

ALBERTA SETTLEMENT AND INTEGRATION PROGRAM (ASIP)  
CALL FOR PROPOSALS  
**Settlement, Integration & Language Projects**  
2018-2019 APPLICATION GUIDELINES

**Objective:**

To contribute to the successful settlement and integration of newcomers to Alberta through projects that complement the suite of services and programs provided by other stakeholders.

**Department:**

Alberta Labour

**Contact:**

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

**CLOSING DATE AND TIME:**

Applications MUST be received electronically by **11:59 p.m. on August 1, 2018.**

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. Faxed submissions will not be accepted.

**SUBMISSIONS:**

- Send to [NewcomerSupports@gov.ab.ca](mailto:NewcomerSupports@gov.ab.ca).
- Title the subject line as **"Your Organization Name\*: 2018-19 SILP CFP Submission"**.
- *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 CALL:**

There will be an opportunity for applicants to ask questions. Preference will be given to questions submitted in advance to [NewcomerSupports@gov.ab.ca](mailto:NewcomerSupports@gov.ab.ca) by **4:30 p.m. on Monday, July 9, 2018.**

Date: Wednesday, **July 11, 2018**

Time: **9:00 - 10:30 a.m.**

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

Conference Call ID#: 5170614

# Settlement, Integration & Language Projects 2018-2019 APPLICATION GUIDELINES

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## 1. MANDATE

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

### A. GOVERNMENT OF ALBERTA

The Government of Alberta is working to make life better for all Albertans by creating and supporting jobs, by making life more affordable, and by protecting health care and education. This mandate is supported under Strategy 2 of the 2018-2021 Strategic Plan *“Protecting Vital Public Services: Safe and Inclusive Communities Where No One is Left Behind”*.

### B. MINISTRY OF LABOUR

The Government of Alberta recognizes the important contributions that newcomers make to the social and economic fabric of Alberta. The Ministry of Labour’s mandate includes the responsibility to “ensure that newcomers have access to supports and services that will help them settle successfully in Alberta and prepare them to contribute to Alberta’s dynamic economy.”

The [2018-2021 Business Plan](#) identifies three outcomes for the work of the Ministry. Outcome Three is *Workers and newcomers are well-prepared to participate in Alberta’s dynamic labour market*. Working toward this outcome, the Ministry supports employers in attracting, developing and retaining qualified workers and works with federal, municipal and community partners to “help newcomers settle successfully in the province.”

### C. NEWCOMER INTEGRATION - SETTLEMENT AND LANGUAGE PROGRAMS

Settlement and Language Programs, which sits within the Newcomer Supports branch of Alberta Labour, promotes and supports the settlement and integration of all newcomers to Alberta, including refugees, recognizing that integration involves both the newcomer and the community. The unit contributes to the Settlement and Integration system in Alberta by supporting service providers in meeting the needs of newcomers, and communities, including workplaces, in being welcoming to newcomers.

## D. THE ALBERTA SETTLEMENT AND INTEGRATION PROGRAM (ASIP)

In support of newcomer integration, provincial programming has recently undergone a process of renewal. The new Alberta Settlement and Integration Program supports the successful settlement and integration of newcomers into Alberta's social and economic landscape. The program funds settlement, integration and language initiatives that increase newcomers' awareness of and access to services while reducing barriers and gaps during the settlement and integration process.

The program supports activities that contribute to the following outcomes:

- newcomers have information about living and working in Alberta, and about access to services and opportunities that support their settlement and integration;
- settlement, integration and language needs of newcomers are met through programs and services provided by organizations; and
- newcomers are welcomed and well-received within communities, workplaces and service organizations.

The program is flexible and responsive to the emerging needs and shifting landscape of Alberta's newcomers. Funded initiatives encourage the development of new collaborations and partnerships between settlement, language and employment organizations, as well as with mainstream service organizations, employers, and immigrant-receiving workplaces and communities. The program helps organizations to develop and implement innovative approaches to support settlement and integration.

Alberta Labour collaborates and coordinates with all orders of government – federal, other provincial ministries, and municipal – to work towards common goals to better support settlement and integration efforts for newcomers. The program helps to fill settlement service gaps that are not funded by the federal government.

### **PROGRAM AREAS OF FOCUS**

The program is designed to target funds into four prioritized areas of focus for maximum impact on improving the settlement and integration experience of newcomers and 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 providers, 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 underserved 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.

For more information about the new Alberta Settlement and Integration Program, see the [AlbertaSettlementandIntegrationProgram.PDF](#) document attached to this call for proposals.

## **SETTLEMENT, INTEGRATION AND LANGUAGE PROJECTS**

The key component of the program is an annual Call for Proposals. The area(s) targeted each year are identified by Alberta Labour based on information gathered from several sources including input from stakeholders across the province.

Settlement, Integration and Language Project grants seek to respond to unmet needs and avoid duplication of services to ensure that allocated provincial dollars can best complement existing services and programs.

## **2. ELIGIBILITY**

### **A. ELIGIBLE ORGANIZATIONS**

- non-profit organizations;
- post-secondary institutions;
- municipalities; and
- registered companies (e.g. consultants or business owner).

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

- supporting newcomers, or
- in their particular area of expertise, along with a demonstrated partnership with an organization that has two years' experience supporting newcomers.

### **Projects with Partnerships**

**Applying organization:**

- must be an eligible organization listed above
- is the fiscal agent
- has the lead role in planning the project scope, timeline and outputs
- leads the project coordination
- is accountable for all project deliverables and reporting requirements

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

## B. ELIGIBLE PROJECTS

An eligible organization may submit a maximum of two (2) applications in response to this call for proposals.

**Projects must:**

- Be time-limited, up to a maximum of 24 months.
- Fit within one of the four funding streams identified in Section 3 of these Guidelines.
- Address at least one of the outcomes identified for the funding stream.
- Cost no more than the funding cap set for the stream.

## C. ELIGIBLE COSTS

Justification for all eligible costs **must** be included alongside each budget line item in the comments/explanation column on the budget sheet you submit as part of your application.

Eligible costs include:

- Costs associated directly with the delivery of the project.
- Costs associated with addressing barriers to accessing your project activities.

Ineligible Costs:

- Learner benefits
- Childcare
- Hosting of conferences

## 3. FUNDING STREAMS

The current 2018-19 call for proposals seeks to support the settlement and integration of newcomers and their families by funding community-based projects under four funding streams:

1. Basic Settlement Services for IRCC Ineligible Clients
2. Building Community Receptive Capacity
3. Supporting Labour Market Integration
4. Innovation

## 1. BASIC SETTLEMENT SERVICES FOR IRCC INELIGIBLE CLIENTS

**Cap: Up to \$100,000**

**Eligible beneficiaries** (See Glossary for details)

- Naturalized Canadian citizens
- Temporary residents on a pathway to permanency through the Alberta Immigrant Nominee Program (AINP)

This funding stream relates to the area of focus for underserved clients. While basic settlement services are provided by the federal government, some newcomers to Alberta are not eligible for those services. This stream fills that gap.

The Government of Alberta currently has agreements for the provision of basic settlement services to Immigration, Refugees and Citizenship Canada (IRCC) ineligible clients in Fort McMurray, Grande Prairie, Edmonton, Brooks, Calgary, Red Deer, Taber, and Two Hills. We invite applications for projects that complement rather than duplicate existing services to address unmet needs.

To align all agreements for Basic Settlement Services, projects funded under this stream **must** have an end date on or before October 31, 2019.

**Eligible service activities**

- Orientation, Information and Referral
- Translation and Interpretation
- Supportive Counseling

**Outcomes**

Newcomers have:

- Awareness of resources and service/program opportunities to support their settlement and integration
- Ability to access available programs and services

## 2. BUILDING COMMUNITY RECEPTIVE CAPACITY

**Cap: Up to \$250,000**

**Eligible beneficiaries** (See Glossary for details)

- Service Providers
- Employers and workplaces

Within the Building Community Receptive Capacity area of focus, we invite applications that address **one** of the two areas listed below.

**A. Meeting the needs of service providers** by filling knowledge gaps and providing skills training.

Examples include but are not limited to:

- Resources or training to support practitioners and teachers to recognize and respond to unique client needs such as mental health issues, or unique client groups such as LGBTQ, newcomers with disabilities, seniors, women, youth, refugees, Francophones, etc., and to be able to make informed referrals on to other supports as needed
- Intercultural communication skills for practitioners or teachers
- Support smaller and /or new service providers to meet the needs of newcomers
- Supports and/or resources that assist mainstream service providers e.g. health, mental health, education, housing, justice, family and children's services, etc. to better meet the needs of newcomers, especially in smaller centres and rural areas

**B. Building Receptive Capacity of Workplaces**

Supporting employers to hire, support and retain newcomer employees.

Examples include but are not limited to:

- Projects that support employers in welcoming and integrating newcomers into the workplace e.g. Intercultural Competency or Diversity and Inclusion training for employers to support their efforts in better engaging and retaining newcomers in the workplace
- Information, supports or training for employers to better understand, assess and respond to the needs of newcomers in the workplace
- Coordinated approaches or networking opportunities which facilitate partnerships between workplaces and immigrant-serving organizations and/or language training providers

### **Outcomes**

Service providers and employers have:

- Awareness of resources and service/program opportunities to support newcomer settlement and integration, including labour market information and integration resources.
- Knowledge of newcomer needs.
- Skills to effectively respond to the needs of newcomers.



### 3. SUPPORTING LABOUR MARKET INTEGRATION

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

**Eligible beneficiaries** (See Glossary for details)

- Permanent Residents including Convention Refugees
- Naturalized Canadian citizens
- Temporary residents on a pathway to permanency through the Alberta Immigrant Nominee Program (AINP)

Within the area of focus for Supporting Labour Market Integration, we invite applications for employment related supports for newcomer groups that are under-represented or face unique needs (for example: youth, women, LGBTQ, Francophones, low literacy, highly trained) that provide opportunities to develop knowledge and/or skills to progress along their pathway to labour market integration.

Examples include but are not limited to:

- Occupation-specific language training and intercultural communication skills for highly educated/trained francophone immigrants
- Workplace culture, essential skills and communication skills for semi-skilled or low skilled newcomers
- Networking opportunities such as mentoring or volunteering for low literacy immigrant women
- Supports for high need and/or multi-barriered newcomers seeking to enter the labour market

**Outcomes**

Newcomers have:

- Awareness of labour market integration resources and programs and services
- Ability to access labour market integration services sooner than without support
- Ability to connect with workplaces, including knowledge, skills and opportunities

**Notes**

- Priority will be given to organizations that contribute financially or in-kind to the project.
- Projects that provide employment related training must target:
  - Permanent Residents and/or Naturalized Canadian citizens **OR**
  - Temporary residents on a pathway to permanency through the Alberta Immigrant Nominee Program (AINP)

## 4. INNOVATION PROJECTS

**Cap: Up to \$500,000**

**Eligible beneficiaries** (See Glossary for details)

- Permanent Residents including Convention Refugees
- Naturalized Canadian citizens
- Temporary residents on a pathway to permanency through the Alberta Immigrant Nominee Program (AINP)
- Service providers and Communities (including Workplaces)

Projects within the Innovation stream may address any of the four areas of focus:

- Improve settlement information accessibility
- Build communities' receptive capacity to better serve newcomers needs
- Respond to emerging needs and underserved clients
- Support initiatives that will result in improved newcomers' labour market integration outcomes

**Innovation** is defined as a process by which new and improved strategies, products and/or services are researched, developed and piloted.

We invite applications for projects that focus on the development of new knowledge and/or new strategies that support newcomer integration.

Examples include but are not limited to:

- Exploring new methods or models of service delivery (such as those that use online platforms, virtual classrooms, or social media)
- Supports that involve coordination of resources through new or emerging collaborative community and/or workplace engagement
- Research studies and/or pilots of new teaching methods or learning resources

### **Outcomes**

Innovation projects will result in:

- New knowledge and/or
- New strategies to support newcomer integration

### **Notes**

Projects that provide employment related training must target:

- Permanent Residents and/or Naturalized Canadian citizens **OR**
- Temporary residents on a pathway to permanency through the Alberta Immigrant Nominee Program

## 4. APPLICATION REQUIREMENTS

**Only complete applications will be considered. A complete application consists of ALL the following mandatory components:**

1. 2018-19 CFP Application Instructions and Checklist  
**This form provides detailed instructions for each of the components below. Please read it carefully.**
2. Application form (1 signed and 1 unsigned copy)
3. Project Description
4. Implementation Plan
5. Outcomes and Measures Table
6. Budget (1 signed and 1 unsigned copy)
7. Supporting Documents
  - Organizational Chart and/or Staff List
  - Signed reference letter
  - Signed letter of commitment from partner if applicable
  - Current certificate of insurance
  - Diversity and Inclusion statement

### **Length and Font**

- Use Arial font, size 12, single spacing for Word and Excel documents. This requirement does not apply to PDF documents if they have already been created.
- Ensure page numbers are on each page of the project description and budget.
- The project description must be no more than 12 pages.
- An appendix is optional. The appendix cannot exceed 5 pages.

**NOTE: If a project description is longer than 12 pages, only the first 12 pages will be read.**

### **Transparency**

If a project is an element of a larger initiative supported by another funding body such as Immigration, Refugees and Citizenship Canada, a letter of acknowledgment from that source must be attached to the proposal.

## 5. APPLICATION EVALUATION & SELECTION

Applications received by the submission deadline will be screened for eligibility. All eligible applications will be reviewed and scored by a committee. Scoring will be based on the overall application package and how it addresses the following criteria:

1. Need for the project – 10 points
2. Project components and design – 15 points
3. Ability of organization(s) to deliver project – 10 points

4. Risk identification and management - 5 points
5. Implementation plan - 20 points
6. Outcome measurement plan – 20 points
7. Budget and project costs – 20 points

Department staff will consider all applications recommended by the proposal review committees and award grants based on proposal scores, as well as provincial needs, priorities and available funding. All applicants will be notified of the results of their application.

## 6. EXPECTATIONS OF SUCCESSFUL APPLICANTS

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

- demonstrate sound financial and personnel management
- submit complete, timely, and accurate reports as requested
- respond to further information requests regarding the project when needed
- assist department staff, as requested, with verification of agreement compliance through file audits or client follow-up
- comply with the terms and conditions of the grant agreement
- If the project will result in the development of ESL related resources or materials, these are to be sent to the Ministry of Labour to be posted on the ATESL website and Tutela Resource database.

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 contract. The grant recipient will be required to protect the confidentiality and privacy of each individual's personal information accessible to the recipient or collected under the agreement.

All documents submitted to Alberta Labour 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>

## 7. QUESTIONS AND APPLICANTS' CONFERENCE CALL

- There will be an applicants' conference call on **Wednesday, July 11, 2018 from 9:00-10:30 am**. Please dial **780-409-9282** or toll free **1-866-792-1317** and enter **5170614** at the prompt.
- **All those interested in applying for project funding are encouraged to participate.**
- You may submit your questions in writing prior to the conference call to [NewcomerSupports@gov.ab.ca](mailto:NewcomerSupports@gov.ab.ca) by **4:30 pm on July 9, 2018**.
- If you are unable to submit questions or participate on the conference call, responses to questions will be posted on our website <https://www.alberta.ca/settlement-integration-language-projects-grants.aspx>.
- To ensure fairness and transparency, the applicants' conference call will be the **final opportunity** to have your questions answered prior to the submission deadline. No further questions will be answered after the applicants' conference call.

## APPENDIX A: GLOSSARY

Word	Definition
<b>Alberta Immigrant Nominee Program</b>	The Alberta Immigrant Nominee Program is an economic immigration program operated by the Government of Alberta with the Government of Canada's department of Immigration, Refugees and Citizenship Canada. Individuals, together with their spouse/common-law partner and dependent children, who apply to the program and are successful, will receive a nomination certificate.
<b>Community</b>	Locations and/or groups comprised of people with similar characteristics or goals (e.g. shared sense of belonging).
<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>In-kind Contributions</b>	Contributions of goods or services, other than cash, such as space, equipment or financial services.
<b>Innovation</b>	A process by which new and improved strategies, products and/or services are researched, developed and piloted.
<b>Integration</b>	A two-way process that involves commitment on the part of newcomers to engage in life in Canada as well as on the part of Canadians to welcome and give value to the rich cultural diversity that newcomers bring.
<b>Intersecting identity factors</b>	Identity factors refer to characteristics such as gender, age, culture, language, sexual orientation, education ability, geographic location, migration status, faith, ethnicity and socio-economic status. The overlapping of these characteristics contributes to one's experiences and influences the achievement of intended outcomes of an initiative.
<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>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.                             <ul style="list-style-type: none"> <li>○ Examples: Clients who complete the program will demonstrate increased confidence in job interviews or increased acceptance of mental health issues, etc.</li> </ul> </li> <li>• <b>Intermediate outcomes:</b> changes in behaviour as a consequence of achieving one or more of the immediate outcomes.                             <ul style="list-style-type: none"> <li>○ Examples: Clients have more successful job interviews or clients access mental health services when needed.</li> </ul> </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> <li>• <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).</li> </ul>
<b>Output/Output Measures</b>	<p>The number of products and services produced by the activities (deliverables).</p> <p><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>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>Settlement</b>	<p>The process of setting up one’s life in a new country; involves meeting basic needs, accessing education and/or the labour market, connecting with community and addressing other personal, emotional, financial and spiritual needs.</p>
<b>Smaller Centres and Rural Areas</b>	<p>All territory lying outside of the Calgary and Edmonton metropolitan areas.</p>

<b>Word</b>	<b>Definition</b>
<b>Temporary residents on a pathway to permanency through the Alberta Immigrant Nominee Program</b>	Temporary residents who have a valid work permit and have either a valid (not expired) Alberta Immigrant Nominee Program letter/certificate of nomination OR a letter of acknowledgement of receipt of application through the Provincial Nominee Program from Immigration, Refugees and Citizenship Canada.
<b>Welcoming</b>	Involves a continuum of activities (awareness, education) that create opportunities for the integration of newcomers.



## APPENDIX B: RESOURCES FOR WRITING PROPOSALS

- [http://www.ohcc-ccso.ca/en/webfm\\_send/723](http://www.ohcc-ccso.ca/en/webfm_send/723) *Strategies for Effective Proposal Writing*: Ontario Healthy Communities Coalition
- <https://www.youtube.com/watch?v=3VLiDiTiQjA&feature=youtu.be> Key Ingredients of a Good Grant Proposal: A video of a presentation by Dr. Jocalyn Clark from Grand Challenges Canada.