Call for Proposals
Section 1: Supporting Newcomer Integration

June 15, 2020 Applicant's Call – Questions and Answers

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 services, including language supports, to reach their full economic potential.

Our Alberta Settlement and Integration Program (ASIP), which launched in January 2018, 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.

In this year's 2020-2021 ASIP Call for Proposal, in addition to a focused Settlement, Integration and Language Projects section, our team is pleased to introduce the Supporting Newcomer Integration (SNI) section. SNI involves bringing together several different solicitations into one streamlined and open 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.

Overview of Supporting Newcomer Integration (SNI)

Please note that the *Alberta Settlement and Integration Program 2020-2021 Call for Proposals Application Guidelines* (Application Guidelines) posted on the ASIP Overview page as well as SNI and SILP webpages may be updated to a different template over the next couple of weeks; however, the content and links within the documents remain the same.

As this is a new approach for how we will solicit applications for settlement supports and language services, we encourage you to read the Application Guidelines carefully as each stream is quite detailed.
In an effort to streamline our services and ensure a broader reach to newcomers, this year's SNI section of the CFP will include three streams.

Stream 1: Settlement and Community Supports

This stream combines activities from the former Community and Supports Services Program and Settlement Services solicitations into one streamlined approach to ensure IRCC-ineligible newcomers receive the settlement supports they need while they live and work in Alberta.

Stream 2: Language Assessment and Referral Services

This stream will continue to ensure eligible beneficiaries receive English language assessments and referrals to appropriate provincial training.

Stream 3: English as a Second Language Drop-In Services

This stream will continue to ensure eligible beneficiaries have flexible English language training options.

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 due date for SNI applications is: 11:59 p.m. MDT on July 10, 2020.

A complete SNI application includes four components, as indicated in the checklist found in Appendix A: SNI Application Requirements. This includes the:

1. Application Form
2. Service Description Template
3. Budget Template
4. Supporting Documentation

While submission of the Application Requirements Checklist found in Appendix A is not mandatory this year, we do encourage you to refer to it 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 Service Description template.

Application Form

- Note that on the grant funding stream and type of organization lines, a drop-down menu provides a list from which to choose. Please note that there is only one option to choose from for the type of organization drop-down.
- 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 January, 2020).
- (Lines 29-32) Number of Beneficiaries: Use your experience and past years of service to determine your evidence-based target for each beneficiary category that applies to your service delivery. We understand that these are estimates and not confirmed numbers. Our goal is to understand the breakdown of your clientele or beneficiaries. For the beneficiary categories that do not apply for your service delivery, leave them blank. The total will calculate automatically.

- Brief Description of Service (line 35): Short, concise, description of your service delivery up to a maximum of 200 words.

Service 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 Service Delivery Design section, make sure to refer to the Application Guidelines for the detailed listing of eligible activities and beneficiaries. Your Service Design section should expand on what and how you intend to deliver the eligible activities.
- Your service design should be based on evidence-based numbers and information.

Budget Template

- Include an explanation for EACH budget item in the Explanation/Comments. All costs should be reasonable and justified.
- Refer to the Funding Considerations in the Application Guidelines for the range for cost per client for the stream you are applying for.
- Please note, that funding will NOT be granted on a fee for service, but we will be evaluating your budget based on the formula provided.

Supporting Documents

- All documents should be compiled in ONE pdf document.

Questions and Answers

1. **Our organization is based in an urban centre. Historically, in addition to serving temporary workers in our city, our organization has also provided services to TFWs in 2 nearby smaller centres. For the 2020-2021 Call for Proposals, will we still be eligible to deliver services in multiple communities?**

   ANSWER: It is up to your organization to decide what works best operationally for you as there is no limit to the number of communities you may include in one proposal. It is our expectation that your proposal demonstrates experience and capacity to deliver services in the communities you are proposing to cover.

2. **How broad of a geographical scope can an organization include in the proposal?**

   ANSWER: You would have to demonstrate, in your proposal, that you have the experience and capacity to deliver services within the region(s) in Alberta that you are proposing to cover.

3. **Signed letter (s) from other funding source(s) or email from funder(s) acknowledging their funds for the proposed budget – That is the acknowledgement of the dollar amount that will be indicated in the Budget template under "Funding from Other Sources?"**

   ANSWER: In short "YES"; however, this is only required if you are receiving funds from another funding source for the same program/activities in your SNI application. As per the instructions in the Application Guidelines, please make sure all supporting documents in your application package are submitted as one PDF.

4. **In the Service Description Template under the "Ability to Deliver" section, it is asked to list roles and responsibilities of the positions involved in the service delivery (i.e. titles, qualifications,**

responsibilities, etc.") We used to submit this info as an appendix in the form of a table. Do you want us to list this information as a narrative instead or we can still send it as an appendix?

ANSWER: If your service has multiple staff involved in the service delivery, you may choose to list them in the form of a table in the Appendices. It is recommended you reference and refer to the Appendix in the "Ability to Deliver" section.

5. **What should the Appendix section include? Can we list our research sources there?**

   ANSWER: As noted on the Services Description Template Appendix section, this is an optional section. The appendix section should be used to provide supportive or complementary information to what you have included in the narrative of your Service Description. This may include your research sources.

6. **Do we focus only on the description of activities listed as eligible in the Service Delivery Design section of the description template? Or may we include more?**

   ANSWER: Your Service Delivery Design should focus on the activities listed as eligible in the Application Guidelines for the stream to which you are applying. Activities not listed in the Guidelines are not eligible for funding under this year's CFP.

   Please note – as stated in the Application Guidelines Settlement and Community Supports Stream, other activities may be considered for funding that are identified in your proposal to meet an unmet need in your community. As with all the eligible activities, your proposal will need to provide evidence-based information to substantiate the need.

7. **Would there be any benefit/disadvantage to submitting one application versus multiple applications when proposing to provide services to multiple jurisdictions in the province?**

   ANSWER: It is up to your organization to determine what works best operationally for you. There are no benefits or disadvantages to submitting one application versus multiple applications when proposing to provide services to multiple jurisdictions in the province. As noted earlier, your proposal must demonstrate experience and capacity to deliver the services in the region(s) you are proposing to cover.

   Please note – if you choose to submit one application that includes multiple jurisdictions, and you are successful, narrative and statistical reporting must include a breakdown of services in all jurisdictions as well as a summary of all jurisdictions in one report.

8. **How does the funder recognize the importance of one client returning multiple times to access services because of their low level literacy skills? Can we count them for each service they return for or are they just counted once?**

   ANSWER: Please refer to the Application Guidelines to ensure the appropriate services are being delivered through the appropriate stream. For example, if a client is accessing supports through Stream One, it is expected that your organization will complete a needs assessment with the client to develop a client-centered plan to help the client meet their settlement and integration needs. This may require one interaction or multiple appointments, but should only be counted as one client. If the client meets the goals of the service plan and the case closes and the client returns within the grant agreement with additional and different needs, a new needs assessment may be completed and the client is considered a return client.

9. **If an organization is applying for more than one stream, is there a cap on how many applications an organization can submit?**

   ANSWER: There is no cap; however as per the Application Guidelines, you cannot apply to both Stream 2 and Stream 3.

10. **Can we count returning clients once or multiple times?**

    ANSWER: It is expected that clients will receive a needs assessment that should be used to develop a client-centred plan that will detail the activities and services the client requires to reach their settlement and integration needs. This would be counted as one time. Once the intervention is closed, if the client comes back within the grant agreement and a new needs assessment and subsequent service plan is developed they may be counted again as a return client only once.

11. **In terms of counting unique clients, can an organization count the dependents as unique clients as well?**

    ANSWER: Our SNI services are for adults; children are not counted as unique clients. If a spouse or partner requires a needs assessment, they would be counted as a client as well.

12. **What is evidence-based information?**

    ANSWER: Evidence-based information includes sources such as research, statistics, reports; ideally information that is supported by numbers. You may include anecdotal information if you feel it adds support to your proposal, but we encourage you to also include statistical information.

13. **In the Application Guideline documents, the maximum funding cap for SILP is $300,000; however, I do not see the same for SNI. Can you explain?**

    ANSWER: There is no funding cap for the SNI streams. As per the funding considerations section in the Application Guidelines, each stream is provided a funding range with a formula to calculate your budget.

14. **Should an organization include the logic model in their application?**

    ANSWER: No it is not required as we have provided you with the logic model for each stream.

15. **Qualification and roles – can this be presented as a table in the appendix section?**

    ANSWER: You may provide the qualifications and roles involved in your service delivery in a table format in the appendix; however, please make sure you refer to it in the narrative.

16. **Can you please provide a rationale for why stream one will only fund up to two organizations based in Edmonton and Calgary?**

    ANSWER: Based on analysis of statistical reports, this ensures that newcomers' needs will be met in Calgary and Edmonton while also ensuring an equitable distribution of funds throughout the province.

17. **Under the Naturalized Canadian citizens beneficiary category, what is your perspective on serving seniors as they may still require settlement and integration supports?**

    ANSWER: There is no upper age for eligible clients that may be served. If they are 18 or older and still identify as a newcomer with settlement and integration needs, they are eligible to receive services.

18. **Do you want target clients broken down by category or should we provide the total number?**

    ANSWER: As per the Application Form, you are required to provide a breakdown of numbers for each eligible beneficiary that you intend to provide activities for in your service delivery. The Application Form will provide a total number.

19. **We have supporting documents in French, do you want us to translate or should we leave it in French?**

    ANSWER: You may submit the French documents, but please provide a translated version as well.

20. **We have SWIS program that serves refugee claimants and foreign workers' children in school. Can we count their parents?**

    ANSWER: School-based children are not eligible for services on this CFP. Please refer to the Application Guidelines for eligible activities; provincially-funded services are intended to complement other programs and services. Please refer to the Application Guidelines for the eligible activities if parents require settlement and integration supports.

21. **Does digital literacy content fit under stream 3 as well?**

    ANSWER: Yes this could be included. It is up to you to provide evidence of the need in your proposal.

22. **Can activities in stream 3 be delivered digitally?**

    ANSWER: We have not prescribed how to deliver ESL activities – it may be delivered face to face or remotely.

23. **If an organization is funded by both the province and IRCC, do we need a support letter from IRCC acknowledging the funds?**

    ANSWER: If you are sharing a cost for delivering the same service you are required to provide a letter.

24. **In regards to cost per client funding; are we expected to provide a rationale for why some clients cost more than others, similar to the levels of case management determined by IRCC?**

    ANSWER: No. We will use the formula provided in the Funding Considerations section of the Application Guidelines and look at your total budget divided by the total clients. You will be required to provide an explanation for each line item in your budget and costs should be reasonable and justified.

25. **Within the program logic model are we expected to include the number for each of the activities that we deliver?**

    ANSWER: The Application Guidelines require you to provide an evidence-based target for each of the activities you intend to provide. It is up to you whether you want to include this directly in the logic model as an output or in the service design narrative. If you include it in the logic model as an appendix, please make sure you refer to it in your narrative.

26. We currently provide a conversation circle for IRCC eligible clients. Can we apply for this funding for IRCC-ineligible clients under stream three?

ANSWER: It is up to you to provide a rationale and evidence for a need and gap in service. It is important to remember that our services complement and do not duplicate other programming and services available.

27. Can we include multiple activities under the same stream in one application? For example, drop-in and literacy?

ANSWER: Yes. All eligible activities within a stream can and should be included in one proposal. It is your responsibility to provide the rationale and evidence of need for the services you are proposing to deliver.