Nova Scotia Department of Education and Early Childhood Development

Out-of-School-Time Learning Grants 2023-24

Grant Information and Application Requirements

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Out-of-School-Time Learning Grants Information

1. Introduction

Out-of-School-Time (OST) 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 centres for education, or conseil scolaire acadien provincial) 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.

2. Grant Details and Deadlines

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 (RCE) and the conseil scolaire acadien provincial (CSAP). 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: April 28, 2023
Review of Applications by EECD: May 2023
Communication of Funding Decisions: June 2023

3. Eligibility Criteria

Applicants and Partners

a. Grants are open to partnerships with interest and experience in providing OST learning 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, RCE/CSAP, schools, and/or SchoolsPlus sites.
c. Applicants must be able to demonstrate a strong school-community partnership and confirm that the RCE/CSAP is supportive of the proposed program (see Section 7 for a list of RCE/CSAP contacts).
d. Applicants must ensure that prior to working with children and/or youth, all adults complete the required criminal record checks and Child Abuse Registry Screening as per RCE/CSAP requirements for volunteers.

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 complies with any existing COVID-19 restrictions (if applicable).
b. Priority will be given to awarding a grant in each RCE/CSAP when possible.
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 2023 – 24 school year. Programs may also extend to include holidays and the 2024 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. Application Assessment Criteria

In addition to the eligibility criteria outlined in Section 3, applications for OST 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); 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 OST Learning Grants are 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 RCE/CSAP to align with the Nova Scotia curriculum, and how activities in the program can complement or incorporate strategies that students are learning in their classes.
   b. Enrichment: Research indicates that the most effective OST 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 using the budget template (see section 8). 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.

5. Program Evaluation

The host organization(s) and partners must confirm their willingness to participate in a provincial evaluation of all OST Learning Programs. This evaluation will be organized by the Department of Education and Early Childhood Development (EECD) 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 EECD 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 EECD to inform decision making related to the OST 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; and,
2. Attend a virtual orientation and evaluation planning session.

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

6. How to apply

Visit www.ednet.ns.ca/OSTLearningGrants to download the OST grant application form. Applications are to be submitted via email to natalie.dow@novascotia.ca before **the deadline of 3:00 pm, April 28, 2023.**

7. Contact Information

Department of Education and Early Childhood Development
All applicants are encouraged to contact the Education, Innovation Program and Services Branch with questions **prior to submitting an application**:

Natalie Dow
Secretary, Education Innovation, Programs and Services
Department of Education and Early Childhood Development
2021 Brunswick Street
Halifax, NS B3J 2S9
Email: natalie.dow@novascotia.ca
Phone: 902-424-8276

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	Pat Murphy Director, Programs & Student Services	pat.murphy@avrce.ca (902) 538-4611
Conseil scolaire acadien provincial	Marc Deveau Director, Programs & Student Services	marc.deveau@csap.ca (902) 769-5474
Cape-Breton Victoria	Lynn Crawford Director, Programs & Student Services	lcrawfordcarter@cbvrce.ca (902) 562-6480
Chignecto-Central	Shelley MacLean Director, Programs & Student Services	MacLeanAM@ccrce.ca (902) 897-8950
Halifax	Alison King Director, Programs & Student Services	aking@hrce.ca (902) 464-2000 ext. 2567
South-Shore	Denise Dodge-Baker Director, Programs & Student Services	ddodgebaker@ssrce.ca (902) 521-9245
Strait	Darrell LeBlanc Director, Programs & Student Services	darrell.leblanc@srce.ca (902) 625-7083
Tri-County	Ryan MacDonald Coordinator, Programs P-12	ryan.macdonald@tcrce.ca (902) 749-5814

Out-of-School-Time Learning Grant Application

Application Deadline: 3:00 pm, April 28, 2023

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)
Please include information in the boxes provided.

a. **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.

b. **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.

c. **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

- Please identify your RCE / CSAP

- Name of Organization

- Address

- Phone Number

- Email Address

- Function (Community Organization, School, SchoolsPlus Site, RCE/CSAP)

b. **Program Lead**

Provide the following information for the individual who is responsible for administering the program, including attending the orientation session and completing all necessary reporting:

- 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 RCE/CSAP in your region and name, the 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.

Section 4: Program Details (max. 3 pages)

a. Program Description

Provide a clear and concise description of the following:

- The objectives of the program (specifically those related to student success in math/literacy)

- All activities for which you are requesting funding and how they will help to meet the objectives of the program (if appropriate, describe activities that will address social/emotional challenges and engage students in each of the following experiences: academic learning, enrichment activities, social-emotional learning [if other experiences, please describe])

- The program components (academic coaching/tutoring, enrichment activities, parent/ caregiver engagement) and how they will be delivered

- The population served by this program

- Any workshops/training for staff and mentors to facilitate supporting students' learning

- The partners who will be working together to deliver and/or fund the program. Where available and relevant, partnerships are encouraged to include Early Years and Post-Secondary partners (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. 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?

e. Past Successes and Lessons Learned

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

Section 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. Parent/Caregiver Engagement

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

Section 6: 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.

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.

Budget Template

Item	Program Budget	EECD Contribution	In-Kind Contributions*
Personnel Costs			
Salaries	$	$	$
Training (staff/volunteer)	$	$	$
Operating Costs			
Administration (Host Organization)**	$	$	$
Program/Service Delivery			
Materials/Supplies (program/service specific)	$	$	$
Food/snacks	$	$	$
Transportation subsidies	$	$	$
Total	$	$	$

*Note contributions of the host organization and by partners, where relevant
**A maximum of 5% ($1,100) of each $22,000 may be used for the host organization.

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.