

Call for Proposals: Community Capacity for Newcomer Integration

Questions and Answers:

November 25, 2020 and January 13, 2021 Applicant's Call

Introduction

Our immigration system enables newcomers to make Alberta home and contribute their talents and expertise to growing our province. Settlement and integration funding is identified as a key government initiative to ensure newcomers have the appropriate settlement and integration supports, including community capacity building support, to reach their full economic potential.

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 (Rural Renewal, Rural Entrepreneur, International Graduate Entrepreneur and Foreign Graduate Start Up), 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 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.

<https://www.alberta.ca/community-capacity-for-newcomer-integration-grants.aspx>

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In addition to this year's 2020-2021 ASIP Call for Proposal with two unique streams; Supporting Newcomer Integration (SNI) and Settlement, Integration and Language Projects section (SILP), our team is pleased to introduce the Community Capacity Grants Call for Proposals.

Overview of Supporting Newcomer Integration (SNI)

This is a onetime grant funding approach in which we will solicit applications on an ongoing basis until January 31, 2021.

We encourage you to read the Application Guidelines carefully and in its entirety as each stream is uniquely detailed.

Stream 1: Small Centres/Rural Capacity:

This stream 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: COVID-19 Response Plan:

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.

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.

Application Considerations

- As in previous years, we are accepting electronic applications only. No hard-copies will be accepted.
- Please know that partial or incomplete applications will NOT be considered.
- The application closing date will come in either of the following **two (2) ways**;
 - Applications MUST be received electronically by **Sunday, 31 January 2021 at 11:59 PM. MDT** or
 - 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.

A complete Community Capacity application includes seven (7) components, as indicated in the Application Requirements in section four of the Application Guidelines.

Application Requirements includes the:

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 PDF doc)

We encourage you to refer to the application guidelines to ensure a complete application prior to submission.

In all forms:

- Delete instructions and examples that aren't required when you input your information in the templates.
- If, when you insert text, it displays in red, italics or with a highlight, please remove these formats, particularly in the Project Description template.

Application Form:

- Note that on the "Stream applied for" line (line 19), a drop-down menu provides a list from which to choose.
- Please make sure that the amount requested on your application form matches the total amount requested on your budget template. If there is a discrepancy, we will consider your application incomplete and your application will not be reviewed.
- Please check the start and end date when you enter it. We have found that different versions of Excel process the dates differently and may invert month and day. If needed, format the date manually to: day, full month (the name of the month), year (e.g. 01 December, 2020).
- (Lines 39-43) Number of Beneficiaries: Use your experience, familiarity with the community and past years of projects delivery to determine your evidence-based target for each beneficiary category that applies to your project. We understand that these are estimates and not confirmed numbers. Our goal is to understand the breakdown of your beneficiaries. For the beneficiary categories that do not apply for your project, leave them blank. The total will calculate automatically.
- Brief Description of project (line 46): Short, concise, description of your project proposal up to a maximum of 200 words.

Project Description Template:

- As previously mentioned, please make sure to delete all the red, italicized instructions within this document.
- Each section has a recommended length, but you are not bound by them; manage your proposal as you see fit.
- When completing the Project Description section, make sure to refer to the Application Guidelines for the detailed listing of eligible activities and beneficiaries. Your Description should expand on what and how you intend to deliver the eligible activities.
- Project description should be evidence-based.

Budget Template:

- Include an explanation for EACH budget item in the Explanation/Comments. All costs should be reasonable and justified.
- Refer to the Application Guidelines Financial Considerations for the funding cap for the stream you are applying for.

Outcome Measures Template:

- This template is for you to identify which outcome you will work to achieve and how you will be measuring them.
- It should indicate what outcomes will be measured and reported on as well as measuring tools used.

Implementation Plan Template:

- This template should provide a breakdown of the timelines for the activities that were introduced and described in the Project Description Template.

Supporting Documents:

- All documents should be compiled in ONE pdf document.

Questions and Answers

1. **Can potential applicants submit applications before they participate in the applicants' call or must they attend the call first and apply after?**

ANSWER: Applicants can submit applications at any time they are ready. The Applicants Call serves to review key information about the CFP and to give an opportunity to applicants to ask or seek clarification about the CFP.

2. **Will you fund the entire project or will you provide partial funding?**

ANSWER: Our intention is to fund the entire project as long as the proposed budget is within the funding cap and meets eligibility criteria. If there is a component of the projected funded elsewhere, there is a potential opportunity for partial funding.

3. **If the municipality is the applicant, can they collaborate with another organisation to deliver the program?**

ANSWER: Yes, they can.

4. **Are capital costs such as computer costs eligible under this funding?**

ANSWER: Yes, these are potentially eligible expenses if they relate to the project activities and delivery.

5. **Do you require eligible applicants to have two years of experience supporting newcomers?**

ANSWER: Yes, you need at least two years of experience doing the activities you are proposing to do. Applicants are advised to read the application guidelines in its entirety.

6. **If my organisation will complete the required two years of experience on March 1st 2021, can I still apply for funding?**

ANSWER: Everybody is welcome to apply. However, the two years of relevant organisational experience must be met to be considered for funding.

7. **What types of municipal activities can fit stream one project.**

ANSWER: There is a broad range of activities that can be considered for stream one funding. Applicant must demonstrate relevant experience in community capacity building, function and activity as it relates to supporting newcomers. This is one of the considerations to consider approving funding.

8. **As the applicant must be a legal entity in Alberta, can a group of communities/applicants in the region apply for funding?**

Answer: We will consider only one principal applicant. Applicants are encouraged to form partnerships where appropriate.

9. Is the principal applicant for Stream One required to be involved in the implementation or can they just be a fiscal agent?

ANSWER: We expect the principal applicant to be the fiscal agent. The principal applicant should be involved to a certain extent in the project delivery.

10. Is stream one limited to newcomers entrepreneurs only or is it broader?

ANSWER: Stream one is not limited to addressing the needs of entrepreneurs only, it is broader. It builds the capacity of small centres to welcome and retain newcomers in general as well as newcomer entrepreneurs.

11. Can a non-profit organization fit the applicant's eligibility criteria for Stream One as a primary applicant?

ANSWER: No, but a non-profit organization can be a partner.

12. Are there other programs in Alberta that do the same or similar activities to those in stream one that we can reference for ideas and information?

ANSWER: It is your responsibility to do research, to know what the need in your community is, and based on that need, decide what kind of ideas can support that need. I will try to find an answer for you.

13. Will the grant cover the cost of hiring a consultant to develop the program?

ANSWER: If your budget falls within the cap, the grant may include the entire cost of implementing the signed agreement. If you hired a consultant before the grant agreement to develop a project and proposal, that cost cannot be retroactively paid.

14. My organization is a community development organization as well as nonprofit, am I eligible to apply for stream one?

ANSWER: If you meet the eligibility criteria outlined in the Application Guidelines, you may apply.

15. Can a community development organisation partner with a municipality to provide specific services such as language assistance and translation to newcomers?

ANSWER: Eligible beneficiaries must be identified in the project. Stream one is intended to build welcoming and inclusive community capacity at a higher level as opposed to providing specific newcomers services.

16. In our program we offer many activities including computer training for newcomers, does computer training program due to COVID -19 restrictions fall under Stream one or Stream two?

ANSWER: Applicants are encouraged to read the Application Guidelines.

17. Can an applicant for stream two be based anywhere in Alberta?

ANSWER: Yes.

18. Since Post-Secondary institutions are not included in the eligible applications' list for stream one, can a college apply for stream one?

ANSWER: Post-secondary institutions are not eligible applicants for stream one, may be a partner with the required eligibility criteria as outlined in the Application Guidelines.

19. What is a Community Development Organization?

ANSWER: Please refer to the definitions in the glossary.

20. Can we be a partner in more than one applicants?

ANSWER: Yes.

21. Can an organization be primary applicant for stream 2 and also be a partner for stream one?

ANSWER: Yes.

22. What is the total pool of funds for this Call for Proposal?

ANSWER: We are unable to disclose the budget.

23. Is it possible to include multiple small centres in one application?

ANSWER: Two or more eligible applicants may partner, but only one can be a principal applicant.

24. We are looking at two possible options for this grant. Is it possible to discuss this more with someone so that I can avoid some of the errors I made on my earlier application?

ANSWER: We are not able to discuss the specifics of projects that applicants are working on. Throughout the application period, we will be responding via emails to all questions regarding this CFP as outlined in the Application Guidelines. All questions and answers will be posted on our website. We encourage applicants to read the Guidelines in its entirety.

25. Lloydminster is bi-provincial: Must our projects be carried out in part or in full on the Alberta side of the city? Would the beneficiaries have to be service providers, workplaces, etc on/from the AB side?

ANSWER: Eligible applicants, beneficiaries and project activities as outlined in the Application Guidelines should be based in the province of Alberta.

26. Is there a fund match or cost share requirement?

ANSWER: There is no fund match or cost share requirement.

27. The funding cap is \$300,000 – is this a cap on what we can request under the program or a cap on our total project cost?

ANSWER: \$300,000 is the cap on what applicants can request under this CFP as outlined in the Application Guidelines.

28. Is the cost of administering the project an eligible cost?

ANSWER: Yes, all costs related to the delivery of project activities from the start to the end date of the agreement are eligible costs. Every expenditure should be consistent with the costs agreed upon in the agreement.

29. What percentage of total budget can an applicant request as administration cost?

ANSWER: We accept administrative costs up to the maximum of 10% of the total budget.

30. Are you accepting any letters of support with the application?

ANSWER: Yes. Please refer to the application guidelines under supporting documents for detailed information.

31. Is the hiring of employees an administrative cost?

ANSWER: No. Employees hiring costs falls under salaries and wages. Administrative fee refers to the costs related to the management, including finances related to the agreement.

32. How large is the current pool of funds available to applicants?

ANSWER: The entire allocated fund for this Call for Proposals is still available.

33. As this is an open call, is there a deadline for allocating available funds?

ANSWER: The deadline for this open call is January 31, 2021. Please refer to the application guidelines for detailed information regarding closing dates. This CFP has been an open call since November 2020.

34. How long will it take to process received applications after the deadline?

ANSWER: We will process all applications received following the deadline on January 31, 2021. Thereafter, agreements with successful applicants are expected to be signed before March 31, 2021.