

# Labour Market Partnerships (LMP) Program Call for Proposals (CFP) 2020 – 2021 Application Guidelines

**OBJECTIVE:**

Projects must be provincial in scope and will support industry, sector and employer associations with common labour market challenges, ensuring that Albertans are well prepared to participate in the dynamic labour market.

**DEPARTMENT:**

Labour and Immigration

**CONTACT:**

All inquiries pertaining to this CFP should be directed to [IWP@gov.ab.ca](mailto:IWP@gov.ab.ca)

**CLOSING DATE AND TIME:**

An Expression of Interest (EOI) form **MUST** be received electronically by **11:59 p.m. MST on August 31, 2020.**

It is the responsibility of the applicant to ensure their EOI form is received on time. An acknowledgement email will be sent upon receipt. If you do not receive an acknowledgement email, please call (587) 783-0764.

**SUBMISSION:**

- Email EOI in PDF format to [IWP@gov.ab.ca](mailto:IWP@gov.ab.ca)
- Save PDF as **[Your Organization Name] EOI FORM.**
- Title the subject line as **[Your Organization Name]: 2020-21 Industry LMP EOI Submission.**

**1. OVERVIEW**

LMP is a program element under the Workforce Partnerships Program. The LMP program supports industry-driven workforce development. It is designed to support projects with industry sectors that have common labour market needs.

For a project to be eligible, it must create a measurable impact and align with one or more of the following objectives:

- to encourage, support and facilitate human resource planning and labour market adjustments,
- to promote industry involvement and capacity building in order to address labour market needs, and/or
- to develop and promote labour market intelligence and its use in labour market development.

Program funding is limited and not every eligible EOI will receive funding. Projects will be evaluated on how closely they meet grant criteria and align with LMP Priorities.

## 1.1 2020-2021 LMP PRIORITIES

### **Support Job Creation and Sector COVID-19 Workforce Economic Recovery**

- Develop HR tools to support labour force development in the COVID pandemic and economic recovery and to improve labour productivity.
- Encourage workforce development in all sectors of the economy, with primary focus on the sectors identified in the [Blueprint for Jobs](#), to address immediate and emerging employment supply and demand.
- Address the impacts of workforce and sectoral adjustment by increasing industry capacity and labour market flexibility to build a resilient workforce.

## 2. ELIGIBILITY

Under the LMP program, all projects must include a minimum of three partners prepared to contribute to the project, preferably with representation from various segments of industry. Each partner is expected to assume an active role and to make a significant contribution (in-kind or monetarily) to the proposed project. This will ensure broad-based support for the project, its results and implementation of recommendations. There is no maximum limit to the number of partners involved in a LMP project.

Alberta Labour and Immigration is considered to be one of the three partners. **Alberta Labour and Immigration is a financial contributor only.**

### 2.1 ELIGIBLE ENTITIES

To be eligible for this grant, your organization must be:

- a large employer, industry/employer associations or organization, provincial or national in scope, or
- a municipality or non-profit organization with an industry or sector focus,
- an organization that is provincially or federally incorporated,

Applicants must have a minimum of two years' organizational experience:

- supporting industry, or
- in their particular area of expertise, and have a demonstrated partnership with an organization that has two years' experience supporting industry and workforce needs.

Your proposal must acknowledge that, if your organization is a successful proponent, your organization will be:

- the fiscal agent,
- the lead role in planning the project scope, timeline and outputs,
- the lead for project coordination, and
- accountable for project deliverables and reporting requirements.

## **2.2 ELIGIBLE PROJECTS**

The range of projects possible through the LMP program will vary, but must:

- support activities which address a labour market need,
- involve a partnership,
- be provincial in scope,
- be sector-focused,
- be finite (up to a maximum of 18 months),
- fit within at least one of the LMP priorities and
- indicate clear objectives and outcomes.

The grant contribution from GOA is not to exceed \$100,000.

**Examples of activities that may be considered include:**

### **Research and Analysis to:**

- conduct a labour market environmental scan,
- identify labour market trends,
- develop profiles of the unemployed,
- analyze potential skill gaps and employment opportunities within an industry sector,
- create labour market profiles to anticipate and prepare for future prospects, and
- track or assess labour market interventions.

### **Planning to:**

- assist an industry sector with the development of a strategic plan to prepare for future skill requirements and/or prevent skill shortage,
- develop an industry-based human resource plan to ensure employee skills are maintained, and
- conduct a human resource planning initiative.

**Promotion to:**

- address a current labour market need,
- heighten awareness of labour market issues such as skill shortage through the dissemination of labour market information and/or a career awareness campaign, and
- market new programs or services to address a labour market need within an industry sector.

**Communications to:**

- assist industry sectors or associations to share best practices in human resource development and career/employment training,
- conduct industry consultations that assist in improving human resource development and/or labour market adjustment needs,
- initiate discussions regarding industry challenges and labour market opportunities, and
- assist in the development and/or dissemination of industry-based labour market products to address an identified need.

**Coordination to:**

- facilitate industry problem solving relating to labour market issues, and
- support career fairs, career and employment conferences and job fairs only if the outcome will address a labour market need and improve capacity of industry to deal with human resource requirements and/or address labour market adjustment needs.

**If the outcome is not intended to address this criterion, other sources of funding should be considered.**

**2.3 INELIGIBLE ACTIVITIES:**

Examples of activities that will **NOT** be supported through the LMP program include projects that:

- **include direct service delivery to individual clients,**
- **provide funding to cover employee-training costs**
- assist employers, associations, training institutions and communities to develop their infrastructure (i.e. photocopiers, computers or printers) and/or to cover day-to-day operational costs,
- provide funds to cover hosting costs,
- will only benefit the Government of Alberta (GOA),
- involve the GOA or any other government as the primary recipient of goods and services (Products, plan and strategies produced through the LMP program are for the use of the funding recipients and/or industry associations),
- market or direct clients to provincial/federal programs,
- create a long-term funding dependency,
- duplicate and/or replace programs or services already provided by the GOA,

- duplicate information/education products already available,
- address union-management collective bargaining issues,
- support an educational institution in determining its training needs and/or developing its own curriculum, and
- assist business/industry in research related to new products or product development.

### **3. EXPRESSION OF INTEREST (EOI)**

The EOI is a new addition to the CFP. The EOI is the first stage that Industry Workforce Partnerships (IWP) uses to evaluate the alignment between a proposed project and the goals and outcomes of Labour Market Program funding.

The EOI form will be evaluated to determine project eligibility. The EOI must fully address each of the evaluation criteria as outlined in this Guideline. If successful, the applicant will be invited to submit a full proposal package for the second stage of the CFP evaluation process.

Only **one EOI per organization** is eligible. Subsequent EOIs from the same organization will not be considered.

EOIs that do not meet the requirements described in this Guideline may be rejected in whole or in part, or not considered by IWP. IWP reserves the right to accept or reject an EOI based on this criteria.

- Use the EOI form along with this Guideline to describe the proposed project.
- Be as complete and concise as possible with your responses. All sections must be completed.
- Word count per section should not exceed 120. Anything longer will not be considered.
- Applicants will receive confirmation that their submission has been received.
- Shortlisted applicants will be notified and invited to participate in the proposal stage.

All applicants will be notified of the results of their EOI submission. No updates will be provided during the evaluation process.

### **4. EXPRESSION OF INTEREST QUESTIONS**

From the launch of the EOI until August 12, 2020, questions can be submitted to [IWP@gov.ab.ca](mailto:IWP@gov.ab.ca). Questions will be answered and posted to the website on August 19, 2020.

### **5. PROPOSAL REQUIREMENTS**

Shortlisted EOI applicants will be notified and invited to submit a proposal application package (application) by **October 23, 2020 by 11:59 pm MST. Only complete applications will be considered.** A complete application consists of **ALL** of the following mandatory components:

1. Signed Application Form
2. Application Proposal Template
3. Budget Template
4. Additional Supporting Documents

See Appendix A for Application Checklist

#### **4.1 Length and Font**

- Use Arial font, size 12, single spacing for Word and Excel documents.
- Ensure page numbers are on each page of the project description and budget.
- The proposal template, including the budget template, must be no more than 20 pages (excluding supporting documents).
- An appendix is optional. The appendix cannot exceed 5 pages.

**NOTE: If a project proposal (excluding supporting documents) is longer than 20 pages, only the first 20 pages will be considered.**

- *If server restrictions prohibit the use of large email attachments, send an email to [IWP@gov.ab.ca](mailto:IWP@gov.ab.ca) indicating that multiple emails are necessary in order to fulfill all submission requirements, and then proceed to do so.*

## **6. APPLICATION QUESTIONS**

From the launch of the proposal stage until October 2, 2020, questions can be submitted to [IWP@gov.ab.ca](mailto:IWP@gov.ab.ca). Questions will be answered and posted to the website on October 12, 2020.

## **7. APPLICATION REVIEW PROCESS**

After applying, the following steps occur:

### **7.1. Initial Screening**

Once the application package has been received, a notice of receipt will be sent. Thereafter, an initial screening is done to ensure that the application is complete and meets the eligibility criteria.

## 7.2. Committee Review

Applications that pass the initial screening are reviewed and scored by a committee. Scoring will be based on the overall application package and how it addresses selection criteria.

Selection Criteria	Max. Points Awarded
Project Need	30
Project Description	20
Ability of organization to deliver project	10
Level to which priorities, activities, and objectives are met	15
Risk identification and management	5
Budget and project costs	20
TOTAL Possible Points	100

## 7.3. Internal Review

Department staff will consider all applications recommended by the application review committees, and award grants based on application scores, as well as provincial needs, priorities and available funding.

All applicants will be notified of the results of their applications upon completion of the evaluation process. No updates will be provided during the evaluation process.

## 8. EXPECTATIONS OF SUCCESSFUL CANDIDATES

**Upon project approval, successful grant recipients will be required to:**

- demonstrate sound financial and personnel management throughout the project,
- submit complete, timely, and accurate reports as requested,
- respond to further information requests regarding the project when needed, and
- comply with the terms and conditions of the grant agreement.

In addition, if the grant recipient is required to collect or handle personal information, they must comply with the privacy requirements of the *Freedom of Information and Protection of Privacy 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 grant 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 the *Freedom of Information and Protection of Privacy Act*. This Act allows any person right of access to records in the custody or under the control of the department subject to limited and specific exceptions. Should you wish to learn more about the application of the Act to

the proposal you are submitting, please see the following link:  
<http://www.servicealberta.ca/foip/resources/guidelines-and-practices.cfm>

## APPENDIX A

### Application Checklist

<b>Signed Grant Application Form</b>	<b>[Your Organization Name] App_Signed.pdf</b>	<b>PDF</b>
<b>Application Proposal Template (maximum 20 pages)</b>	<b>[Your Organization Name] Proposal.pdf</b>	<b>PDF</b>
<b>Budget Template</b>	<b>[Your Organization Name] Budget.xlsx</b>	<b>Excel</b>
<b>Supporting Documents</b>	<b>[Your Organization Name] SupportingDocs.pdf</b>	<b>PDF <i>One scanned file</i></b>
<p><b>Email completed submission package to: <a href="mailto:IWP@gov.ab.ca">IWP@gov.ab.ca</a>            Title the subject line as: [Your Organization Name] 2020-21 Industry LMP Application Submission.</b></p>		

## APPENDIX B

### Glossary of Terms Specific to the LMP Program

#### 1. **Workplace Human Resource Development**

This involves the design, development and implementation of human resource strategies. It might include the analysis of employment opportunities within an industry sector; identification of labour market trends; identification of skills gaps and barriers to hiring and retaining human resources; and development of an industry-based human resource plan.

#### 2. **Labour Market Adjustment Strategies**

This refers to activities that result in improved balance between the supply and demand of a labour force situation. It might include an assessment of a current situation such as a closure of a major employer; the development of a human



resource plan aimed at improving the imbalance between the supply and demand of a labour force situation; and activities that heighten awareness of labour market issues.

3. **Labour Market Intelligence**

Strategic assembly, interpretation and use of information and resources that contribute to better planning, leveraging, implementation and evaluation in labour market development.

4. **Labour Market Development**

Refers to the labour market as well as the people and measures that promote the matching of labour market demand and supply. This could include skills acquisition to meet labour market demands but could also include measures that increase the efficiency of the labour market.

5. **Partners**

In the case of the LMP program, "partners" refers to evidence that there is a minimum of three parties prepared to contribute (in-kind or monetarily) to the outcome of the project.

6. **Skill Shortage**

A situation of skill shortage occurs when, under existing labour market conditions and at any particular time and geographical location, the skills readily available within the labour market fall short of the requirements.