.	ORGANIZATION'S ROLE IN THE PROJECT .....	6
III.	PARTNERS/PARTICIPANTS IN THE PROJECT .....	7
IV.	ACTIVITIES DATES/TIMELINES/MILESTONES .....	7
A.	TIMETABLE .....	7
V.	TARGET GROUPS/PRIMARY BENEFICIARIES.....	7
VI.	PERFORMANCE MEASURES/INDICATORS OF SUCCESS.....	8
VII.	BUDGET BREAKDOWN .....	8
VIII.	REPORTING .....	9
IX.	APPENDIX A .....	10

## I. Project Purpose

Please outline the purpose of the project:

- Identify what Indigenous language outcomes will be met with your project.
- In what ways your project will increase the numbers of professional certified Indigenous language teachers/instructors *and/or* resources (depending on the stream of your application).

Indicate key priority area(s) of focus:

- How will the project benefit Indigenous language instruction for Early Childhood Education and K-12 students in Alberta?
- If applying for the teacher/instructor development stream, what language or languages will teachers/instructors be teaching?
- If applying for the resource development stream, in which Indigenous language(s) is your resource being developed?
- Is the project achievable within the period allotted?

Ensure that the objectives/purpose of the project align with the purpose of the Grant Program (please refer to the ILE Grant Program Guidelines for additional information).

## II. Organization's Role in the Project

Please provide an overview of your:

- First Nations and Métis Communities
- First Nations Universities and Colleges
- Métis organizations
- Indigenous organizations
- Provincial School Jurisdictions and Post-Secondary institutions that partner with First Nations, Métis, and Inuit communities/organizations (see Appendix A for further details and a sample letter of support)

This can include information such as the purpose of your organization and its mandate to train early childhood education and K-12 language instructors in Indigenous languages, or in development of Indigenous language resources.

### III. Partners/Participants in the Project

List and describe any potential partners/participants involved in the project including an overview of their role and function in helping to facilitate the training of Indigenous language teachers/instructors, and/or the creation, promotion, or use of your resources.

### IV. Activities Dates/Timelines/Milestones

Provide detailed information about the proposed project that includes supplemental details about the scope of project's activities. Include as much information as possible in order for the reader to gain a clear understanding of your project and the activities required to achieve your desired goals. Include dates/milestones and identified outcomes and indicators of success for all goals.

#### a. Timetable

Provide a detailed breakdown of activities expected in each year of the project. A sample table is available below.

Goal	Activity	Dates/Timelines	Outcome	Indicators of Success

### V. Target Groups/Primary Beneficiaries

Please describe who will benefit from the programming or resources developed under this project (e.g. students, teachers/instructors, and First Nations and Métis communities).

## VI. Performance Measures/Indicators of Success

Discuss how the primary beneficiaries of the project will benefit. What performance measures will be used to track progress on the project's activities, plans or processes? How will the project be evaluated throughout and at the end of the project? How will success be defined in this project?

For example: How will Early Childhood Education and K-12 student achievement be improved? Will students feel more connected to their culture?

## VII. Budget Breakdown

Provide a detailed breakdown of expected annual expenses for all two years of the project in the table below. Please group by key priority area.

*\*Note: All expenses must be incurred after the date on which the conditional grant agreement is signed.*

*Funding is not required to be spent within the fiscal year it was received, as long as all funding is spent by the end date of the conditional grant agreement.*

*A separate budget can be created for each proposed key priority area, provided that there is a roll-up of the total budget.*

<b>BUDGET</b>			
<i>Provide a detailed list and description of anticipated expenses (a separate sheet may be used, if necessary). Please refer to additional information on eligible and ineligible expenditures below and in the Program Guidelines.</i>			
<i>Expense Description</i>	<i>Expense Amount</i>		<i>Expense Amount Total</i>
	<i>Year 1</i>	<i>Year 2</i>	
1.	\$	\$	\$
2.	\$	\$	\$
3.	\$	\$	\$
4.	\$	\$	\$
5.	\$	\$	\$
<b>TOTAL EXPENSES</b>	<b>\$ (Year 1)</b>	<b>\$ (Year 2)</b>	<b>\$ (Total)</b>

## VIII. Reporting

Project and financial reporting is required by Alberta Education for all conditional grant agreements.

Reports are required on the following dates:

1. February 28, 2020 (Year 1 activities)
2. March 31, 2021 (Final Report) the final report should address:
  - the completed activities and outputs;
  - the results or outcomes of the project;
  - the lessons learned and any recommendations to inform future grants;
  - a plan for long-term sustainability (e.g. if planned activities are anticipated to continue beyond this agreement, how will they be funded?);
  - a financial statement report certified by a senior financial officer of the Grant Recipient to account for the funds provided for the project, including how funds were used for their intended purpose and if funds were not fully utilized, the plan for remaining funds; and
  - other information as deemed appropriate by the Grant Recipient.

Please consider items that your final reporting will address when developing your proposal. All reporting templates will be available from the First Nations, Métis and Inuit Education Directorate in advance of the reporting deadlines.

## IX. Appendix A

Provincial school jurisdictions and Post-Secondary Institutions who are applying for grant funding require a letter of support from First Nations, Métis or Inuit communities and/or organizations with whom they are partnering with in order to receive funding. Below is a sample letter of support that may be used.

### Sample Letter of Support

Date  
Name of Organization  
Address  
Email  
Phone Number

Dear Mr. /Mrs. /Miss/Ms. (*Indigenous Languages in Education Grant Program Applicant*)

RE: Letter of Support (from First Nation/Métis/Inuit community/Indigenous Organization):

On behalf of our (First Nation/Métis/Inuit community/Indigenous Organization), please accept this letter as a formal commitment to participate in (Provincial school jurisdiction/Post-Secondary Institution) project under the *Indigenous Languages in Education Grant Program* through Alberta Education, for the next two years (March 2019 through March 2021).

Our (First Nation/Métis community/Indigenous Organization) will work with (Provincial school jurisdiction/Post-Secondary Institution) to undertake the planned activities described and outlined in the Indigenous Languages in Education Grant Proposal Template (or Section E of the Grant Application). The (Provincial school jurisdiction/Post-Secondary Institution) will engage our community of language speakers, language experts, language teachers, education administration, band/community school(s) and Elders to ensure it is prepared to undertake the planned activities, achieve the stated milestones and adhere to expected timelines.

(Provincial school jurisdiction/Post-Secondary Institution) will ensure the Indigenous Languages in Education program guidelines are followed for our organization and will provide appropriate coordination and support services, including project management; sharing of information; training; specialist and technical support; monitoring; compliance; evaluation and reporting. Our First Nation/Indigenous Organization will ensure that the Provincial school jurisdiction/Post-Secondary Institution is provided with the necessary inputs they require in order to complete the application/proposal, reporting requirements and/or any other outcome measures reporting related to the project.

By participating with (Provincial school jurisdiction/Post-Secondary Institution) in the Indigenous Languages in Education Grant Program until March 2021, we will encourage greater efficiencies and economies of scale and will reinforce the ongoing efforts for collaboration and capacity building that our First Nation//Indigenous Organization is undertaking.

Sincerely,

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First name, last name, position title