The Saskatchewan Literacy Network believes in advancing literacy and learning for life, so we are pleased to open applications for funding from the Saskatchewan Literacy Network’s 2018-2019 Learning Mini-Grants.

The Learning Mini-Grants can be used to fund or enhance a one-time event where families are learning and practicing literacy skills together. When you apply, let us know how your event will empower today's children and families by giving them tools to improve their literacy skills.

Some examples of events are a

* family learning fun day,
* family literacy program launch,
* family literacy program wrap-up event, or
* family educational opportunity.

Events that are selected will receive up to $500.00 each. The number of grants awarded will depend on the funding available.

**Can your event be funded?**

In order to be considered to receive funding, your organization must

* be a ‘qualified donee’ according to the Canada Revenue Agency. This usually means your organization is a registered charity (there are some exceptions). If your organization is not a qualified donee, you can partner with one that is and they should complete the application form. Check if you are part of a larger group that is qualified (for example, some school divisions or library regions);
* have a 2019-2020 Saskatchewan Literacy Network membership;
* intend to use the Learning Mini-Grant to fund or enhance a one-time event, free for families to attend, where families are engaged in literacy and learning activities together;
* plan an event with the main goal of improving the literacy skills of children and families together;
* collaborate with community partners, including organizations that provide literacy opportunities for children and families, such as Family Literacy Hubs;
* submit a complete application by the deadline on
**Monday, November 18th, 2019 at 11:59pm**; and
* provide a final report about the event and how the funds were used. We will send a report template to the groups whose event will be funded. This report must be sent to the Saskatchewan Literacy Network by **June 30th, 2020**. If your event is completed before then, you can send us your report early.

To apply for the 2019-2020 Saskatchewan Literacy Network Learning Mini-Grants

[ ]  fill out this form. Note: each organization can only apply once

[ ]  *this is optional: you may include one letter of support from your community*

[ ]  send your completed form (and letter, if you include one) to the Saskatchewan Literacy Network at saskliteracy@saskliteracy.ca by the deadline: **Monday, November 18th, 2019 at 11:59pm**. We will send you an email to let you know that we received your form.

Remember that the Learning Mini-Grants are meant to support a community family learning or family literacy event. You can use the money for expenses like these:

* Cost of facilitation (for example: an honorarium for a family literacy facilitator, guest speaker, or presenter)
* Materials (for example: books or arts and craft supplies to be used at the event)
* Support services for the event (for example: healthy snacks or transportation for participants)

If you have questions or need help with this form, please call the Saskatchewan Literacy Network at 1-888-511-2111 or email saskliteracy@saskliteracy.ca.

**A. Information about Your Organization**

Remember, if you are not a Canada Revenue Agency ‘qualified donee,’or part of a larger group that is, you may partner with an organization that is. They should fill out this form, since they will receive the funds on behalf of your partnership if your application is selected.

What is the legal name of your organization (this is the name we will make the cheque to, if your application is successful) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your organization’s mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/Town: \_\_\_\_\_\_\_\_\_\_\_\_\_Postal Code: \_\_\_\_\_\_\_\_\_\_

Your organization’s registered charitable number:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |  |   |   |   |   | RR0001 |

First and last name of the person with signing authority for this organization:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Their phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Their email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. Event Description**

Name of the organization(s) that will deliver the event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who is the contact person for the event delivery? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many families do you think will benefit directly from this event? \_\_\_\_\_\_\_\_\_\_

How many people do you think will participate in this event? \_\_\_\_\_\_\_\_\_\_

The event must be free for families to attend. Will this event be free for families? \_\_\_\_\_\_\_

Please answer these questions about your event in 500 words or less:

* Describe the community need for this event, and how your event’s goals will benefit this community need.
* Tell us what you are planning for your event: the activities, and when they will happen.
* What are your goals for this event?
* How will you evaluate the event’s success, and how will you know you achieved your goals?
* Is there an opportunity for Learning Mini-Grant funders to attend or participate in your event? Please describe.

How will you recognize the Learning Mini-Grants for this support?

Would you like any Saskatchewan Literacy Network (SLN) resources to give away at your event? If so, please tell us which ones and how many you would like.

*Note: these resources are free for SLN members and designed to share with families in our province. Find out more about them at* [*saskliteracy.ca/family-literacy-resources*](https://saskliteracy.ca/family-literacy-resources/)

We are looking for events that are well connected with their communities. A letter of support can add strength to your application, and you can include it. However, you must list your community partners for this event:

|  |  |
| --- | --- |
| **Partner organization name** | **Their role in this event** |
|  |  |
|  |  |
|  |  |

**C. Event Budget**

Please use this budget form to show how you will use the Learning Mini-Grant. Remember to include the value of contributions from your partners as ‘in-kind contributions’ in the same column as other funding amounts you have for this event.

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Items** | **Amounts you need for your event** | **Request from Learning Mini-Grants** | **In-kind contributions or other funding** |
| Materials (for example: books, arts and craft supplies) |  |  |  |
| Cost of facilitation (for example: an honorarium for a family literacy facilitator, or a guest speaker) |  |  |  |
| Support services for the event (for example: snacks or transportation for participants) |  |  |  |
| Facility costs |  |  |  |
| **Total** |  |  |  |