



2025 PGFL ONE YEAR SMALL GRANTS PROGRAM GUIDELINES

Background

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 continues to support Peter's vision.

PGFL One Year Small Grants Program

The **One Year Small Grants** program provides grants of \$20,000 each. Grants support literacy projects which build capacity or enhance existing promising practices. Grants may also be used for program expenses. Activities can address adult literacy or family literacy where an adult parent/guardian is involved as a learner. The grants are designed to complement existing literacy programs.

Amount of funding – One Year Small Grants Program:

In 2025, fifteen individual grants will be awarded at a value of \$20,000 each. The requested amount must be for exactly \$20,000.

Who can apply?

- Registered charities and/or organizations registered 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 proposal's connection to the local level is clear.

Types of Funding:

1. **Project Funding.** A discrete project with a beginning and end.

Projects can build capacity within an existing literacy program, for example:

- 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.

Projects can also describe and evaluate existing programs to share and promote promising practices, for example:

- Evaluation of an existing practice
- Research into what works and why
- Sharing of promising practices

2. **Program Funding.** Program funding supports costs associated with operational expenses required to manage the organization's existing operations. Activities developing new programs or new locations would fall under Project Funding. Eligible expenses include salaries, rent, IT, office supplies, and personnel.

3. **Examples of activities that are not eligible:**

- All expenditures must be in aid of carrying out the activities described in the application.
- Lobbying, paying down debt, and capital purchases unrelated to the activities in the application are not eligible.

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 organization operates literacy training programs or is applying on behalf of groups that operate literacy training programs.
- ✓ The application specifies Project Funding or Program Funding.
- ✓ Activities are clearly presented. Milestones are identified.

- ✓ Expected results and outcomes are defined.
- ✓ The impact of the activities at the local level is outlined.
- ✓ Activities target adult literacy learners or family literacy activities involving a parent or guardian.
- ✓ The activity must demonstrate a commitment to adult learning principles and a learner centred approach.
- ✓ The organization has the capacity to carry out the activities.
- ✓ The budget is reasonable for the activities outlined in the proposal.
- ✓ The organization is in good financial shape as indicated through a review of its financial and audited statements.
- ✓ 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 and in any promotional effort.

Payment and Reporting:

- 90% of the grant will be provided up front. The 10% holdback will be released on receipt of an interim report.
- A final report is 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.

Timelines:

Applications Open:	February 10, 2025
Application Deadline:	March 21, 2025
Funding Announcements:	June 2, 2025