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ALBERTA SETTLEMENT AND INTEGRATION PROGRAM (ASIP)
2020-2021 COMMUNITY CAPACITY CALL FOR PROPOSALS
APPLICATION GUIDELINES

OBJECTIVE AND KEY INFORMATION:

To provide grant funding for settlement and integration projects that;
1. Support the capacity building of small centres/rural areas to attract, welcome and retain immigrant entrepreneurs and newcomers in rural Alberta, and
2. Respond to COVID-19 emerging issues.

The 2020-2021 Community Capacity Open Call for Proposals includes two streams to which applicants may apply:

Stream 1: Small Centres/Rural Capacity
Stream 2: COVID-19 Response

Note: All applications for the 2020-2021 Community Capacity Call for Proposals must be based on research or/and supported by evidence.

DEPARTMENT: Alberta Labour and Immigration

CONTACT: All inquiries pertaining to this Call for Proposals should be directed to NewcomerSupports@gov.ab.ca

TOTAL DURATION: All agreements under this CFP are limited up to **24** months in duration.

CLOSING DATE AND TIME:

This is an open call which means we will process applications continuously throughout the application period or until all funds have been awarded. Applications will be processed, and may be awarded grant funding, in the order they are received (first received, first processed). Once all funds have been awarded, the application period will be closed and no further applications will be accepted. All applicants who submitted applications prior to the early closure date will be notified of the status of their application.

The application closing date will come in either of the following **two (2) ways**;

1. Applications MUST be received electronically by **Sunday, 31 January 2021 at 11:59 PM. MDT** or

2. The application period will **CLOSE EARLY** (before 31 January 2021), if all available funds have been awarded to successful applicants from the applications received and processed. It is the responsibility of an applicant to ensure his/her application is received early.

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SUBMISSIONS:

- Send the complete application package in **one** email to NewcomerSupports@gov.ab.ca
- Title the email subject line as **"Your Organization Name": Community Capacity CFP 2020-2021 Application**
- If there are server restrictions that prevent you from sending large email attachments, please send an email to NewcomerSupports@gov.ab.ca indicating that you will need to send multiple emails in order to fulfill all the submission requirements, and proceed to do so.

An acknowledgement email will be sent upon receipt. If you do not receive an acknowledgement email, please email NewcomerSupports@gov.ab.ca to advise us.

Hard copies will NOT be accepted

APPLICANTS' CONFERENCE CALL:

There will be **TWO** opportunities to inform applicants about the CFP and to enable applicants to ask questions related to this CFP.
The conference calls will be held on the following dates and times;
Dates: **Wednesday, 25 November, 2020**
          Wednesday, 13 January, 2021
Time: **1:30 – 2:30PM** Conference Call: 780-409-9282 or 1-866-792-1317
Conference Call ID: 3457859

In addition to the conference calls, questions will be answered as they come throughout the application period. You can find the questions and answers on: https://www.alberta.ca/alberta-settlement-and-integration-program.aspx

1. MANDATE

As outlined in Section 95 of the Constitution Act (1867), immigration is an area of shared federal and provincial jurisdiction.

GOVERNMENT OF ALBERTA

From before its inception as a province, immigration has been a central part of Alberta's economic and social development. Our immigration system enables newcomers, including immigrant entrepreneurs, to make Alberta a home and to contribute their talents and expertise to growing our province and supporting economic recovery.

 As part of the Alberta Recovery Plan, the government will continue to need the specialized skills and job creation of newcomers. That is why the government will create four new streams to spur job-creating entrepreneurship, tech start-up ventures, and boost economic growth in rural communities.

The new streams will support the invitation of entrepreneurs in starting new businesses or support newcomers who are committed to living and working in smaller communities. As such, there is a need to develop a community-driven approach that is responsive to local economic development needs and contributes to the economic growth of the community.

The *2020-2023 Labour and Immigration Business Plan* identifies settlement and integration funding as a key initiative. Newcomers must have the appropriate settlement and integration supports they need to reach their full economic potential.

The Ministry of Labour and Immigration ensures programs, services, and processes that effectively and efficiently support government's priorities, meet the needs of attraction and retention of immigrants in small centres/rural Alberta to support a thriving economy and ensure newcomers can fully participate.

ALBERTA SETTLEMENT AND INTEGRATION PROGRAM (ASIP)

The Alberta Settlement and Integration Program (ASIP) supports the government's immigration priorities and direction.

With the goal to help develop communities' capacity to support newcomers, (including immigrant entrepreneurs), ASIP provides funding for projects that reduce barriers, address gaps and build collaborative partnerships to address common settlement issues.

ASIP is designed to support prioritized areas of focus for maximum impact on improving the settlement and integration experience of newcomers and their socio-economic outcomes.

1. **Improve settlement information accessibility.** Improve information delivery of settlement services for more timely access and address gaps in settlement information.

2. **Build communities' receptive capacity to better serve newcomers needs.** Develop the capacity of communities, which includes workplaces and service providing organizations, to support newcomers as well as increase public awareness, knowledge and understanding of newcomer needs, intercultural communications competence, etc.

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3. **Respond to emerging needs and under-served clients.** Target supports to meet the needs of particular immigrant groups and regions that require unique or additional support.

4. **Support initiatives that will result in improved newcomer labour market integration outcomes**. Improve information sharing among employers and organizations (third party and government), connect newcomers to appropriate existing programs and services, and support workplace integration.

2. 2020-2021 COMMUNITY CAPACITY OPEN CALL FOR PROPOSALS

The Community Capacity grant funding has two distinct purposes:

Stream 1: is intended to develop and build the capacities of small centres/rural areas by supporting projects, which will enable a small centre or rural community to have the necessary skill sets, competencies and readiness needed to attract, welcome and retain newcomers and immigrant entrepreneurs to launch their businesses in rural Alberta.

Stream 2: is intended to support initiatives that encourage communities to come together to address the impact of COVID-19 on newcomers and newcomer service-providing organizations.

NOTE: Applicants are encouraged to read this document in its entirety, to follow the application guidelines and the details provided under the stream that pertains to the grant funding for which they are applying.

3. FUNDING STREAMS
An eligible applicant may submit only **ONE** application per stream.

Please proceed to the stream you are applying for.

STREAM 1: SMALL CENTRE/RURAL CAPACITY

The Small Centre/Rural Capacity stream supports rural municipalities or small centres/rural areas to develop and implement a plan that will enable rural communities to be welcoming and inclusive. Of particular interest will be projects that build the receptive capacity within small centres and rural areas by supporting municipalities, charitable and non-profit organizations and employers in rural towns to welcome, settle and retain newcomers to successfully contribute to the social and economic fabric of local communities. These grants will also increase public awareness, knowledge and understanding of newcomers' needs, and build intercultural communication competence, etc., to support a welcoming community.

For this grant stream, applicants **must** be a member/part of the community, or attached to the community. The project proposals must identify how communities build their capacities to attract, welcome and retain newcomers, including immigrant entrepreneurs.

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ELIGIBLE APPLICANTS
- Municipalities, including municipal districts
- Chambers of Commerce
- Business improvement organizations
- Community development organizations
- Economic development organizations

Alberta-based service providers would be a partner rather than the principle applicant and should provide a letter outlining their role(s) in the project.

Applicants **must:**
- be a legal entity in Alberta;
- have the ability, including financial management, to implement a grant agreement; and
- demonstrate at least **two years** of relevant experience in related activities to those being proposed in the application.

Applicants are encouraged to have partnership with organizations that have been supporting newcomers for at least **two years** in related activities;
- a partner can be based anywhere in Alberta; and
- **PRIORITY** will be given to applicants who have partnerships.

For projects with partnerships, an applicant **must** be:
- an eligible applicant as listed above;
- the fiscal agent;
- the lead role in planning the project scope, timeline and outputs;
- the lead in the project coordination; and
- accountable for all project deliverables and reporting requirements.

Partner organizations must provide a letter that outlines their role in the project, and should actively contribute to the project goals, scope, outputs, and outcomes.

ELIGIBLE BENEFICIARIES

Eligible beneficiaries include:
- service providers in small centres and rural areas;
- employers and workplaces in small centres and rural areas; and
- communities or small centres and rural areas.

DURATION

Eligible projects are time-limited, up to a maximum of **24** months.

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FINANCIAL CONSIDERATIONS

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Funding cap: Up to $300,000

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- **Eligible projects** that target more beneficiaries, and are deigned to have a wider impact are encouraged.
- **Eligible projects** must not exceed the funding cap set for this stream.
- Justification for all eligible costs **must** be included alongside each budget line item in the comments/explanation column on the budget sheet.

Eligible costs include:

Costs associated directly with the delivery of the project.

Ineligible Costs include:

- Hosting of conferences, and
- Child care (if applicable)

EXAMPLE OF ACTIVITIES

Eligible activities include projects that build the receptive capacity within small centres and rural areas by supporting municipalities, charitable and non-profit organizations and employers in towns to welcome, settle and retain newcomers, including immigrant entrepreneurs.

Examples include, but are not limited to:
- Development and implementation of diversity and inclusion training to support service providers to welcome, recognize, and use the skills of newcomers to contribute to the community and Alberta's economy;
- Projects that support employers in welcoming and integrating newcomers into the workplace (intercultural competency, or diversity and inclusion presentations and workshops);
- Projects that create or enhance partnerships between municipalities and newcomer support organizations;
  (e.g. coordinated approaches or networking, which facilitate partnerships between workplaces and immigrant-serving organizations)
- Development and implementation of a strategy for a community welcoming initiative;

OUTCOMES

Eligible projects must address at least one of the outcomes identified for the stream.

Service providers, employers and workplaces, and communities have:
- Increased awareness of available resources, programs and services for newcomers;
- Increased knowledge of newcomer/entrepreneur needs;
- Increased ability to effectively meet the needs of newcomers/entrepreneurs;
- Increased programming for unique needs and populations;

Classification: Public

STREAM 2: COVID-19 RESPONSE

The COVID-19 Response stream supports activities that enhance the capacity of service-providing organizations to respond to the COVID-19 pandemic. This stream supports projects that address needs emerging from COVID-19, including its impact on newcomers and newcomer service organizations.

This stream's grant funding will support collaborative partnership-building initiatives.

ELIGIBLE APPLICANTS

Eligible Applicants include:
- non-profit organizations;
- post-secondary institutions;
- municipalities including small centres and rural areas; or

Eligible applicants for this stream can be based anywhere in Alberta.

Applicants for the COVID-19 Response Stream will be expected to:
- be a legal entity in Alberta;
- have at least **two years** of experiences related to the activities in their proposals; and
- have the ability, including financial management, to implement grant agreement.

For projects with partnerships, an applicant must be:
- an eligible entity listed above;
- the fiscal agent;
- the lead role in planning the project scope, timeline and outputs;
- the project coordination lead; and
- accountable for all project deliverables and reporting requirements.

Partner organizations **must** provide a letter that outlines their role in the project, and should actively contribute to the project goals, scope, outputs, and outcomes.

ELIGIBLE BENEFICIARIES

Eligible beneficiaries include:
- Service providers
- Employers and workplaces
- Communities (in particular small centres and rural areas)

DURATION

Eligible projects are time-limited, up to a maximum of **24** months.

FINANCIAL CONSIDERATIONS

> **Funding cap: Up to $300,000**

- **Eligible projects** that target more beneficiaries, and are deigned to have wider impact are encouraged.
- **Eligible projects** must not exceed the funding cap set for this stream.
- Justification for all eligible costs **must** be included alongside each budget line item in the comments/explanation column on the budget sheet.

Eligible costs include:

Costs associated directly with the delivery of the project; and

Ineligible Costs:
- Hosting of conferences, and
- Child care (if applicable)

EXAMPLE OF ACTIVITIES

For this stream, eligible projects of particular interest will be those that will contribute to strengthening the settlement system, through activities that encourage communities to act together.

Examples include but are not limited to:
- Initiatives that establish partnerships between municipalities and newcomer service organizations to enhance their approach and capacity to better serve newcomers. Partnership may refer to communities coming together to solve common issues, for example, service-providing agencies in a large urban centre might bring different community stakeholders and newcomer service organizations together into newcomers support partnership. This kind of coalition can help at different levels to provide support to newcomers in areas where unique needs may have emerged due to COVID-19.

OUTCOMES

Eligible projects must address at least one of the outcomes identified for this stream.

Service providers, employers and workplaces, registered companies, and communities have:
-
- Increased knowledge of newcomer needs;
- Increased ability to effectively meet the needs of newcomers;
- Increased programming for unique needs and populations;

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4. APPLICANT REQUIREMENTS

- The complete application package **MUST** have seven **MANDATORY** components in the **SPECIFIED FORMATS.**
- **ONLY** complete applications will be considered.
- Applicant MUST submit each component in a format outlined below:
  1. Application Form (in Excel) –**ONE unsigned** copy
  2. Application Form (PDF)- **ONE signed** copy
  3. Budget Template (in Excel)
  4. Outcomes Measures (in Excel)
  5. Implementation Plan (in Word)
  6. Project Description (in Word)
  7. Supporting Documents **(one scanned PDF** document) consisting of the following;
     a. Signed letter(s) from other funding source(s) or email from funder(s) acknowledging their funds for the proposed project (if applicable)
     b. Signed letter of commitment from partner(s) or email from partner(s) outlining their role and support for the proposed project (if applicable)
     c. One (or two maximum) signed reference letter(s) or email(s) speaking to the applicant's knowledge and experience regarding the proposed project
     d. Organizational Chart and/or Staff List
     e. Copy of recent financial audited statement

Font
Use **Arial** font, **size 12**, single spacing for Word and Excel documents. This requirement does not apply to PDF documents if they have already been created.

5. EVALUATION & SELECTION

Applications received will be screened for eligibility, and a review committee, whose recommendations will be considered by department staff, will score eligible applications. All applicants will be notified of the results of their application.

The Project design includes and will be scored based on the following criteria:
- Project delivery design and components – 20 points
- Ability to deliver project – 15 points
- Risk identification and management – 15 points
- Implementation Plan - 15
- Outcomes measurement plan – 15 points
- Budget and project costs – 20 points

6. Expectations of Successful Applicants

Upon project approval, successful grant recipients agree to:

- demonstrate sound financial and personnel management
- submit complete, and accurate reports

- respond to further information requests regarding the project
- assist department staff with verification of agreement compliance (file audits, client follow-up)

If the project will develop settlement and integration related resources or materials, these should be sent to Alberta Labour and Immigration, and may be posted on the Alberta Association of Immigrant Serving Agencies website.

The grant recipient must comply with the privacy requirements of the *Freedom of Information and Protection of Privacy (FOIP) Act* insofar as it applies to the recipient's operations and the personal information the recipient has access to, collects, or uses in providing the services under the agreement. The grant recipient is required to protect the confidentiality and privacy of personal information accessible to the recipient or collected under the agreement.

All documents submitted to Alberta Labour and Immigration become the property of the Government of Alberta, and are subject to the disclosure provisions of FOIP. This Act allows any person the right of access to records in the custody or under the control of the department subject to specific exceptions. To learn more about the application of the Act to your proposal, visit: http://www.servicealberta.ca/foip/resources/guidelines-and-practices.cfm

Classification: Public

7. . APPENDIX: GLOSSARY

Word	Definition
Business Improvement Organization	A Business Improvement Organization is an association of commercial property owners and tenants within a defined area who work in partnership with the City to create thriving, competitive, and safe business areas that attract shoppers, tourists, new businesses, etc.
Community Development Organizations	Community Development Organizations are non-profit organizations that are created to support and revitalize communities or the areas in which they are located.
Community	Locations and/or groups comprised of people with similar characteristics or goals (e.g. shared sense of belonging).
Connect	To make contact with a person, group, or service to gain information, access services or develop a relationship/network.
In-kind Contributions	Contributions of goods or services, other than cash, such as space, equipment or financial services.
Integration	A two-way process that involves commitment on the part of newcomers to engage in life in Canada as well as on the part of Canadians to welcome and give value to the rich cultural diversity that newcomers bring.
Measurement Plan	A plan for measuring the outcomes of your project. The plan identifies what will be measured, how (survey, focus group, pre/post-test, etc.), when and by whom.
Newcomer	Individuals born outside of Canada destined for or living in Alberta, either temporarily or permanently; an individual self-identifies as a newcomer until he/she identifies as integrated.
Municipal District or County	A municipal district (also called a county) is a smaller form of government in rural areas of the province.
Outcome	An outcome is the impact or consequence from the products or services produced. It addresses the questions: What has been achieved by the project? **Immediate outcomes**: generally changes in awareness, attitude, knowledge or skill that result from the products or services produced.

	Examples: Clients who complete the program will demonstrate increased confidence in job interviews or increased acceptance of mental health issues, etc. **Intermediate outcomes**: changes in behaviour as a consequence of achieving one or more of the immediate outcomes. Examples: Clients have more successful job interviews or clients access mental health services when needed.
Outcome Measure	The % change in the target population/group that "results" from the products and/or services delivered. Measurement tools include: administering a follow up procedure with each learner/client, administering a knowledge test to demonstrate improvement as a result of direct instruction, conducting a survey, organizing a focus group, etc. Good example: The # and % of learners who complete the program who increase their score by 10 or more points on pre-/post-questionnaire. Poor example: the # of learners attending the program. This is not an outcome measure because we do not know what impact the program had on the learners. This would be an example of an "output" (total number of clients) rather than an outcome. (See Output and Output measure for clarity).
Output/Output Measures	The number of products and services produced by the activities (deliverables). Examples include: # of materials or resources developed, # of clients served, # of workshops delivered, # of community members who attended the workshops, etc.
Service Provider	Any person or organization in the public or private sector that provides services to newcomers including Immigrant Serving Organizations, ESL providers, employment services and mainstream service providers.
Settlement	The process of setting up one's life in a new country; involves meeting basic needs, accessing education and/or the labour market, connecting with community and addressing other personal, emotional, financial and spiritual needs.
Small Centres and Rural Areas	All territory lying outside of the Calgary and Edmonton census metropolitan areas.
Welcoming	Involves a continuum of activities (awareness, education) that create opportunities for the integration of newcomers.

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