

# Literacy for Life Grants - Policies & Guidelines

*The Winnipeg Foundation makes granting decisions based on an application's merit and does not discriminate on the basis of actual or perceived group characteristics as identified in the Manitoba Human Rights Code. Organizations applying for a grant from The Winnipeg Foundation must also adhere to the Manitoba Human Rights Code.*

The Winnipeg Foundation's Literacy for Life Grants program awards grants of up to \$5,000 to charitable organizations from across Manitoba running family literacy programs. Family literacy programs include children and parents/caregivers participating together in activities that emphasize intergenerational learning.

Applications are reviewed by a committee composed of representatives appointed by the partner organizations (The Winnipeg Foundation and Winnipeg Public Library) as well as local family literacy advisors.

## Grant Policies

- Only Manitoba-based registered charities (including Winnipeg Public Library) are eligible for grants from The Winnipeg Foundation's Literacy for Life Fund.
- Organizations may apply for a Literacy for Life grant once per calendar year. Grant recipients must submit a final report, including an account of expenses, before applying for future Literacy for Life grants.
- Applying for a Literacy for Life Grant does not preclude an organization from applying for a Community Grant or other Special Program grant in the same calendar year, but it must be for a different project.
- Program delivery staff and volunteers working with children must go through child abuse and criminal record checks appropriate to their role in the program.

## Grant Guidelines

### 1. Winnipeg Public Library Granting

The Winnipeg Public Library will be eligible to apply for funding up to a maximum of one third of the annual grant making capacity of the Literacy for Life Fund. The Committee may approve this annual allocation taking into consideration the Winnipeg Public Library's commitment towards family literacy through its general operations.

### 2. General Granting

Grants to other organizations will not exceed \$5,000. Project applications must include: demonstration of intergenerational/family involvement, a budget and project description. Preference will be given to applications that demonstrate evidence of need, community partnerships, trained staff (or inclusion of training in the proposal) and volunteer commitment.

Organizations applying for a Literacy for Life grant for the first time are encouraged to consult with Kerry Ryan, Community Grants Associate at [kryan@wpgfdn.org](mailto:kryan@wpgfdn.org) before submitting an application.

### 3. Special Grants

From time to time, other grant requests in the family literacy field of interest (that are consistent with the purpose of the Literacy for Life Fund) will be considered, and may exceed the general grant's threshold.

#### Eligible project costs include:

- Purchase of books, videos, or educational toys directly supporting the program
- Wages for facilitation and child-minding\*
- Honoraria for guest speakers or literacy advisors
- Craft materials and supplies
- Healthy snacks
- Professional development
- Office expenses and administration (suggested administration cost is no more than 15% of project budget)
- Recognition for volunteers
- Promotion and advertising
- Contingency expenses (eg. bus tickets)

*\*A note about wages:* Please note, Literacy for Life grants will cover wages of up to \$25/hour for facilitators and \$15/hour for child minding. Wages must meet the Province of Manitoba's minimum wage. Honoraria for guest presenters will be capped at \$125 for a 30 minute presentation and \$250 for a minimum 45 minute presentation. If wages are higher than these amounts, the difference can be made up from another funding source.

#### Grants will not be made to:

- Rent or renovations
- Capital campaigns
- School-based activities that would normally be funded by a school
- Large capital items (such as video and still cameras, furniture, computers, and printers)
- Staff certification fees
- Fee-based programs

### How to apply

Applications are due by 4:30 p.m. on the application date and will be accepted online only through The Winnipeg Foundation website, [wpgfdn.org](http://wpgfdn.org). Please consult our website for intake timelines and application due dates for this program.