

Hub Project Funding

**Official Languages in Education Programs
(OLEP) Second-Language Learning Component**

**Applicant's Guide
Eligible K-12 French immersion and French as a second
language OLEP funding recipients**

2026-2027 to 2027-2028

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Guidance for Applicants

Overview of the Application Form and Guide

Please carefully read the Applicant's Guide before submitting your application. You must fulfill all eligibility requirements and submit a complete application for your project to be considered.

Do not hesitate to contact the Official Languages in Education Programs (OLEP) team if you would like to discuss how to prepare your application or if you have any questions about this process.

Completed applications should be forwarded to the following email address no later than March 16, 2026: EDC.officiallang@gov.ab.ca.

Contact Us

For more information, please contact the OLEP team at EDC.officiallang@gov.ab.ca.

Guidelines – Hub Project Funding Model

1. Introduction

Under the [Protocol for Agreements for Minority Language Education and Second Language Instruction 2024-2025 to 2027-2028](#), calls for proposals for hub project funding are issued every two years. The first submission deadline, covering projects scheduled between fiscal years 2024-2025 and 2027-2028, was March 15, 2024. This is the second and final call for proposals under the 2024-2025 to 2027-2028 Protocol term.

2. Objectives

The aim of hub project funding is to provide opportunities for collaboration leading to regional or provincial advancement and/or enrichment of French-language instruction.

3. Eligible Projects

To be eligible, projects must:

- seek to advance and/or enhance French immersion (FI) and/or French as a second language (FSL) instruction;
- extend beyond the regular operations of the school authority or organization;
- have an impact beyond the lead school authority or organization;
- include active input and collaboration from other school authorities; and
- occur between July 1, 2026 and June 30, 2028.

Please note that if funding is awarded, it should serve as leverage for the implementation of activities. The approval of funding for a project does not guarantee continued funding for activities following the end of the initial project.

4. Eligible Recipients

The hub project funding envelope is for eligible K-12 FI and/or FSL OLEP funding recipients.

5. Eligible Expenditures

Eligible expenditures include, but are not limited to:

- **Salaries and Professional Fees:** Includes all salaries and contract fees paid to (resource) personnel and consultants for project activities and amount paid for professional services.
- **Travel*:** Includes the cost of travel including meals and accommodation, such as costs related to meetings and recruitment activities.
**Limits on eligible travel expenses:* Eligible travel expenses will be reimbursed up to a maximum of the amount (if specified) in the Budget and must not exceed the rates permitted in the Government of Canada's Travel Directive. The recipient must maintain appropriate original verifiable travel documentation on file. (Reference: [Travel on government business - Canada.ca](https://www.canada.ca/en/government/business))
- **Training and Professional Development:** Includes costs related to professional development programs for teachers, such as linguistic training.
- **Promotion and Communication:** Includes costs related to promotional tools, such as brochures, ads, posters, etc.
- **Administrative Expenses:** Administrative expenses are limited to a maximum of 15% of the total requested amount.

Please note that Alberta Education and Childcare is not responsible for any contractual commitments entered into by the applicant before the funding request is approved.

6. Non-Eligible Expenditures

Activities with an international scope, such as travel costs, are not eligible expenditures for OLEP or matching contributions.

7. Cost Sharing

Funding recipients must contribute an amount that matches or exceeds the OLEP funding. The funding contribution will be subject to the *Protocol for Agreements for Minority Language Education and Second Language Instruction 2024-2025 to 2027-2028*. Payments to funding recipients are conditional upon meeting the reporting requirements outlined in section 14.

8. Schedule for 2026/27 to 2027/28

The deadline to submit funding applications for projects occurring between 2026/27 and 2027/28 is **Monday, March 16, 2026**. Decisions will be communicated to applicants by April 30, 2026.

9. Project Duration

Applications may be submitted for one- or two-year projects beginning and ending any time between July 1, 2026 and June 30, 2028.

10. Number of Applications

Eligible applicants may submit only one application as the lead school authority or organization. School authorities and/or organizations may be key collaborators on multiple projects.

11. Evaluation of Applications

Projects funded must have clear objectives and measurable results. Funding applications will be evaluated according to the project criteria outlined in section 12.

12. Project Criteria

The application must clearly demonstrate how the proposed project will respond to emerging needs in FI and FSL instruction. Funding decisions will be based on the funds available and the criteria in the Hub Project Application Scoring Rubric ([Appendix B](#)). Criteria are as follows:

- **Rationale** – the extent to which the project addresses an opportunity or challenge, is evidence-based, and demonstrates a need;
- **Active involvement of collaborators** – the extent to which collaborative actions strengthen partnerships and generate impact beyond the immediate project partners;
- **Project description** – the level of detail and evidence of careful planning, thought, and research;
- **Project activities** – the clarity, feasibility, and alignment of activities with objectives and needs;
- **Expected results** – the extent to which measurable outcomes and deliverables are clearly defined;
- **Budget** – the clarity and detail of how funds will be allocated and linked to project activities; and;
- **Extent of impact** – the degree to which the project goes beyond regular funding and creates significant, lasting impact.

13. Funding Decisions

Funding decisions will be based on the funds available and the project criteria outlined in section 12. All funding decisions will be made by the Alberta Education and Childcare departmental review committee. Decisions will be communicated to applicants by April 30, 2026. *Please note that any decision concerning the eligibility and funding provided is final.*

14. Reporting Requirements

The lead school authority or organization will be responsible for annual reporting requirements by September 15, as outlined in the [Reporting section](#) of the OLEP webpage.

15. Request of Access to Information

The Government of Alberta is subject to the [Access to Information Act](#) and the [Privacy Act](#). The information included in the request may be disclosed under these laws.

16. Disclosure of Information

By submitting a funding application, you authorize Alberta Education and Childcare to disclose any information included in this application with the Government of Alberta or with the entities outside of the government for the following reasons:

- making a decision;
- evaluating project results; and
- fostering citizen transparency, empowerment and commitment.

Appendix A – Funding Application

Consult the information below to complete your funding application.

1. Contact Information

Include the following information:

- a) Name of the school authority which will act as the administrative and financial agent, receiving all funding for the project.
- b) Name of the organization (if applicable). If applicable, the organization will lead the regional initiative while the school authority above will act as the administrative and financial agent.
- c) Key collaborators, listing all partnering school authorities involved in the collaboration. Multiple school authorities are required, organizations are optional.
- d) Names and contact information for individuals who will act as project contacts.

2. Project Title

The title should clearly describe the project and the concrete result targeted.

3. Target Level(s)

Indicate which level(s) the project will target: Early Childhood Services, Elementary and Secondary, or Educational Staff.

4. Rationale

Explain why the school authority or organization is undertaking the project. Describe the opportunity for improvement, the situation to be enhanced, and/or the challenge to address. Highlight why the project is timely and considered an emerging priority. Where possible, support the explanation with research findings and relevant statistics. Clarify why the applicant is prioritizing the project and indicate any work already undertaken to address the need or advance the improvement.

5. Active Involvement of Collaborators

Explain concrete steps as to how the lead school authority or organization will ensure active involvement, input, and collaboration from partnering school authorities and/or organizations. Describe how these steps will strengthen partnerships and create impact beyond project partners. Indicate any discussions and decisions made to date with key collaborators.

6. Project Description

Provide a brief description (approx. 500 words) of the project, including:

- a) the main objectives;
- b) how the proposed project will address the issues/needs; and
- c) the planned activities to achieve the desired outcome(s).

7. Project Activities

Provide a description of the activities for each year of the project. Descriptions of activities and associated costs should align with targeted project objectives.

Indicate the OLEP and applicant funding contributions. It is only necessary to allocate funding amounts for the year(s) requested in the funding application.

Any other funding sources, including contributions from partnering school authorities, should be indicated in the applicant contribution. The applicant amount must match or exceed the OLEP amount.

8. Overall Target(s) and Performance Indicator(s)

Identify at least one performance target per performance indicator.

Performance Target: A performance target is the desired change or consequence attributable to the planned initiatives. The performance target includes the year in which the target is expected to be completed. *At the end of the project term, the successful applicant will report on the achievement of the performance target in their annual report.*

Performance Indicator: The performance indicator is a factor or variable that provides a reliable means to measure progress on your desired targets. It identifies the unit of measure (in which the indicator will be reported) followed by an object of measurement.

Baseline Data: The starting measurement on which progress will be reported for each target. The baseline describes the current situation by presenting the starting point for change using the most recent data available. *If baseline data is not currently available, that is acceptable; indicate that it will be established during the first year of the project.*

9. Budget Summary

Provide all expenditures by school year (July 1 to June 30) in the budget sheet in the application form.

The budget summary provides a breakdown by school year of the total OLEP contributions and the other sources of revenues for each expenditure category. It is only necessary to allocate funding amounts for the year(s) requested in the funding application.

10. Authorized Signature

The request form must be signed by a person or persons duly authorized by the school authority or organization. Print or type the name and the title of the authorized person.

Appendix B – Scoring Rubric

Total score: / 28

	4 - Excellent	3 - Good	2 - Adequate	1 - Limited
RATIONALE Section 4	The application presents a compelling rationale that addresses the opportunity or challenge, is supported by evidence, and demonstrates a significant need.	The application provides a clear rationale that addresses the opportunity or challenge, includes some supporting evidence, and shows a relevant need.	The application offers a general rationale with limited evidence and only partially addresses the identified opportunity or challenge and need.	The application provides a weak or unclear justification and does not clearly address the opportunity or challenge, evidence, or need.
ACTIVE INVOLVEMENT OF COLLABORATORS Section 5	The application outlines clear steps for active involvement and input from partners and demonstrates strong partnerships with impact beyond project partners.	The application outlines steps for partner involvement and shows some potential for impact beyond project partners.	The application provides limited steps for partner involvement and minimal indication of broader impact.	The application does not clearly outline steps for partner involvement or broader impact.
PROJECT DESCRIPTION Section 6	The application includes clear, feasible objectives addresses the identified needs.	The application includes objectives that generally align with the identified needs.	The application includes general objectives with limited alignment to the identified needs.	The application does not clearly state objectives or show alignment with the identified needs.
PROJECT ACTIVITIES Section 7	The application outlines well-conceived activities that align closely with the stated objectives and identified needs.	The application provides a clear plan with activities that generally align with objectives and needs, with only minor gaps in detail or connection.	The application offers a basic plan with activities, but alignment with objectives and needs is partial and lacks sufficient detail.	The application presents a vague or incomplete plan with unclear activities and little evidence of alignment with objectives or needs.
EXPECTED RESULTS Section 8	The application includes specific, measurable targets and clearly defined deliverables.	The application includes some measurable targets and generally defined deliverables.	The application includes very limited measurable targets and provides only basic deliverables.	The application does not include measurable targets or clear deliverables.
BUDGET Section 7	The application includes a clear budget that fully supports project activities and demonstrates efficient use of funds.	The application provides a budget that generally supports project activities and indicates reasonable use of funds.	The application includes a budget that partially supports project activities, and the use of funds appears unclear or may not be efficient.	The application presents an incomplete or unclear budget with little evidence of alignment to activities or cost-effectiveness.
EXTENT OF IMPACT	The proposed project extends well beyond what is undertaken using regular funding and has strong potential for impact.	The proposed project extends somewhat beyond what is undertaken using regular funding and offers promising potential for impact.	The proposed project extends only slightly beyond what is undertaken using regular funding and has modest potential for impact.	The proposed project does not extend beyond what is undertaken using regular funding and has minimal potential for impact.