



Community Grants to Non-Profit Organizations
Application Form
POLICY #15-3

ORGANIZATION INFORMATION

Date: October 1, 2024

Organization Legal Name: Kneehill Adult Learning Society

ORGANIZATION DESCRIPTION

Please provide a brief explanation of your organization, it could include your mission statement, activities you preform, or any relevant information.

Kneehill Adult Learning Society is a non-profit organization and has been serving the C

PROJECT INFORMATION

Please provide a brief (one sentence) description of the project for which grant funding is requested on the line below. (i.e. upgrade furnace in hall)

Minor renovations/upgrades to learning and office space

- Please attach a detailed description of the project for which Community Grant funding is requested and include:
 - An indication of how this project will benefit our community.
 - If you are including volunteer labour or any other donation "in-kind", please include detailed information about this in your description. (i.e. how many volunteers and expected volunteer hours etc.)
 - location of the project

409 / 411 Main Street, Three Hills Alberta

- If this project involves land and/or facilities, a Certificate of Title must be included with application.

- Yes No Will this project be completed within the current year?
- Yes No Would you like to present to Council? (This is not mandatory)
- Yes No If you do not receive this grant, will the project take place?



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PROJECT FUNDING			
Project Funding Details – Please identify all sources of funding for this project			
			Total Amount
Kneehill County Contribution- Please fill in the funding request for this application (Minimum \$250)			\$ 2750
Additional revenues to complete the project:			
Organizations must contribute an amount equal to or exceeding Kneehill County's Contribution.			
	Confirmed Amount	Pending Amount	
Organization's cash contribution to the project	1715		\$ 1715
Other grants applied for			\$
Volunteer Labour*	1035		\$ 1035
Donated In-Kind (including equipment and material)*	0		\$ 0
Other Funding Sources			\$
Total Project Funding (This amount must equal the Total Project Cost)			\$ 5500


* Rates are: \$20/hr for unskilled labour, \$35/hr for skilled labour and \$70/hr for equipment including operator
 Proof for budgeted in-kind contributions and volunteer labour will be requested on the Accountability form.

APPLICANT AGREEMENT

I DECLARE THAT: (application must be must be signed by two members of the Society's Executive Committee.)

- I am a duly authorized representative having legal and/or financial signing authority for the above organization.
- The information contained in this application and supporting documents is true and accurate and endorsed by the above organization.
- An accounting of spending, showing compliance with conditions of the grant shall be provided at completion of the project, no later than one year from the date the grant was approved.
- Any grant awarded shall be used solely for the purposes stated within Community Grants to Non-Profit Organizations Policy #15-3.

Signature: 
 Name Printed: Emma Dabrowski
 Date: October 1, 2024

Signature: 
 Name Printed: Dennis Punter
 Date: Oct 1 / 2024



October 1, 2024

Application for Kneehill County Community Grants to Non-Profits

Background and value to Kneehill County:

Kneehill Adult Learning & Newcomer Services has been serving Kneehill County for more than 50 years. We provide accessible programming, resources, and services for adults to discover skills which are theirs for a lifetime. Through our programming, motivated learners gain skills needed for local community engagement, leading to greater independence, and empowering them to make personal and professional contributions towards a strong and thriving rural community.

We began as a lifelong learning program offering continuing education and general interest classes throughout Kneehill County. In 1995, we incorporated as a provincial nonprofit. We are the Community Adult Learning Program for Kneehill County. In 2022, with a provincial grant, we began offering newcomer settlement and integration services to newcomers to Canada and local employers of Temporary Foreign Workers.

We had over 1,100 registrations for our programs and services in 2023 alone, benefiting the people of Kneehill County through:

- ESL classes and tutoring
- Literacy, numeracy, digital tutoring, and Cree, French and Spanish classes
- Services for newcomers to Canada
- Welcoming Community Initiatives and activities
- Support for parents with children who have Learning Disabilities
- Learning for adults with diverse abilities
- Safety certification courses, such as First Aid and Food Safe
- Access to technology (free wifi, public computer use, faxing)
- Help completing, printing, and submitting forms and applications
- Referrals to other local organizations and resources
- Post-secondary information and exam invigilation
- Employment services, including the Kneehill County employment Facebook page

We provide a safe place for other valuable organizations to meet with their local clients.



Project Information:

Over the past few years, we've gradually outgrown our main office and classroom spaces as the need for newcomer services and foundational learning opportunities has increased. We have a convenient primary location on Main Street in Three Hills and did not want to move from here. At the beginning of the year (January 2024), we decided to rent the building next door and expand our space. This expansion significantly increased our available programming area and provides office space for other valuable community non-profits to meet with their clients.

We used a federal grant to complete the necessary construction to facilitate accessibility for people with physical barriers. This grant paid for accessible technology for our foundational digital skills program. We did a lot of the deep cleaning and minor upgrades ourselves, with help from volunteers.

Our goal is to expand the safe and welcoming environment we have in the original office, focusing on a comfortable atmosphere in which to learn, versatility of the space for community and program use, and enough room to assure confidentiality for staff, volunteers, and clients. Each project we embark on also seeks to overcome barriers to needed services and programs for vulnerable community members.

To achieve this, our project proposal to the Kneehill County Community Grants program includes the following items:

- Kitchen area modifications: adding new cabinets, doors to existing cabinets, and fridge to increase useable space
- Laundry area addition: repurposing unused nook into a small laundry area for office use and for clients who do not have laundry facilities at home
- Children's play area: creating a pop-up area which can be tucked away when not in use, to better accommodate parents who bring young children to classes or for services

All activities under this project will be completed within one year of receipt of funds.



KNEEHILL ADULT LEARNING & NEWCOMER SERVICES



Budget Details:

Material costs were estimated from current costs as per Home Hardware, Costco, and Ikea.

Volunteer hours were estimated with input from licensed builders. The skilled labour hours will be completed by licensed builders and contractors, as well as volunteers with professional experience. This includes the assembly and installation of kitchen cabinets as well as preparing the space for, and installation of, washer/dryer. Our organization functions with the help of dozens of volunteers. In 2023, we recorded over 1000 volunteer hours. Our last major renovation was in 2015 when we first moved into our current location, 409 Main Street. This work was completed with 1630 volunteer hours.

Activities:	Materials			Labour			Project TOTAL	Cash contrib.	Total Match	
	QTY	cost	Total	20 unskil	35 skill	Total				
Kitchen										
Upper cabinets	1	75	75				675		600	
	2	300	600	9	12	600	600			
Pantry cupboard	1	300	300				300			
Lower cabinet doors	2	45	90				90			
Fridge	1	1100	1100	1	1	55	1155	650	705	
Laundry										
Washer/Dryer	1	1700	1700	3	8	340	2040	800	1140	
Children's Area										
Fence	2	200	400	1		20	420	200	220	Grant
Children's utility cart	1	200	200	1		20	220	65	85	Request
Totals			4465	1035			5500	1715	2750	2750

Total Project Cost: 5500
Total Matching: 2750
Total Grant Request: 2750



Summation:

Funding from Kneehill County for this project ensures that we will not have to complete the project in small increments over a long period of time. Operating with constant upgrades and construction would be disruptive to our programming and services, and far from ideal.

Some items in our project proposal might not happen at all, such as the laundry area addition. This really would be a shame as local low-income housing does not have laundry and there are no public laundry facilities in Three Hills. We serve a number of clients who are barred from receiving services and participating in the community because they have no clean clothing to wear. It is our desire to increase opportunities for rural community members by meeting needs and closing gaps in amenities and services for local vulnerable people. This is one avenue.

We humbly request that Kneehill County join us in our mission to provide accessible, foundational programming, resources, and services for adults, empowering them to make personal and professional contributions towards keeping Kneehill County a strong and thriving community.

Thank you for considering providing the matching funds for our project! We look forward to completing the included activities in an efficient and timely manner.

Sincerely,

Emma Dabrowski

Executive Director, Kneehill Adult Learning & Newcomer Services
admin@kals3hills.ca | 403-443-5556