

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

**OBJECTIVE:** To provide grant funding for settlement and integration services and initiatives that support newcomers to reach their full economic potential while they live and work in Alberta.

The 2020-2021 ASIP Call for Proposals includes two sections to which applicants may apply:

- Section 1: Supporting Newcomer Integration (SNI)**
- Section 2: Settlement, Integration and Language Projects (SILP)**

**DEPARTMENT:** Alberta Labour and Immigration

**CONTACT:** All inquiries pertaining to this Call for Proposals should be directed to [NewcomerSupports@gov.ab.ca](mailto:NewcomerSupports@gov.ab.ca)

**TOTAL DURATION:**

**Section 1: Supporting Newcomer Integration** Grants are limited up to 12 months in duration with the possibility to extend for an additional 12 months.

**Section 2: Settlement, Integration and Language Projects – Workforce Development Training Initiative** Grants are limited up to 24 months in duration.

**CLOSING DATE AND TIME:**

**Section 1: Supporting Newcomer Integration (SNI)** applications MUST be received electronically by Friday, July 10, 2020 at 11:59 p.m. MDT

**Section 2: Settlement, Integration and Language Projects - Workforce Development Training Initiative** applications MUST be received electronically by Thursday, October 1, 2020, at 11:59 p.m. MDT

**Note:** Section 2 of the 2020-2021 Call for Proposals is a response to the extraordinary challenges facing Alberta (e.g. COVID-19 and the rapid economic downturn). Proposals must be based on research and evidence to be able to implement training ideas quickly and efficiently. Providers will have 18 weeks (June 2, 2020 – October 15, 2020) to develop their evidence-based proposals.

It is the responsibility of the applicant to ensure their application is received on time. An acknowledgement email will be sent upon receipt. If you do not receive an acknowledgement email, please email [NewcomerSupports@gov.ab.ca](mailto:NewcomerSupports@gov.ab.ca) to advise us.

Hard copies will NOT be accepted.

**SUBMISSIONS:**

- Send the complete application package in **one** email to [NewcomerSupports@gov.ab.ca](mailto:NewcomerSupports@gov.ab.ca)

2020-2021 Alberta Settlement and Integration Program Call for Proposals

- Title the email subject line as “**Your Organization Name**”: **CFP [SNI or SILP] 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](mailto: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.

**APPLICANTS’ CONFERENCE CALLS:**

There will be an opportunity for applicants to ask questions related to each section of the CFP.

**Section 1: Supporting Newcomer Integration**

Date: **Monday, June 15, 2020**

Time: **9:30 - 11:00 a.m.**

Conference Call: 780-409-9282 or 1-866-792-1317

Conference Call ID: 5170614

Preference will be given to questions submitted in advance to [NewcomerSupports@gov.ab.ca](mailto:NewcomerSupports@gov.ab.ca) by **11:59 p.m. on June 10, 2020.**

**Section 2: Settlement, Integration and Language Projects – Workforce Development Training Initiative (two calls)**

Date: **Tuesday July 7, 2020**

Time: **9:30 -11:00 a.m.**

Conference Call: 780-409-9282 or 1-866-792-1317

Conference Call ID: 5170614

Preference will be given to questions submitted in advance to [NewcomerSupports@gov.ab.ca](mailto:NewcomerSupports@gov.ab.ca).

Date: **Tuesday September 15, 2020**

Time: **9:30 AM -11 AM**

Conference Call: 780-409-9282 or 1-866-792-1317

Conference Call ID: 5170614

Applicants are encouraged to submit their additional questions and inquiries to [NewcomerSupports@gov.ab.ca](mailto:NewcomerSupports@gov.ab.ca) in the time between the two calls. The Settlement and Language Programs team will respond to all submitted questions during the Applicants’ Calls.

Responses to questions from Section 1 and Section 2 calls will be posted on our website at <https://www.alberta.ca/alberta-settlement-and-integration-program.aspx>.

To ensure fairness and transparency, the applicants’ conference calls will be the **final** opportunity to have your questions answered prior to the submission deadlines.

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

## MANDATE

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

## GOVERNMENT OF ALBERTA

A top priority of the Government of Alberta is to support the economy and create jobs for Albertans. Our immigration system enables newcomers to make Alberta home and contribute their talents and expertise to growing our province and supporting economic recovery.

The Ministry of Labour and Immigration ensures “programs, services, and processes effectively and efficiently support the government’s priorities, meet the needs of job creators to support a thriving economy and ensure newcomers can fully participate.”

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, including labour-focused training opportunities, to reach their full economic potential.

## ALBERTA SETTLEMENT AND INTEGRATION PROGRAM (ASIP)

The Alberta Settlement and Integration Program supports the government’s immigration priorities and direction.

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.
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.

## 2020-2021 ASIP CALL FOR PROPOSALS

The 2020-2021 ASIP Call for Proposals includes two unique sections that will provide grant funding for services and initiatives to meet the settlement and integration needs of newcomers. Applicants are encouraged to read and follow the Application Guidelines Section that pertains to the grant funding for which they are applying.

### SECTION 1: SUPPORTING NEWCOMER INTEGRATION (SNI)

ASIP fills service gaps in the province by providing funding for complementary frontline settlement and integration services for newcomers that are not funded by Immigration, Refugees and Citizenship Canada (IRCC). This section of the 2020-2021 ASIP Call for Proposals involves bringing together several different solicitations into one streamlined approach for grant funding for settlement and integration services.

SNI grants will provide settlement and language supports and services for newcomers while they live and work in Alberta, ensuring they reach their full economic potential.

Please proceed to [Section 1: Supporting Newcomer Integration](#)

### SECTION 2: SETTLEMENT, INTEGRATION AND LANGUAGE PROJECTS (SILP)

ASIP is designed to be flexible and responsive to emerging needs through program-funded SILP grants. The 2020-2021 ASIP Call for Proposals is specifically focusing the SILP grants to help newcomers successfully attach to employment to contribute to Alberta's economic recovery.

The intent of the **Settlement, Integration and Language Projects (SILP) – Workforce Development Training Initiative** is to address newcomer unemployment, as well as employment gaps, by providing urgently needed labour market attachment training. Training opportunities will ensure newcomers have the skills and abilities to reach their full economic potential and are able to contribute to the economy recovery needs.

## APPLICATION GUIDELINES

# SECTION 2: SETTLEMENT, INTEGRATION AND LANGUAGE PROJECTS (SILP)

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## SECTION 2: SETTLEMENT, INTEGRATION AND LANGUAGE PROJECTS (SILP) WORKFORCE DEVELOPMENT TRAINING INITIATIVE

Poor communication skills in English can be a significant challenge for immigrants and refugees seeking to attach to the workforce and advance in their careers. Newcomers need a more tailored approach to training in order to succeed and overcome barriers that stand in their way to being fully integrated into Canadian society.

The recent drastic drop of energy prices in Alberta and the unexpected shutdown of businesses due to COVID-19 created an unprecedented hardship on all Albertans. The unemployment rate in Alberta, as of May 2020, was more than 13%. These large and severe drops in employment across multiple sectors of the economy will have a significant impact. As Alberta begins to open its economy through the Relaunch Strategy, newcomers, with the added barrier of language and training gaps, will need to enter a very competitive job market environment with very few job opportunities.

We are relying on the Service Providers' research of the economic and labour force needs to respond to immediate employment gaps and employer needs in order to develop the training for newcomers that can meet that need.

**Note:** This initiative will be open to all CLB language level targets.

### APPLICANTS

Eligible applicants include:

- Non-profit organizations,
- Post-secondary institutions, or
- Registered training companies (e.g. consultants or business owners)

Additionally, eligible applicants must:

- Identify as training / educational provider ( see a definition in glossary)
- Have a minimum of two years' organizational experience in training newcomers or have a partnership with an organization that has two years' experience training newcomers
- Be a current and active **Mobius Training Provider**

For projects with partnerships, the applying organization must:

- be an eligible organization listed above;
- be the fiscal agent, assume the leading role in planning the project scope, timeline and outputs;
- leads the project coordination; and
- be accountable for all project deliverables and reporting requirements.

**Note:** Partner organizations should actively contribute to the project goals, scope, outputs, and outcomes.

## BENEFICIARIES (SEE GLOSSARY FOR DETAILS)

Eligible beneficiaries include:

- Permanent Residents including Convention Refugees
- Naturalized Canadian Citizens

**Note:** Learners who are currently receiving regular Employment Insurance (EI) benefits are not eligible to participate in Workforce Development Training Initiative

## DURATION

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

## FINANCIAL CONSIDERATIONS

**Maximum Cap: Up to \$300,000**

Eligible projects must not exceed the funding cap set for the 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
- Costs associated with addressing barriers to accessing your project activities.

### Ineligible costs include:

- Learner benefits;
- Childcare; and
- Hosting of conferences

## PRIORITIES

### Priority will be given to:

- Projects that contribute financially or in-kind towards its activities.
- Projects that have capacity to adapt to sudden interruption of delivery and come up with an alternative delivery model by demonstrating mitigation strategies that will ensure full project completion and meet learners' outcomes (e.g. on-line delivery, blended).
- Projects that have the capacity to reach out and deliver training to rural areas if there is an identified need for workforce development

- Projects that will result in direct employment opportunity at the end of the training and will target unemployed and under-employed newcomers.

Here is the most recent provincial labour forecast information that may guide your proposal research and development: <https://www.alberta.ca/job-market-forecasts.aspx>

## OUTCOMES

Eligible projects must address the following outcome:

- Newcomers have the ability to connect with workplaces, including increased knowledge, skills and opportunities



## INFORMATION FOR APPLICANTS

### EVALUATION AND SELECTION

Applications received by the submission deadline will be screened for eligibility. A review committee, whose recommendations will be considered, will score eligible applications. All applicants will be notified of the results of their application.

Proposals will be assessed based on the following criteria:

- Demonstrated need for the project
- Project components and design
- Capacity of organization(s) to deliver project
- Risk identification and management
- Outcomes measurement plan
- Budget

### APPLICATION REQUIREMENTS

To ensure you have a complete application package, please refer to SILP Appendix A.

**Note: A maximum of two complete applications will be considered.**

### ACCOUNTABILITY AND REPORTING EXPECTATIONS

**Upon project approval, successful grant recipients agree to:**

- demonstrate sound financial and personnel management
- respond to further information requests regarding the project
- assist department staff with verification of agreement compliance (file audits, client follow-up)
- comply with the terms and conditions of the grant agreement

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 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>

## APPENDIX A: 2020-2021 SILP CFP CHECKLIST (FOR YOUR OWN REFERENCE)

The **electronic version** of the following documents are **required for a complete** 2020-2021 SILP application package:

- Application Form (**excel and signed pdf**)
- Project Description Template (**word**)
- Implementation Plan (**excel**)
- Outcomes Measures (**excel**)
- Budget (**excel**)
- Supporting Documents (**combined into one pdf**)
  - Transparency Letter (if applicable): If a project is an element of a larger initiative supported by another funding body such as Immigration, Refugees and Citizenship Canada or United Way, a signed letter or email of acknowledgment from each source must be included in the supporting documents.
  - Commitment from partner (if applicable): Provide a signed letter or email of commitment from your partner organization(s) outlining their role and support for the proposed project. If the partnering organization also brings the required two years of experience with newcomers, the letter should include a description of their settlement knowledge and/or experience.
  - Reference Letter: One (or two maximum) signed reference letter(s) or email(s) speaking to the applicant's knowledge and experience regarding the proposed service delivery.
  - Organizational chart and/or staff list: If possible with names of Board members and staff
  - Most recent Annual Financial Statement

**COMPLETED APPLICATION PACKAGE MUST BE RECEIVED BY OCTOBER 1, 2020, 11:59 MDT**

## APPENDIX B: SILP GLOSSARY

Word	Definition
<b>Community</b>	Locations and/or groups comprised of people with similar characteristics or goals including employers, workplaces.
<b>Connect</b>	To make contact with a person, group, or service to gain information, access services or develop a relationship/network.
<b>Convention Refugees</b>	Convention refugees are outside their home country or the country they normally live in. They are not able to return because of a well-founded fear of persecution based on: race, religion, political opinion, nationality, or membership in a social group, such as women or people of a particular sexual orientation. The Immigration and Refugee Board of Canada is responsible for accepting/rejecting claims for refugee status.
<b>Implementation Plan</b>	Description and timeline of the steps that must be taken in order to achieve the proposed program's goals and objectives. It gives the reader an idea of how the program will unfold and it often illustrates the breakdown of smaller and more manageable goals.
<b>Logic Model</b>	Tool used by funders, managers and evaluators of the programs to evaluate the effectiveness of a program or to guide the organization during planning and implementation phases. Logic models are usually a graphical depiction of the logical relationships between the resources, activities, outputs and outcomes of a program. The fundamental purpose of constructing a logic model is to assess the "if-then" (causal) relationships between the elements of the program; if the resources are available for a program, then the activities can be implemented, if the activities are implemented successfully then certain outputs and outcomes can be expected.
<b>Measurement Plan</b>	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.
<b>Mobius</b>	Mobius is a web-based integrated information technology system used within Government of Alberta. It supports Individual Service Management, Employer Service Management, and Program, Service and Benefit Management. Providers across Alberta use this data system to deliver programs and services and to report on their outcomes.
<b>Naturalized Canadian Citizen</b>	Naturalization is the process through which immigrants acquire Canadian citizenship. Landed immigrants who have met certain criteria are eligible for Canadian citizenship by naturalization. The criteria for acquiring citizenship generally include a residency requirement, knowledge of English or French and basic knowledge of Canada.
<b>Newcomers</b>	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.

Word	Definition
<b>Outcome</b>	<p>An outcome is the impact or consequence from the products or services produced. It addresses the questions: What has been achieved by the project?</p> <ul style="list-style-type: none"> <li>• <b>Immediate outcomes:</b> generally changes in awareness, attitude, knowledge or skill that result from the products or services produced. <i>Examples: Students feel more confident interacting in English; Clients are aware of their CLB levels</i></li> <li>• <b>Intermediate outcomes:</b> changes in behaviour as a consequence of achieving one or more of the immediate outcomes. <i>Examples: students communicate more successfully outside the classroom; clients access language training appropriate to their needs.</i></li> <li>• <b>Ultimate outcomes:</b> Changes in condition or a state of a broader population <i>Examples: environmental, social, political changes</i></li> </ul>
<b>Outcome Measure</b>	<p>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.</p> <ul style="list-style-type: none"> <li>• <u>Good example:</u> The # and % of learners who complete the program who increase their score by 10 or more points on pre-/post-questionnaire.</li> </ul> <p><u>Poor example:</u> 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).</p>
<b>Output/Output Measures</b>	<p>The number of products and services produced by the activities (deliverables). <u>Examples include:</u> # of materials or resources developed, # of clients served, # of workshops delivered, # of community members who attended the workshops, etc.</p>
<b>Permanent Resident (PR)</b>	<p>Permanent Resident is someone who has been given legal, permanent resident status by immigrating to Canada, but is not a Canadian citizen. Permanent Residents are citizens of other countries</p>
<b>Service Provider</b>	<p>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.</p>
<b>Smaller Centres and Rural Areas</b>	<p>All territory lying outside of the Calgary and Edmonton metropolitan areas.</p>
<b>Surplus</b>	<p>Surplus is the difference between the total expenses and the total revenue when the expenses are less than the revenue. Surplus funds are considered grant dollars and are restricted by the Settlement and Language Programs (SLP). If there are unused (surplus) funds that the recipient wishes to use for a different purpose from what was originally agreed upon, the recipient must submit a written request to the Minister before the end of the grant agreement term. Surplus grant funds cannot be put in a reserve fund or transferred between different programs.</p>

<b>Word</b>	<b>Definition</b>
<b>Training/Educational Provider</b>	An organization that specializes in the development and delivery of programs that improve one's knowledge, skills, and abilities.
<b>Welcoming</b>	Involves a continuum of activities (awareness, education) that create opportunities for the integration of newcomers.