



LITERACY PARTNERS of MANITOBA
 401 321 McDermot Avenue
 Winnipeg, MB R3A 0A1
 Telephone: 204 947-5757 Fax: 204 956-9315
 www.mb.literacy.ca Email: literacy.mts.net

Instructions for Instructor/Coordinator

The Board of Directors Bursary Committee has set this policy. The LPM office will consider each request. Please fill out the form carefully and assist Learner as needed. We will consider applications monthly, starting in December of each year.

The person writing one of the letters of reference must be a member of Literacy Partners of Manitoba and must be closely connected to the Literacy Program (a manager or instructor). This person is expected to do a follow-up report about the learner's continued attendance and participation in the Literacy Program. An administration fee will be supplied at the end of the year to those programs which have filed their follow-up reports.

To qualify for the LPM Bursary, a learner must be an adult who:

- ◆ Attends a Community-based, not-for-profit adult literacy program.
- ◆ Has been attending a literacy program for at least 6 weeks
- ◆ Has been assessed as a Stage 1, 2, or 3 learner
- ◆ Demonstrates a need for **emergency** funding (1 month of assistance) in one or more of the following areas: childcare, transportation, supplies (not clothing)
- ◆ Completes this application
- ◆ Has a program coordinator/instructor who is an LPM member to act as a support to:
 - i. supply a letter of reference;
 - ii. confirm the need (number of days attending program, number of children needing care, cost of local transportation) as shown on this form;
 - iii. administer the funds to the learner as appropriate (e.g. distribute bus tickets, weekly taxi fare, assist with purchase of materials etc.);
 - iv. supply a follow-up report of applicant's stay in the literacy program by the end of May, so that the program may qualify for an administrative fee.

Summary of Need

Based upon the Learner's request, here is the summary of what is being requested from the LPM bursary fund:

Amount Requested	Guidelines <i>(Assistance for one month only)</i>
\$	Supplies (Maximum \$150)
\$	Transportation
\$	Childcare
\$	Total amount requested (Maximum \$900)
\$	Total amount recommended by LPM bursary administration.



Literacy Partners of Manitoba Bursary Policies for Learners

This bursary is meant to give you short term financial assistance only. It is not a reward for hard work or good marks.

Can I Apply? Learners may apply if:

1. They attend a Community-based, not-for-profit adult literacy program.
2. They have been attending a literacy program for at least 6 weeks
3. They have been assessed as a Stage 1, 2, or 3 learner
4. They show a need for emergency funding (1 month assistance) in one or more of the following areas: childcare, transportation, supplies (not clothing)
5. They complete and sign this application
6. They have a program coordinator/instructor who is a Literacy Partners of Manitoba member to act as a support to:
 - Supply a letter of reference
 - Confirm the need (number of days attending program, number of children needing care, cost of local transportation) for Literacy Partners of Manitoba's file;
 - Give out the funds to the learner as appropriate (e.g. distribute bus tickets, weekly taxi fare, assist with purchase of materials etc.);
 - Write a follow-up report of your progress in the literacy program by the end of May, to then qualify for an administrative fee.

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WHO GETS THE MONEY?

The cheque will be written to your Literacy program which will then pay out supports as needed.

Once the learner has received the bursary and spent the money, the Bursary Committee would like to hear how this money helped make a difference.



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Bursary Application

(To be completed by Learner)

Applicant Name: _____ Program Name: _____

Type of Need(s) Please fill in the boxes which are related to your needs.

I need the following supplies (not clothing) to stay in class : (list)	Cost

II. I need help with these transportation costs:

How many days do you attend classes each week?

One ___ two ___ three ___ four ___ five ___

I use this type of transportation: (circle one) taxi bus car

I travel this distance by car (both ways) from my home to the program. _____ Km's

My cost per day for traveling is estimated at \$_____ and per month is \$_____

III. I need help with these childcare costs to stay in the program.

How many of your children need care? _____ ages? _____

How many hours per day do you need childcare services in order to attend your classes? _____

Cost per day \$_____ Cost per month \$_____

Each bursary application must include this form filled in, a summary of your need completed by instructor and by two letters of reference.

By signing this application I show that I have read and understand the bursary rules and agree to write a short note to Literacy Partners of Manitoba within two months after I receive the bursary to tell how this money helped me stay in the program.

Signature: _____ Telephone: _____

Address: _____ Postal Code _____