ADULT LEARNING CENTRES DEMONSTRATION PROJECT
CALL FOR EXPRESSIONS OF INTEREST

Deadline for Expressions of Interest: May 27, 2009 at 4:00 pm

Enquiries and Expressions of Interest (including an email copy) must be received prior to Deadline Date and time and directed to:

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The Ministry of Education, supported by its partners, the Ministry of Citizenship and Immigration and the Ministry of Training, Colleges and Universities, is inviting Expressions of Interest (Phase One) from school boards, colleges, and community agencies that currently deliver adult secondary school credit programs, adult non-credit ESL/FSL language training program, and adult non-credit literacy and basic skills training to develop proposals (Phase Two) resulting in the implementation of a selected number of Adult Learning Centre Demonstration Projects (Phase Three). A limited number of $25,000 allocations will be awarded for the proposal development phase that will take place between June 3 and September 5, 2009 (Phase Two). A selected number of these proposals will be selected to receive up to $500,000 over 24 months to implement local Adult Learning Centre Demonstration Projects that exhibit innovative and collaborative modes of delivery at the local level (Phase Three).

Adult Learning Centre Demonstration Project Overview (All Phases)

The Ministry of Education, supported by its partners, the Ministry of Training, Colleges and Universities and the Ministry of Citizenship and Immigration, is seeking innovative community solutions that demonstrate how collaborative partnerships can result in innovative ways to deliver better coordinated, more widely accessible and more effective adult education and training programs and services.

Improved integration of programs and services should enable both adult learners returning to school, and in-school secondary students (age 17-20) who need more flexible learning opportunities, to complete their OSSD and/or reach forward to college/university, apprenticeship and career opportunities. Integrated programs and services would include upgrading basic foundation and language skills, completing a high school diploma and transitioning to employment or postsecondary education and
training in a holistic, efficient and supportive environment. The centres will demonstrate innovation, collaboration, and transformation.

Guiding Principles:
Community Driven - Community solutions are based on local priorities.
Catalyst for Action - Projects are catalysts for transformation
Focus on Key Priorities - Projects are focused on the identified key priorities with clear outcomes.
Coordinated - Activities of community partners are coordinated to avoid duplication among programs and projects.
Sustainable Results - Projects support activities that can be shown to be sustained following the demonstration project.

Key Priorities:
- enhanced career/guidance counselling services leading to seamless program transitions and easier navigation
- coordinated supports and assistance that enable learners to personalize the learning pathways that lead to their goals
- improved public access, including co-location of services, new forms of collaboration among community partners that may include, for example, literacy organizations, settlement agencies, and/or social service agencies
- access to high level language training and bridging programs, basic foundational skills in ESL/FSL, as well as high school diplomas and further education
- streamlined and coordinated intake, assessment and referral processes
- access to clear and easy-to-follow information about learning opportunities available in the community
- information and advice on programs with flexible delivery models and just-in-time learning opportunities
- the use of assessment tools and resources that ensure recognition and accreditation of prior learning
- packaging and offering education and training programs in new, flexible ways to meet the individual needs of adult learners/students in a timely manner (e.g., continuous intake, e-learning, etc.), and match learning opportunities with learner needs
- exploring opportunities for mixed delivery models involving various education and training stakeholders (e.g., school boards, colleges, universities, community agencies, employers)
- stronger links across all sectors that deliver adult education and training (e.g., adult dual credits for achieving a high school diploma and college course credit)
• quality and enhanced accountability to support continuous improvement and promote excellence in program delivery, teaching and learning

• action research component to inform policy development

Phase One: Expression of Interest

Interested organizations must submit an expression of interest outlining the project and the process of developing their proposal (Phase 1) in order to apply for proposal development funding (Phase 2).

Eligible Applicants
School boards, colleges and community agencies that currently deliver adult secondary school credit programs, adult non-credit ESL/FSL language training program, and adult non-credit literacy and basic skills training funded by the Ministry of Education; Ministry of Training, Colleges and Universities; and the Ministry of Citizenship and Immigration are eligible to apply. The Expression of Interest and Proposal must be submitted on behalf of a local partnership that must include at least one school board and college. Coterminal school boards that deliver these services are encouraged to collaborate on submissions. Partners named must provide a letter of support to be attached to the submission. Submissions are limited to one per applicant.

Eligible Activities
Funding for proposal development would primarily be used for hiring a consultant to conduct assessments, lead the partnership development process, undertake community consultations and prepare the final proposal. The hiring of a consultant will allow for a more detailed review of local adult education issues than otherwise possible within current staff and resource levels.

Application Process
The Expression of Interest is a simple outline of your project and is limited to a maximum of 2-5 pages. It should include a brief description of the:
• Goal(s) of the project.
• Proposed activities, including steps for developing a full proposal.
• Name, position and contact information for the primary contact person for the project.
• Draft budget (Up to $25,000 maximum)
• Existing partnerships and/or potential partners (letters of support should be attached to the application).

Please note the following important points when preparing your Expression of Interest:
• The maximum funding for Phase Two is $25,000 and no matching funds or cost sharing are required.
• Funds are for the development of new activities or the addition of innovative options within existing programs

Your Expression of Interest will outline your general ideas for an Adult Learning Centre Proposal Plan (Phase Two). We'll review your submission for basic eligibility and fit, and contact you if additional information is needed.
The deadline for submitting an Expression of Interest is **May 27, 2009**.

**Phase Two: Adult Learning Centre Proposal Development Plan**

**Selection Process**

An Evaluation Committee representing the three ministries will assess each Expression of Interest for attention to the guiding principles, focus on key priorities and clarity of the items identified above. The committee will also consider the location of each proposal in an effort to ensure a balanced representation of projects in both rural and urban portions of the province and will aim to fund projects with a range of experience and diversity and a mix of participants.

Proposals that specifically focus on a community-wide planning process that involves all local school boards and colleges and relevant community players will be favoured.

A limited number of successful Expressions of Interest will be selected to receive funding of $25,000 to develop proposals to implement demonstrations of Adult Learning Centres.

**Notice of Approval**

All applicants will receive written notice of the Evaluation Committee’s decision as well as the terms or conditions of any funding that is awarded.

If we approve your Expression of Interest, you'll be invited to enter into a transfer payment agreement with the Ministry of Education that will outline deliverables, timelines, reporting requirements and budget based on details submitted in your Expression of Interest plus further information if required. If your proposal is declined, you will receive a letter explaining our decision.

Please note: Transfer Payment Agreements are awarded to a lead partner representing the members of the partnership only. When collaborative projects are undertaken with community partners, the proponent remains the primary organization responsible for the funding allocation. Therefore, and in addition to the terms and conditions that will be provided to all successful applicants, proponents are responsible for:

- Proper fiscal management, including acceptable accounting records.
- Thorough and well-planned project evaluation.
- Progress and final reports.

Proposal Development funding will be awarded in two payments: 90% at the approval of the project and 10% when the project is complete and the Ministry of Education has received all required reports and a financial summary.

Also, please note that all Adult Learning Centre planning activities are required to be initiated in mid June, 2009 and completed and final proposals for Phase Three: submitted by **September 5, 2009**.
Phase Three: Implementation of Adult Learning Centre Demonstration Projects

Selection Process:
The Evaluation Committee representing the three ministries will assess each Proposal for attention to the guiding principles, focus on key priorities and clarity of the items identified above.

A selected number of these Proposals will be selected to receive funding of up to $500,000 over 24 months to implement their plans for Adult Learning Centre Demonstration Projects.

Notice of Approval
If we approve your proposal, you’ll be invited to enter into a transfer payment agreement with the Ministry of Education that will outline deliverables, timelines, reporting requirements and budget based on details submitted in your proposal plus further information if required. If your proposal is declined, you will receive a letter explaining our decision.

Please note that all Adult Learning Centre Demonstration Projects are required to be initiated on October 1, 2009 and completed by September 30, 2011.

A mid-term evaluation of the demonstration projects will take place on September 30, 2010.

Timelines
Phase One - Call for Expressions of Interest May 6, 2009
Submission deadline for Expression of Interest. May 27, 2009
Selection of Expressions of Interest for further development of innovative and collaborative proposals. June 12, 2009
Phase Two Planning and Proposal Development June 13 – Sept. 5 2009
Submission deadline for Proposals Sept. 5, 2009
Review and Selection of Plans for implementation Sept. 26, 2009
Mid-term evaluation of Phase Three Sept. 30, 2010
Completion of Phase Three and final evaluation Sept. 30, 2011