

**Nova Scotia Department of Education  
and Early Childhood Development**

**Out-of-School-Time Learning Grants  
2018**



**Grant Information and Application Requirements**

# Out-of-School-Time Learning Grants Information

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## 1. Introduction

Out-of-School-Time Learning Grants are designed to assist communities and public schools throughout the province that require additional supports outside of school time to help students succeed in Math and Literacy.

Programs will provide children and youth with a range of supervised activities designed to encourage learning and development outside of the regular school day.

Activities will include academic coaching or tutoring and other complementary experiences such as enrichment, homework help, entrepreneurship, apprenticeship, recreation, arts and music programs, mentoring, community service, and more. Grants for programs that support family literacy are also welcome.

Eligible organizations (e.g. community groups, schools, SchoolsPlus sites, school boards) will serve students from priority schools that serve neighbourhoods or regions where a large number of families live in poverty. Programs will use innovative approaches to welcome and engage students who are struggling with academic and/or social-emotional challenges at school.

Grants will only be awarded to programs that are delivered through established partnerships among community groups, publicly-funded schools and/or SchoolsPlus sites. These partnerships will be formed with the purpose of aligning and strengthening the supports children and youth encounter during and outside of the regular school day.

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## 2. Grant Details and Deadlines

A one-year funding agreement will be signed between host organizations and the Department of Education and Early Childhood Development (EECD).

A total of eight grants of \$22,000 each will be awarded, with priority given to awarding one grant to a partnership in the geography of each of the province's eight school boards.

Funding will be dedicated to program delivery, with a maximum of 5% used for administrative costs of the host organization.

**Online Applications Activated: February 1, 2018**

**Application Deadline: 3:00 pm, March 9, 2018**

**Review of Applications by EECD: March 19-30, 2018**

**Communication of Funding Decisions: April/May 2018**

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### 3. Eligibility Criteria

#### Applicants and Partners

- a. Grants are open to partnerships with an interest and experience in providing Out-of-School-Time programs to help children and/or youth succeed in school, particularly in the areas of math and literacy.
- b. Grant applicants and partners may include community groups who serve children and/or youth, school boards, schools, and/or SchoolsPlus sites.
- c. In order to receive a grant, applicants must be able to demonstrate a strong school-community partnership and confirm that the regional or provincial (CSAP) school board is supportive of the proposed program (see Section 7 for a list of school board contacts).
- d. Applicants must ensure that prior to working with children and/or youth, all adults complete required criminal record checks and Child Abuse Registry Screening.

#### Location

- a. Programs may be offered in schools, SchoolsPlus rooms, libraries, and/or community spaces.
- b. Priority will be given to awarding grants to different regions of the province
- c. A grant may be used to expand a program to include additional partners or reach additional students at a new location; however, it may not duplicate an existing program

#### Program Length

Programs must run, at minimum, over the course of the 2018 – 19 school year. Programs may also extend to include holidays and the 2019 summer break.

#### Program Reach

- a. Programs must serve elementary and/or secondary students attending public schools and their families.
- b. Where available and relevant, partnerships are encouraged to include Early Years and Post-Secondary partners.

#### Language

Language of instruction for programs may be English and/or French and, where possible, enrichment learning will incorporate other language communities, including Gaelic and Mi'kmaq.

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## 4. Provincial Evaluation

The host organization(s) and partners must confirm their willingness to participate in a provincial evaluation of all Out-of-School-Time Learning Programs. This evaluation will be led by a Credentialed Evaluator, from the Nova Scotia Health Research Foundation's Evaluation Unit, who will work collaboratively with grant recipients to gather evidence for the evaluation. The focus of the evaluation is twofold:

1. To provide feedback to the department on the overall impact of the grants; and
2. To provide feedback to the grant recipients on their program implementation and early results

Evaluation findings will be used by the Department to inform decision making related to the Out-of-School-Time Learning Grants program. Additionally, evaluation findings pertaining to each individual program will be summarized and provided to the grant recipient at the end of the project.

For their role in the evaluation, grant recipients will be required to:

1. Provide program data for the purposes of evaluation
2. Attend an orientation and evaluation planning session prior to the start of the program (travel costs to be covered for one person to attend from the host organization)

At the orientation session, grant recipients will be given the opportunity to provide input and feedback on the evaluation.

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## 5. Application Assessment Criteria

In addition to the eligibility criteria outlined in Section 3, applications for Out-of-School-Time Learning Grants will be assessed according to the following criteria:

### **Credentials**

Applicants are required to demonstrate:

- a. Experience in the design and successful delivery of similar programs (e.g. academic coaching or tutoring, social-emotional learning etc.), and
- b. Evidence that the program will be designed and delivered through an established school-community partnership

### **Program Reach**

Applicants are required to demonstrate that the program will reach:

- a. Families who could not afford fee-based academic coaching or tutoring programs, and/or
- b. Vulnerable students who may be struggling with learning and/or at-risk of leaving school early

This criteria includes demonstrating steps to be taken to ensure that students do not face barriers to attending (e.g. transportation) and that the program has the flexibility to support personalized academic and social-emotional learning.

## **Program Components**

Applicants must demonstrate that the program is based on a child and youth development approach, combining concrete goals for academic, enrichment, and social-emotional learning:

- a. Academic Coaching or Tutoring: The Out-of-School-Time Learning Grant is designed to support schools and communities to help their students succeed in mathematics and literacy. Applicants must present a plan with clear outcomes for academic coaching or tutoring with students (and/or their parents/caregivers). This plan will include how the program will identify and reach out to students, how it will connect with the school and school board to align with the Nova Scotia curriculum, and how activities in the Out-of-School-Time program can complement or incorporate strategies that students are learning in their classes.
- b. Enrichment: Research indicates that the most effective Out-of-School-Time Learning Programs incorporate high quality academic coaching with enrichment activities (e.g. music, arts, cultural experiences), social-emotional learning (e.g. healthy relationships with peers, getting help at school), physical activity, and community-based learning. Applicants must demonstrate how their program will incorporate enrichment activities.
- c. Parent/Caregiver Engagement: Applicants must demonstrate how program staff will actively engage parents or caregivers in supporting the success of children and youth who attend the program.

## **Budget**

All anticipated costs must be detailed in the application form. Eligible costs to be covered by the grant include staffing, staff or volunteer training, program materials, snacks, and transportation subsidies, where public transit is not available. A maximum of 5% (\$1,100) of each \$22,000 grant may be used for administrative costs of the host organization. Host and partner organizations may also detail in-kind contributions that are being made to the program in addition to the grant.

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## 6. Online Grants Management System

Applications will be submitted in an online Grants Management System (GMS) administered by the Nova Scotia Health Research Foundation **before the deadline of 3:00 pm March 9, 2018.**

In order to access the application in GMS, the Program Lead (the person responsible for administering the grant and main contact for the grant application) must create a GMS account. To create a GMS account, navigate to <http://gms.nshrf.ca>.

Read the terms carefully before agreeing, complete the required fields (noted with an \*asterisk), then click *Submit Registration*. If the information is entered correctly, you will be emailed a link to verify your email address and to finalize the account creation.

All application components are submitted in GMS either as direct entries or as one uploaded application as a Pdf document. Each application requirement is described in detail below.

### **GMS Assistance**

A step-by-step guide for applicants outlining how to navigate the online application process is posted on the Department of Education and Early Childhood Development website at [www.ednet.ns.ca/OSTLearningGrants](http://www.ednet.ns.ca/OSTLearningGrants)

For questions related to accessing and navigating GMS, please contact the NSHRF Help Desk at [helpdesk@nshrf.ca](mailto:helpdesk@nshrf.ca) or 902-424-4043

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## 7. Contact Information

### Department of Education and Early Childhood Development

All applicants are encouraged to contact the Director, Research and Partnerships with questions prior to submitting an application:

#### Lennie Comeau

Acting Director, Research and Partnerships  
Centre for Learning Excellence  
NS Department of Education and Early Childhood Development

[lennie.comeau@novascotia.ca](mailto:lennie.comeau@novascotia.ca)  
902-424-6466

2021 Brunswick Street  
Halifax, NS B3J 2S9  
[www.ednet.ns.ca/OSTLearningGrants](http://www.ednet.ns.ca/OSTLearningGrants)

### School Board Contacts

All applicants are required to contact the regional or provincial (CSAP) school board to review and obtain approval to move forward with the proposed program.

School Board	Name	Contact Information
Annapolis Valley	Mike Ouellette	<a href="mailto:mike.ouellette@avrsb.ca">mike.ouellette@avrsb.ca</a>
Conseil scolaire acadien provincial	François Rouleau	<a href="mailto:francois@csap.ca">francois@csap.ca</a>
Cape-Breton Victoria	Cathy Viva	<a href="mailto:cathyviva@gnsps.ca">cathyviva@gnsps.ca</a> 902-562-6490
Chignecto-Central	Stephanie Isenor-Ryan	<a href="mailto:lseorS@ccrsb.ca">lseorS@ccrsb.ca</a> 902-897-8955
Halifax	Alison King	<a href="mailto:aking@hrsb.ca">aking@hrsb.ca</a> 902-464-2000 ext. 2567
South-Shore	Jeff DeWolfe	<a href="mailto:jdewolfe@ssrsb.ca">jdewolfe@ssrsb.ca</a> 902-541-3045
Strait	Sharon MacCuspig	<a href="mailto:Sharon.MacCuspig@srsb.ca">Sharon.MacCuspig@srsb.ca</a>
Tri-County	Gerry Randell	<a href="mailto:grandell@tcrsb.ca">grandell@tcrsb.ca</a>

# Out-of-School-Time Learning Grant Application

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**Application Deadline: 3:00 pm, March 9, 2018**

The following sections are entered directly into the online Grant Management System (GMS). If you wish to cut and paste text from another document, we recommend that you paste as unitext. Notepad will convert to unitext.

## Project Details

### Title of Proposal

This title will be used for communication purposes. It should clearly describe the program for which you are seeking funding. It should not contain a company or trade name. Spell out scientific symbols and acronyms.

### Organization Administering Funds

Applicants must indicate the name of the Host Organization that will receive and administer the project funds. In order for an application to be submitted, the applicant will be required to approve the application on behalf of the host organization and agree to terms and conditions listed in the Signature and Submission section of the online application.

## Team Members

In this section, applicants must list all administrative and program staff from the host organization and partner(s) who will be working with the program.

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## Uploaded Application

The information in this section of the application must be uploaded as one combined Pdf document.

The document must adhere to the following format:

- Each section cannot exceed the page limits described below
- Font must be 11 pt minimum, black type. No condensed/narrow fonts, type, or spacing
- 1.5 line spacing, 0.5 inch (1.27 cm) left and right margins
- Program Lead's last name and application ID number (available in GMS) must be at the top of each page in the header
- Pages must be numbered in the footer



## 1. Applicant Information (max. 1 page)

### a. Host Organization

Provide the following information for the organization that will be receiving and administering the grant funds:

- Name of Organization
- Address
- Phone Number
- Email Address
- Function (Community Organization, School, SchoolsPlus Site, or School Board)

### b. Program Lead

Provide the following information for the individual who is responsible for administering the program (this is the same person who created the GMS account):

- Name
- Title/ Position
- Organization
- Address
- Phone Number
- Email Address

### c. Partnerships

Please list each confirmed and potential partner organization and, for each partner organization, outline their expected role or contribution to the program. Also note the main contact person(s) for each partner organization listed. If applicable, describe how the partner has collaborated with the host organization in the past.

### d. Experience

Briefly describe the expertise and experience of the host organization and partner(s) in successfully designing and delivering similar programs.

## 2. Program Location (max. 1 page)

### a. Program Sites

Please list the regional or provincial school board in your region and name and address for each location where the program will be offered, and approximately how many students can attend at each site.

### b. Catchment Schools

Identify which schools would be in the catchment area of these sites (i.e., where it would be relatively easy for students to get to and from a program).

### c. Site Barriers

Describe any potential barriers related to location and/or facility to students attending the program at these sites. How will the partners mitigate these issues?

### d. Transportation Barriers

Describe whether transportation to the program site is a potential barrier. Please describe transportation arrangements and costs required to mitigate this barrier.

## 3. Program Details (max. 3 pages)

### a. Program Description

Provide a clear and concise description of their project. Describe the objectives of your program (the activities for which you are requesting funding), the program components and how they will be delivered, the population served by this program, and the partners who will be working together to deliver and/or fund the program. If funded, this information may be used for communications purposes.

### b. Program Length

Outline how often (e.g. 2 days after school, 3 days at lunch, on weekends etc.) and for how many weeks the program will be offered. Please indicate the number of weeks: during the school year; during the summer break; during other school holidays.

### c. Work Plan and Timeline

Provide a detailed work plan and timeline, indicating project start and end dates, and details on project activities, including which team members are responsible, deadlines and indicators of success.

**d. Learning Experiences**

Provide details regarding how the program will engage students in each of the following experiences:

- Academic learning
- Enrichment activities
- Social-emotional learning
- Other experiences (please describe)

Demonstrate how the program will be able to support personalized academic and social-emotional learning.

**e. School-Community Partnership**

How does the program align with what local schools are doing to support student success, especially in the areas of literacy and mathematics?

**f. Past Successes and Lessons Learned**

If this program has been offered previously, please briefly describe the successes and lessons learned.

**4. Program Reach** (max. 1/2 page)

Please describe the students the program aims to reach (including age range), how they will be reached and explain why it is a priority to engage these children and youth (e.g. what knowledge does the partnership have about the strengths and challenges these children or youth will bring to their experience of the program).

**5. Communication** (max. 1 page)

**a. Recruitment and Publicity**

Describe how children and youth and their families or caregivers will know about the program and be invited to attend. Please indicate the level of involvement of school and/or SchoolsPlus staff in helping to identify students to participate in the program.

**b. Student Feedback**

What approach will staff take to providing feedback to students about their learning and participation in enrichment activities?

**c. Caregiver Engagement**

Describe how program staff will engage parents or caregivers in supporting the success of children and youth who attend the program.

## **6. Budget** (max. 1 page)

Please provide a budget for the program, detailing costs for staffing, training, materials, snacks, and transportation subsidies. Note contributions of the host organization and in-kind contributions by partners, where relevant. Please see Section 5 - Application Assessment Criteria above for information about eligible costs.

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## **Signature and Submission**

Prior to successfully submitting an application for this grant competition, applicants must review and accept the terms outlined in the Signature and Submission section of the GMS.

Given the timelines of the grant application and review process, applications submitted to the Department of Education and Early Childhood Development that do not contain all of the necessary information will be disqualified from further consideration. Applications submitted late will not be accepted.