

Labour Market Partnership (LMP) Program Call for Proposals (CFP)

2018 – 2019 Application Guidelines

Objective

Projects are 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

Contact

All inquiries pertaining to this CFP should be directed to IWP@gov.ab.ca

Closing Date and Time

Applications MUST be received electronically by **11:59 p.m. on November 16, 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 call (780) 427-3163.

Submissions

- Send to IWP@gov.ab.ca
- Title the subject line as **[Your Organization Name]: 2018-19 Industry LMP CFP Submission.**
- *If there are server restrictions that prevent you from sending large email attachments, please send an email to IWP@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.*

1. Overview

LMP is a program element under the Workforce Partnerships Program. The LMP program supports industry-driven workforce development and labour market adjustment strategies. 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 application will receive funding. Projects will be assessed on how closely they meet grant criteria and align with Ministry LMP Priorities.

1.1 2018-2019 LMP Priorities

Priority One: Support Equity and Under-Represented Groups

Support initiatives that:

- Encourage sector, employer, union and provincial initiatives which build capacity to hire and advance women, Indigenous peoples, youth and newcomers in occupations.
- Based on industry, and provincial labour market needs, support initiatives which enhance workforce participation of underrepresented groups.

Priority Two: Technology and Sector Growth

Support initiatives that:

- Support labour market initiatives which address the impacts of rapid technological change on Alberta's workforce and which prepare Albertans for the jobs of tomorrow.
- Support the Climate Change Leadership Plan through labour market initiatives which prepare Albertans for jobs created by the economic growth of a diversified, low carbon economy.

Priority Three: Skills Gaps/Competency-Based Approach

- Support workforce adjustment initiatives which plan for Albertans to gain the skills needed to transition from declining industries into emerging sectors.
- Identify emerging occupations, workforce trends and training gaps through the development of labour market information studies and research.
- Support industry sectors that are interested in competency-based approaches to develop projects leading to increased use of competencies to describe requirements and recruit staff.

Priority Four: Support Provincial Industry, Employer and Union needs

- Support provincial labour market initiatives identified by industry, employers, and unions that encourage increased participation in the 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 is considered to be one of the three partners. **Please note that Alberta Labour 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 non-profit organization with an industry or sector focus,
- an organization that is provincially or federally incorporated,
- 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.

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.

2.2 Eligible Projects

The range of projects possible through the LMP program will vary, but they 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 four LMP priorities,
- indicate clear objectives and outcomes, and
- cost no more than the grant value range of \$75,000 to \$250,000.

Examples of activities that may be considered include:

Research and Analysis to:

- conduct a labour market environmental scan,
- identify labour market trends,
- analyze potential training needs 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 and/or to cover day-to-day operational 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 training needs and/or developing its own curriculum, and
- assist business/industry in research related to new products or product development.

3. Application Requirements

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

1. Application Checklist
2. Signed application form
3. Application Proposal Template
4. Budget Template
5. Outcomes and Measures Table
6. Additional Supporting Documents

3.1 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 and outcomes and measures table, must be no more than 20 pages (excluding supporting documents).
- An appendix is optional. The appendix cannot exceed five (5) pages.

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

4. Applicant Questions

From October 15, 2018 until October 22, 2018 you can submit your applicant questions to IWP@gov.ab.ca. Questions will be answered and posted on the website on October 29, 2018. The CFP closes on November 16, 2018.

5. Review Process

After you apply, the following steps occur:

5.1. Initial Screening

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

5.2. 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	Maximum 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

5.3. 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. No updates will be provided during the evaluation process.

6. 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 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

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.