



PGFL Grants 2025

FAQ – Frequently Asked Questions

1. What is a 'literacy program'?

A literacy program is an organized, formal or informal, set of activities designed to improve literacy skills of individuals.

2. What is a 'project'?

A project is a time-limited, targeted effort with specific objectives.

3. What is the difference between a One Year Small Grant and a Multi-Year Grant?

A small grant is intended to be completed within one year. The proposed activities must not exceed \$20,000 in the budget request. Multi-year grants recognize that certain activities or initiatives require more time and greater resources. For multi-year grants, it is important to explain why an extended timeline and increased budget is required.

4. Can I apply for both a One Year Small Grant and a Multi-Year Grant?

Organizations may apply under either or both funding streams. The proposals must be distinct and not merely variations of the same project or initiative. However, an organization will only be eligible for one successful grant (i.e. a small grant OR a multi-year grant).

5. What is 'adult literacy'?

Adult literacy involves the learning and strengthening of reading, writing and oral communication skills by adults.

6. What is 'family literacy'?

Family literacy focusses on parents, grandparents, and other family members to improve the reading and writing skills of the whole family. (ABC Life Literacy Canada)

7. What is 'capacity building'?

Capacity building refers to the infrastructure support that surrounds a literacy training program. It can include curriculum development, tutor or practitioner training, development of a new approach within an existing literacy program, or efforts to expand the program to reach new learners.

8. What is a 'promising practice'?

A promising practice is one that holds the possibility of implementation by other literacy programs. Promising practices emerge through evaluation, research on what works and why, and dissemination of information and guidance.

9. What are 'operational expenses'?

Operational expenses include staff salaries, IT improvements, necessary capital purchase, rent, office supplies, personnel, and volunteer recruitment.

10. What do you mean by 'local impact'?

Projects should have a direct impact on local literacy training programs. Provincial/territorial and national organizations must show the project's impact on local programs.

11. What type of organizations can apply?

- a) Registered Charities as determined by the Canada Revenue Agency (CRA).
- b) Organizations that are not Registered Charities may apply if they are incorporated at the federal, provincial or territorial level **and** if the grant supports the charitable purposes of the PGFL which is to provide funds to "organizations that are involved in literacy activity and promote public awareness of literacy at the local level."

12. Can provincial/territorial or national literacy organizations apply?

Provincial/territorial or national literacy organizations can apply for project funding as long as the proposed project meets the funding criteria. There must be a connection to

local literacy program(s). The impact on the local literacy program(s) should be clearly outlined.

13. Does the project have to be in either English or French or can it include an Indigenous language?

In support of reconciliation, adult literacy or family literacy programs centred around Indigenous languages are eligible.

14. Are projects involving digital literacy eligible?

Projects that use technology such as smartphones, computers or tablets are eligible as long as the device is used to further the acquisition or strengthening of literacy skills. Projects that only teach the use of these technologies are not eligible.

15. I received a grant last year. Can I apply again this year?

Applications are judged on their individual merits, so making an application again this year is acceptable. Please indicate in your project description whether the project is a continuation or expansion of last year's project or a new project.

16. What is an engagement letter?

Rather than a formal contractual agreement, an engagement letter will outline the expectations of carrying out the project funded by the grant.

17. If I am not successful, can I appeal?

The decision of the PGFL is final. You may however request a de-briefing in the interest of learning why an application was not approved.