**Criteria for *Family Literacy* projectfunding**

* Your project must benefit children aged 0-6 years old along with primary caregivers.
* Your project must be managed or delivered by someone that has taken Family Literacy training from the NWT Literacy Council.
* Your application will be assessed on one of the following dates:
	+ June 16, 2025
	+ October 20, 2025
	+ December 15, 2025
	+ All applications must be received before the assessment date to be considered in that quarter.
* Projects must be completed by March 31, 2026.
* Organizations who have facilitated Family Literacy programing for 5 or more years may apply for up to $5000. A total of 8 projects will be funded with $5000.
* All other organizations may apply for up to $3000.
* We cannot make project cheques out to individuals, so you must work with an established organization that will take responsibility for handling the project funds.
* A representative with the signing authority will need to sign a funding agreement before the organization will receive funding.
* Funding recipients must acknowledge the NWT Literacy Council in promotional items such as posters and social media posts. NWT Literacy Council logo images may be requested.
* At the end of your project, you must complete the *Family Literacy Project Funding* report form and submit it to the NWTLC by **April 15, 2026**.
* We ask that you send us at least one photo of your project activities. These photos will be used in NWTLC reporting, and may be used in resources, on our website and social media. Please make sure that everyone in the photo has given you permission to share it with the NWTLC. Permission forms are included in the NWTLC *Community Literacy Facilitators’ Guide*.
* You may be contacted by NWTLC’s external evaluator to participate in annual and/or three-year evaluations. These evaluations are very important for NWTLC to improve programs and continue seeking funds and require feedback from all facilitators. Here is an example budget for a 6 week 1-2-3 Rhyme with Me Program

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|  | **Request***(funds for new purchases/services)* | **In Kind***(value of donated goods/services)* | **Total**(request + in kind) |
| **Space** |  |  |  |
| The location of your program should be free or available for a small donation | 400.00 | 400.00 | 800.00 |
| Salaries and Honoraria |
| 2 facilitators x $200.00 each (Your facilitators may be volunteers, or their salaries may be covered by another program) | 400.00 |  | 400.00 |
| A new program takes extra time to organize. It’s important to allow for this cost of time spent planning (hourly or lump sum amount). $20/hr X 6 hrs (1hr/week) =  | 120.00 |  | 120.00 |
| Materials and Supplies |
| **Snacks/Refreshments** – Healthy or thematic snacks for families  | 120.00 | 100.00 | $220.00 |
| **Client Transportation** - taxis(This may not be necessary if your agency has transportation available, if the participants do not need it or if you do a virtual program). | 200.00 |  | 200.00 |
| **Craft supplies –** $20 per week x 6 weeks | 180.00 |  | 180.00 |
| **Photocopying** of rhymes, flyers, poster and pamphlets | 180.00 | 180.00 | 360.00 |
| Other Costs (please list): |
| **COVID-19 costs**: hand sanitizer, gas for delivering kits, masks, online platform costs, internet for participants etc.  | 180.00 |  | 180.00 |
| Total  | $1780 | $680 | $2460 |

Please fill in **ONE** of the following budget forms: The one on this page or the one on page 10.

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget** | **Request***(funds for new purchases/services)* | **In Kind***(value of donated goods or services)* | **Total**(request + in kind) |
| **Space** |  |  |  |
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|  |  |  |  |
| Salaries and Honoraria |
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| Materials and Supplies  |
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| Other Costs (please list) |  |  |  |
| COVID-19 costs: |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget**  | **Total** | **In Kind** | **Request** |
| **Space:** |  |  |  |
| $ \_\_\_\_\_\_\_ per week x \_\_\_\_\_\_\_ weeks |  |  |  |
| Salaries and Honoraria: |
| Program planning, preparation and delivery:Number of facilitators x $ \_\_\_\_ /hour x \_\_\_ weeks  |  |  |  |
| Supplies and Refreshments: |
| **Snacks**: coffee juice, snacks, cups, etc.$ \_\_\_\_\_\_ per week x \_\_\_\_\_\_ weeks |  |  |  |
| **Client Transportation** (taxis)$ \_\_\_\_\_\_ per week x \_\_\_\_\_\_ weeks |  |  |  |
| **Photocopying** of program materials$ \_\_\_\_\_\_ per week x \_\_\_\_\_\_ weeks |  |  |  |
| **Prizes** $ \_\_\_\_\_\_ per week x \_\_\_\_\_\_ weeks |  |  |  |
| Materials: purchase of books etc.\_\_\_\_\_ books x \_\_\_\_\_ participants x $ \_\_\_\_\_/ book |  |  |  |
| Advertising: flyers, pamphlets, etc.\_\_\_\_\_\_ sets of pamphlets x $ \_\_\_\_\_\_/ set\_\_\_\_\_\_ flyers x $ \_\_\_\_\_\_ /flyer |  |  |  |
| Supplies: craft supplies etc.\_\_\_ \_\_\_\_\_\_\_\_\_\_ x $ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ x $ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ x $ \_\_\_\_\_\_ |  |  |  |
| Other Costs (please list) |  |  |  |
| **COVID-19 costs:** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total**  |  |  |  |