

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

**Out-of-School-Time Learning Grants
2021-22**



Grant Information and Application Requirements

Out-of-School-Time Learning Grants Information

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, regional centre or 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.

NOTE: For the 2021 – 22 school year, applicants will also be required to demonstrate their understanding of and ability to follow Covid-19 public health protocols and any other practices or restrictions identified by partnering schools to ensure the safety of students and staff, and families.

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).

Eight grants of \$22,000 each will be awarded, with priority given to awarding one grant to a partnership in each of the province's seven regional centres for education and the Conseil scolaire acadien provincial. Additional grants may be awarded as funding allows.

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

Application Deadline: 3:00 pm, May 28, 2021

Review of Applications by EECD: June 2021

Communication of Funding Decisions: June 2021

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, regional centres/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 centre for education or school board is supportive of the proposed program** (see Section 7 for a list of regional centre/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. Note: in cases where a program is planned to be offered at a school, partners developing the program are required to consult with school administration to ensure that space is available in the school and the program is able to run with Covid-19 limitations on the number of adults allowed in the school (i.e., essential adults).
- 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 2021 – 22 school year. Programs may also extend to include holidays and the 2022 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.

4. Program 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 organized by the Department of Education and Early Childhood Development 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 (travel costs to be covered for one person to attend from the host organization or the session may be held virtually)

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

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

These criteria include 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 regional centre for education/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.

6. How to apply

Applications will be submitted via email to karen.mcneilnoel@novascotia.ca before **the deadline of 3:00 pm, May 28, 2021.**

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:

Karen McNeil Noel
Senior Policy Analyst
NS Department of Education and Early Childhood Development

karen.mcneilnoel@novascotia.ca

902-424-4559

2021 Brunswick Street

Halifax, NS B3J 2S9

www.ednet.ns.ca/OSTLearningGrants

Regional Centre/School Board Contacts

Before submission, all applicants are **required** to contact the regional centre for education/school board to review and obtain approval to move forward with the proposed program.

Regional Centre/Board	Name	Contact Information
Annapolis Valley	Mike Ouellette	mike.ouellette@avrce.ca (902) 538-4745
Conseil scolaire acadien provincial	Michel Collette	michel.collette@csap.ca (902) 220-8368
Cape-Breton Victoria	Lynn Crawford	lcrawford@cbvrce.ca (902) 562-6480
Chignecto-Central	Aaron Callaghan	callaghana@ccrce.ca (902) 897-8950
Halifax	Alison King	aking@hrce.ca 902-464-2000 ext. 2567
South-Shore	Jeff DeWolfe	jdewolfe@ssrce.ca (902) 541-3004
Strait	Darrell LeBlanc	Darrell.leblanc@srce.ca (902) 625-7083
Tri-County	Jared Purdy	jared.purdy@tcrce.ca (902) 749-5198

Out-of-School-Time Learning Grant Application

Application Deadline: 3:00 pm, May 28, 2021

Please submit a pdf or Word document with the following information. **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 must be at the top of each page in the header
- Pages must be numbered in the footer

Section 1: Project Details (max. 1 page)

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.

Section 2: 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, Regional Centre or School Board)

b. Program Lead

Provide the following information for the individual who is responsible for administering the program:

- 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.

Section 3: Program Location (max. 1 page)

a. Program Sites

Please list the regional centre or 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.

e. Covid-19 Public Health Requirements (NEW)

Outline steps that will be taken to ensure the safety of staff and students if the program will be delivered in person (e.g. limiting the total number of people at a site, procedures for social distancing, mask use, hand washing or use of hand sanitizer, contact tracing, etc.).

If the program will be hosted at the school, all partners are responsible for understanding and following appropriate protocols.

Section 4: 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. Contingency Planning

If possible, outline a plan for the program in the event that schools and other program sites are closed for public health reasons. If the program cannot continue when schools or other program sites are closed please indicate that here.

d. 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.

e. 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.

f. 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?

g. Past Successes and Lessons Learned

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

Section 5: 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).

Section 6: 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.

Section 7: 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.

Submission

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.