



Supports for Newcomer Integration

2022-24 Call for Proposals

Applicants' Information Call

Eligibility of Applicants:

- Organizations must be a registered non-profit with two years of experience in delivering activities outlined in the SNI Call for Proposal 2022-2024 Guidelines to be eligible to apply.
- Applicants must provide evidence of having the necessary two years of experience and capacity to serve clients for the duration of the agreement.
- For applicants such as religious institutions that are providing support to newcomers on a small scale, please note that these clients' needs can be more comprehensively met through settlement and language providers who have existing service agreements, resources and expertise. Please contact newcomersupports@gov.ab.ca to obtain their contact information.
- A number of agencies provide settlement services across Alberta. Depending on the newcomer's immigration status, settlement and language services are funded by the federal and provincial governments.
- This is not new provincial funding. The Alberta Settlement and Integration Program was developed in the 2017-2018 fiscal year and since then, there have been annual Supports for Newcomer Integration Calls for Proposals. Applicants should demonstrate they meet the necessary experience requirement and have the administrative and financial capacity to deliver ongoing services. If organizations (i.e. churches) are dealing with newcomers on a small scale (either through sponsorship or if they are part of the parish), please contact newcomersupports@gov.ab.ca to find appropriate referral information to assist them with their settlement and integration needs.
- Post-secondary institutions are not eligible to apply, only non-profit organizations can apply to this CFP.
- There is no limit on the number of organizations funded by stream. In terms of locations for Stream 1, funding will be allocated to organizations, including Francophone immigrant-serving organizations, in Edmonton, Calgary and the rest of the province. It is anticipated that up to two organizations may be funded in both Edmonton and Calgary.
- This CFP is intended for direct frontline work with newcomers. It relates to direct services only. Indirect service providers are not eligible to apply.
- Applying organizations are encouraged to collaborate but one has to assume the role of an applicant for this CFP. As indicated in the Application Form, there has to be one organization applying to deliver the service. Any partnerships to deliver the proposed service can be detailed in the service description and demonstrated in the budget. There is no need to list any formal partnerships in the Application Form.

Eligibility of Beneficiaries:

- As per the Alberta Settlement and Integration Program policy, services cannot be provided to ineligible clients, even if there is a lack of services in the area. Please review the list of eligible beneficiaries for the relevant stream(s). It is recommended that a connection be made with other funders for more details.
- Depending on the stream, temporary foreign workers are eligible to receive services if there is available space in your classes. For example, for English as an Additional Language classes, if there is space, then temporary foreign workers may be admitted. Refer to the Application Guidelines for more information.
- Please refer to the Application Guidelines for related information on eligibility of temporary residents, refugee claimants and international students with and without work permits.
- As per the Alberta Settlement and Integration Program policy, the beneficiaries of Supports for Newcomer Integration services are adults. Only adults aged 18 and over are eligible. The federal government provides settlement services to minors through the Settlement Workers in School program.

Application Process:

- The deadline of January 4, 2022 cannot be extended because it is expected that services will begin on April 1, 2022.
- All applicants will be notified in March 2022 about funding decisions.
- All applications must be submitted to newcomersupports@gov.ab.ca
- If there is an error or if additional support is needed such as adding more budget lines, please send an email to newcomersupports@gov.ab.ca and clearly specify the issues. Please note that assistance will not be given between December 24, 2021 and January 3, 2022 due to government closure.
- Malheureusement, pour cet appel de propositions, les demandes doivent être en anglais. Pour le moment, nous n'avons pas la capacité d'évaluer les demandes en français. For this Call for Proposals, applications are expected in English only. Currently, there is only capacity to process applications in English.
- The negotiation phase occurs after the review committee's evaluation of proposals. If proposals are recommended for funding, program staff will reach out and discuss any concerns or clarifications needed before determining whether to proceed in finalizing the grant agreement.
- General expectations of successful applicants are outlined in the sample grant template provided on the website. If proposals are recommended and selected for funding, further reporting requirements will be discussed during the negotiation phase.

Application Requirements – (see [Application Guidelines](#), page 11):

- No prescribed document is required to prove applicants' experience in delivering settlement services in the past two years. Applicants will need to describe their experience providing the specific activities under the stream(s) applicants are applying to, which are outlined in the Application Guidelines.
- There is no prescribed document to demonstrate an evidence-based target for the number of beneficiaries. Each organization has its own method of tracking and evaluating client data. Each organization may also observe different trends and gaps in the province.

- No specific template is required to use for a signed reference letter or email speaking to the applicant's knowledge and experience regarding the proposed service delivery. As long as the reference letter is signed by the referring organization or person it is acceptable. If applicants are submitting an emailed reference, it is expected that it contains the contact information of the reference for follow-up purposes.
- There is no prescribed format required when submitting an application. Please refer to the Application Requirements in the guidelines (page 11).
- No specific template is required to use for signed letter(s) from other funding source(s) or email from funder(s) acknowledging funds they are providing for the proposal; a signed letter from the organization(s) or an email record is acceptable, along with their contact information.
- An organization may submit up to two applications for this CFP. Depending on how well the proposals score during the review committee evaluation process, it is possible to receive funding for both. However, due to the potential for conflict of interest, an organization is not eligible to apply to both the Language Assessment and Referral Services and English as an Additional Language Drop-in Services streams (Streams 2 and 3).

Financial Considerations:

NOTE: As of December 14, 2021, a new budget template has been uploaded to the website. Please ensure you submit this revised version.

- There is no maximum amount a single project can apply for the two-year period. Please use the formula provided for your relevant stream(s).
- It is up to the organization to identify the costs of proposed service based on its anticipated evidence-based client targets and ensure the total proposed budget reflects the cost per client range outlined in the Guidelines.
- It is up to the applying organization to factor in considerations such as wage increases, while adhering to the budget formula for the particular stream. Any internal changes should not affect the level of service and quality of service received by newcomers.
- It is recommended that applicants use the anticipated evidence-based target number of beneficiaries per fiscal year as the basis of the budget. When the service delivery costs are tallied, it should reflect the budget formula given for that stream. This formula is based on the total budget per fiscal year, per client.
- If clients keep returning for more services, they may not necessarily be seeking services that are funded through the Alberta Settlement and Integration Program. The budget formula takes return visits into consideration.
- Currently, there is no information available on the total amount that will be granted to organizations across Alberta through this CFP.
- As specified in the Application Guidelines, applicants may submit up to 15% of the total budget towards administrative costs.
- The budget formula relates to the cost per client, per fiscal year.
- Transportation may be funded as a means to address barriers, depending on the services being provided.

- Childcare is not an eligible expense as per the Application Guidelines. Supports for Newcomer Integration funds cannot be used to subsidize existing licensed daycare services.
- The Alberta Settlement and Integration Program does not offer permanent funding to organizations. Once service agreements end, a new Supports for Newcomer Integration Call for Proposals is issued to fund services for subsequent fiscal year(s).

Service Design and Eligible Activities:

- This CFP funding is intended to complement existing settlement and language services across Alberta. The funding allows the applicant to provide settlement and language services as outlined in the Application Guidelines.
- Funding from this CFP is not intended to expand or continue services funded by other sources such as Immigration, Refugees and Citizenship Canada, and municipalities.
- This CFP funding cannot be used to enhance existing programs. Funding must be used to assist clients who are not eligible for settlement and language services provided by Immigration, Refugees and Citizenship Canada.
- This CFP funding cannot be used for the Settlement Workers in School program because that is a federally funded program.
- The unpredictability of the economic situation and the ongoing pandemic are circumstances that have affected almost all organizations. The pandemic situation is not new and each applying organization should have a sense of its client targets since the pandemic began in 2020.
- This CFP provides funding for language assessments delivered by staff who are certified nationally through the Centre for Canadian Language Benchmarks and can administer only certified assessments.
- This CFP funding cannot be used by a language provider to provide special education testing or specialized service as a support for those with learning challenges who attending other classes from the organization. This would be considered an expansion of an already funded service.
- It is expected that applicants have a virtual alternative and equally effective way to deliver their proposed services. These considerations should be detailed in the service description template. In terms of whether switching from in-person to virtual is possible, that is up to the organization to determine if it has the capacity to do so for the duration of the grant.
- It is up to the provider's experience and discretion on how best to do their client intake. Applicants are not required to use Needs Assessment and Referral Service (NARS) assessments for Stream 1 client in-take activities.
- Organizations may have a different model of instruction/delivery than the ones provided in the Appendices of the Application Guidelines. Only complete and report on the activities for which your organization has the experience and capacity to deliver, and explain this in the service description.
- The Application Guidelines provide a detailed list of prescribed service activities. Supports for Newcomer Integration grants provide ongoing settlement and language services directly to clients for the duration of the agreement. This year, the Supports for Newcomer Integration CFP is moving from an annual call to every two years.
- Settlement, Integration and Language Projects is a separate Call for Proposals, currently issued on an annual basis. These projects typically involve training

opportunities with a language focus, build community capacity, and innovatively address gaps and improve efficiencies in the immigration system. Projects are not funded permanently. They must have a specific end date.