



PGFL GRANTS 2024

PROGRAM GUIDELINES

Summary

The Peter Gzowski Foundation for Literacy (PGFL) recognizes and honours the work of the late Peter Gzowski in raising awareness and funds for literacy. One of Canada’s most beloved broadcasters and host of CBC Radio’s “Morningside,” Peter devoted the last 16 years of his life to raising awareness of adult literacy issues. The PGFL supported his PGI (“Peter Gzowski Invitational”) fundraising events, held across the country over the past 37 years.

To continue Peter’s work, the PGFL has developed a Granting Program. The grants will support literacy initiatives which build capacity or enhance existing promising practices. Grants may also be used for operational expenses. Initiatives are intended to have an impact at the local level. Projects can address adult literacy or family literacy where an adult parent/guardian is involved. The grants are designed to complement existing literacy programs.

Who can apply?

- Registered charities and/or organizations incorporated as not-for-profits that deliver adult or family literacy services at the local level.
- Eligible organizations must operate literacy training programs or be applying on behalf of groups that operate literacy training programs.

NOTE: National, provincial or territorial organizations may apply as long as the project’s connection to the local level is clear.

Eligible activities:

Projects that:

1. **build capacity** within an existing literacy program:
 - Curriculum development

- Tutor or practitioner training
 - Development of a new approach within an existing literacy program
 - Efforts to expand the program to reach new learners
2. describe and evaluate existing programs to share and promote **promising practices**:
- Evaluation of an existing practice
 - Research into what works and why
 - Sharing of promising practices
3. Support costs associated with **operational expenses** required to manage the organization's existing operations. Projects developing new programs or new locations would fall under projects that build capacity and not operational expenses.
- salaries, rent, IT, office supplies, personnel and volunteer recruitment.

Examples of activities that are not eligible:

- The PGFL grants are designed to not displace existing program delivery funding.
- All expenditures must be in aid of carrying out the project or for the operational purposes described in the application.
- Lobbying, paying down debt, and capital purchases unrelated to the project are not eligible.

Amount of grant:

In 2024, \$300,000 is available. All individual grants will be for the sum of \$20,000.

Criteria for selection:

- ✓ The organization is a not-for-profit in good standing (for example, a registered CRA charity or a not-for-profit entity registered at the federal, provincial or territorial level).
- ✓ The application specifies a project for capacity building **OR** for promising practices **OR** for operational expenses.
- ✓ The project targets adult literacy learners or family literacy activities involving a parent or guardian.
- ✓ Project activities are clearly presented. Milestones for the project are identified.
- ✓ Expected results and outcomes are defined.

- ✓ The impact of the project at the local level is outlined.
- ✓ The organization has the capacity to carry out the project.
- ✓ Projects must demonstrate a commitment to adult learning principles and a learner centred approach.
- ✓ Agreement to have the authorized representative of the organization sign an engagement letter outlining reporting requirements.
- ✓ Agreement to acknowledge the financial support of the PGFL in all materials developed through the project and in any promotional effort.

Payment and Reporting:

- 90% of the grant will be provided up front, and the 10% holdback will be released on receipt of an interim report.
- Final report due a year from the date the initial funds are received by the organization.

Selection process:

- Applications will be reviewed to determine eligibility.
- Applications will be scored based on how well they meet the guidelines.
- Final decisions will be made by the PGFL Board of Directors.

Timeline:

Call for Applications:	February 19, 2024
Application Deadline:	March 22, 2024
Funding Announcements:	June 9, 2024