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 and Immigration

CONTACT:
All inquiries pertaining to this CFP should be directed to NewcomerSupports@gov.ab.ca

CLOSING DATE AND TIME:
Applications MUST be received electronically by 11:59 p.m. on Friday, November 8, 2019.

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 by November 14, 2019 please email NewcomerSupports@gov.ab.ca to advise us. Mailed, faxed or hand-delivered submissions will not be accepted.

SUBMISSIONS:
• Send to NewcomerSupports@gov.ab.ca
• Use this format as the subject “Your Organization Name: 2019-20 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 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 by 11:59 p.m. on Friday, October 11, 2019.
• For those who are unable to submit questions or participate on the call, responses to questions will be posted on our website at 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.

Date: Thursday, October 17, 2019
Time: 9:30 - 11:00 a.m.
Conference Call #: 780-409-9282 or 1-866-792-1317
Conference Call ID#: 5170614
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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.

**Government of Alberta**
The Government of Alberta recognizes and appreciates the contribution newcomers make to our communities and our economy. Alberta has always been a magnet for immigration, and all Albertans benefit from the entrepreneurial drive and skills that newcomers bring.

**The Alberta Settlement and Integration Program**
The Alberta Settlement and Integration Program (ASIP) supports newcomers and communities in Alberta. The program funds Settlement, Integration and Language Projects (SILP). These grants are intended to reduce barriers, address gaps and respond to unmet needs in the settlement and integration process.

Grant funding is allocated to projects that best complement, and do not duplicate, existing services and programs. 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 system improvement approaches to support settlement and integration.

ASIP is designed to support four prioritized areas of focus for maximum impact on improving the settlement and integration experience of newcomers and their 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 under-served 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.
2. FUNDING STREAMS AND NUMBER OF APPLICATIONS
The current 2019-20 CFP seeks to support the settlement and integration of newcomers and their families by funding community-based projects under three funding streams:

1. Building Community Receptive Capacity
2. Supporting Labour Market Integration
3. System Improvement

Applicants are expected to incorporate the other two areas of focus (improving settlement information accessibility, and responding to emerging needs and under-served clients) into your proposed project(s). This can include informing target beneficiaries of the project.

An eligible organization may submit a maximum of two applications in response to this CFP. There are no restrictions regarding to which streams an eligible organization can apply. Proposals must fit within one of the three funding streams identified above.
STREAM 1: BUILDING COMMUNITY RECEPTIVE CAPACITY

A. APPLICANTS
Eligible Applicants include:
- non-profit organizations;
- post-secondary institutions;
- municipalities, including municipal districts; and
- registered companies (e.g. consultants or business owner).

Applicants must have a minimum of two years’ organizational experience:
- supporting newcomers, or
- have a partnership with an organization that has two years’ experience supporting newcomers.

For projects with partnerships, the 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; and
- is accountable for all project deliverables and reporting requirements.

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

B. ELIGIBLE BENEFICIARIES (See Glossary for details)
- Service providers
- Employers and workplaces
- Communities (in particular small centres and rural areas)

C. DURATION
- Eligible projects are time-limited, up to a maximum of 24 months.

D. FINANCIAL CONSIDERATIONS

Cap for Stream 1: Up to $300,000

Eligible projects must not exceed the funding cap set for the stream. Justification for all eligible costs must be included alongside each budget line item in the comments/explanation column on the budget sheet.

Eligible costs include:
- Costs associated directly with the delivery of the project; and
- Costs associated with addressing barriers to accessing your project activities.
Ineligible Costs:
- Learner benefits;
- Childcare; and
- Hosting of conferences.

E. PRIORITIES
Within the Building Community Receptive Capacity stream, priority will be given to rural renewal, to support communities to build their ability to welcome and support newcomers. Of particular interest are projects that build the receptive capacity within small centres and rural areas by supporting municipalities, charitable and non-profit organizations and employers in towns or rural communities to welcome, settle and retain newcomers.

Examples include, but are not limited to:
- Resources or training to support service providers and/or teachers to recognize and respond to the needs of newcomers, and to be able to make informed referrals on to other supports as needed;
- Projects that support employers in welcoming and integrating newcomers into the workplace e.g. Intercultural Competency, or Diversity and Inclusion presentations and workshops for employers to support their efforts in better engaging and retaining newcomers in the workplace;
- Coordinated approaches or networking opportunities, which facilitate partnerships between workplaces and immigrant-serving organizations and/or language training providers.
- Partnerships between municipalities and newcomer support organizations to enhance their ability to welcome newcomers.

F. OUTCOMES
Eligible projects must address at least one of the outcomes identified for the funding stream.

Service providers, employers and workplaces, and communities have:
- Awareness of resources and service/program opportunities to support newcomer settlement and integration;
- Awareness of current information and resources that support labour market integration
- Knowledge of newcomer needs;
- Ability to respond effectively to the needs of newcomers including knowledge, skill, attitude, or motivation.
STREAM 2: SUPPORTING LABOUR MARKET INTEGRATION

A. APPLICANTS
Eligible Applicants include:
- non-profit organizations;
- post-secondary institutions;
- municipalities, including districts and rural counties; and
- registered companies (e.g. consultants or business owner).

Applicants must have a minimum of two years’ organizational experience:
- supporting newcomers, or
- have a partnership with an organization that has two years’ experience supporting newcomers.

For projects with partnerships, the 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; and
- is accountable for all project deliverables and reporting requirements.

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

B. ELIGIBLE BENEFICIARIES (See Glossary for details)
- Permanent Residents including Convention Refugees
- Naturalized Canadian Citizens

C. DURATION
- Eligible projects are time-limited, up to a maximum of 24 months.

D. FINANCIAL CONSIDERATIONS

Cap for Stream 2: Up to $300,000

Eligible projects must not exceed the funding cap set for the stream. Justification for all eligible costs must be included alongside each budget line item in the comments/explanation column on the budget sheet. Priority will be given to organizations that contribute financially or in-kind to the project.

Eligible costs include:
- Costs associated directly with the delivery of the project; and
- Costs associated with addressing barriers to accessing your project activities.

Ineligible Costs:
- Learner benefits;
- Childcare; and
- Hosting of conferences.
E. PRIORITIES
Within the Supporting Labour Market Integration stream, priority will be given to employment related supports and training for under-employed professionals, and groups that are under-represented or face unique needs.

Examples include, but are not limited to:
- Occupation-specific language training and intercultural communication skills for highly educated/trained newcomers;
- Workplace culture, essential skills and communication skills training; and
- Supports for high need and/or multi-barri ered newcomers seeking entry to the labour market.

F. OUTCOMES
Eligible projects must address at least one of the outcomes identified in the funding stream.

Newcomers have:
- Awareness of labour market integration resources, programs and services;
- Ability to access labour market integration services; and/or
- Ability to connect with workplaces, including increased knowledge, skills and opportunities.
STREAM 3: SYSTEM IMPROVEMENT

A. APPLICANTS
Eligible Applicants include:
- non-profit organizations;
- post-secondary institutions;
- municipalities, including districts and rural counties; and
- registered companies (e.g. consultants or business owner).

Applicants **must** have a minimum of two years’ organizational experience:
- supporting newcomers, or
- have a partnership with an organization that has two years’ experience supporting newcomers.

For projects with partnerships, the 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; and
- is accountable for all project deliverables and reporting requirements.

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

B. ELIGIBLE BENEFICIARIES (See Glossary for details)
- Permanent Residents including Convention Refugees
- Naturalized Canadian citizens
- Service providers
- Employers and workplaces
- Communities (in particular small centres and rural areas)

C. DURATION
- Eligible projects are time-limited, up to a maximum of 24 months.

D. FINANCIAL CONSIDERATIONS

**Cap for Stream 3: Up to $400,000**

Eligible projects must not exceed the funding cap set for the stream. Justification for all eligible costs **must** be included alongside each budget line item in the comments/explanation column on the budget sheet.
Eligible costs include:
- Costs associated directly with the implementation of the project; and
- Costs associated with addressing barriers to accessing your project activities.

Ineligible Costs:
- Learner benefits;
- Childcare; and
- Hosting of conferences.

E. PRIORITIES (See Glossary for definition of system improvement)
Projects within the System Improvement stream may address any of the four ASIP areas of focus (see Section 1). Priority will be given to creative approaches that contribute to the effectiveness and/or efficiency of the settlement and integration system. Project activities may include researching and developing new knowledge, or exploring and testing new strategies and ideas, to improve the settlement and integration experience and outcomes for newcomers.

Examples include but are not limited to:
- Exploring new methods or models of service delivery (such as those that use online platforms or social media), or pilots of new teaching methods, or learning resources;
- Supports that involve coordination of resources through new or emerging collaborative community and/or workplace engagement.

F. OUTCOMES
System Improvement projects will benefit the settlement and integration sector by contributing to new strategies to support newcomer integration.

- Evaluation of the strategy
  - For projects that involve a new approach to the delivery of services or training to newcomer or community beneficiaries, the degree of their success at achieving the desired outcomes will be one measure of the success of the new approach.
  - Conclusions regarding feasibility of the strategy.
- Conclusions and recommendations for next steps in developing or implementing the strategy
- Implications of the project results for the settlement and integration system

G. PUBLIC REPORT
It is expected that all system improvement projects will result in a public report that contains the insights gained through the project activities and any information, resources and recommendations for others who may wish to repeat or build on the work done.
3. NOTE TO APPLICANTS
The information and requirements that follow, apply to all applicants across all three streams.

4. APPLICATION REQUIREMENTS
Only complete applications will be considered. A complete application consists of SEVEN mandatory components:

1. 2019-20 CFP Application Checklist
   - This form provides detailed instructions for each of the components below. We suggest you print a copy and refer to it frequently when completing your application forms. The checklist must be submitted as part of your application package.

2. Application Form
3. Project Description
4. Implementation Plan
5. Outcomes and Measures Table
6. Budget
7. Supporting Documents (one scanned PDF document)
   a. Signed Application Form
   b. Signed Budget
   c. Signed letter(s) from other funding source(s) or email from funder(s) acknowledging their funds for the proposed project
   d. Signed letter of commitment from partner(s) or email from partner(s) outlining their role and support for the proposed project, if applicable
   e. One (or two maximum) signed reference letter(s) or email(s) speaking to the applicant’s knowledge and experience regarding the proposed project
   f. Organizational Chart and/or Staff List

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.
5. EVALUATION & SELECTION
Applications received by the submission deadline will be screened for eligibility. Eligible applications will be scored by a review committee, whose recommendations will be considered by department staff. All applicants will be notified of the results of their application.

Proposals will be scored based on the following criteria:
- Demonstrated need for the project – 15 points
- Project components and design – 15 points
- Capacity of organization(s) to deliver project – 15 points
- Risk identification and management – 5 points
- Implementation plan – 15 points
- Outcomes measurement plan – 15 points
- Budget and project costs – 20 points

Additional considerations for selection include:
- Provincial needs;
- Priorities; and
- Available funding.

6. EXPECTATIONS OF SUCCESSFUL APPLICANTS
Upon project approval, successful grant recipients agree to:
- demonstrate sound financial and personnel management
- submit complete, timely, and accurate reports
- respond to further information requests regarding the project
- assist department staff with verification of agreement compliance (file audits, client follow-up)
- comply with the terms and conditions of the grant agreement

If the project will develop ESL related resources or materials, these should be sent to Alberta Labour and Immigration, and posted on the ATESL website and Tutela Resource database.

If the project will develop settlement and integration related resources or materials, these should be sent to Alberta Labour and Immigration, and posted on the AAISA website.

The grant recipient must comply with the privacy requirements of the Freedom of Information and Protection of Privacy (FOIP) 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 agreement. The grant recipient is required to protect the confidentiality and privacy of personal information accessible to the recipient or collected under the 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 FOIP. This Act allows any person right of access to records in the custody or under the control of the department subject to specific exceptions.

To learn more about the application of the Act to your proposal, visit: http://www.servicealberta.ca/foip/resources/guidelines-and-practices.cfm
## 7. APPENDIX A: GLOSSARY

<table>
<thead>
<tr>
<th>Word</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Alberta Immigrant Nominee Program</td>
<td>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.</td>
</tr>
<tr>
<td>Community</td>
<td>Locations and/or groups comprised of people with similar characteristics or goals (e.g. shared sense of belonging).</td>
</tr>
<tr>
<td>Connect</td>
<td>To make contact with a person, group, or service to gain information, access services or develop a relationship/network.</td>
</tr>
<tr>
<td>Convention Refugees</td>
<td>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.</td>
</tr>
<tr>
<td>In-kind Contributions</td>
<td>Contributions of goods or services, other than cash, such as space, equipment or financial services.</td>
</tr>
<tr>
<td>Integration</td>
<td>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.</td>
</tr>
<tr>
<td>Intersecting identity factors</td>
<td>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.</td>
</tr>
<tr>
<td>Measurement Plan</td>
<td>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.</td>
</tr>
<tr>
<td>Naturalized Canadian Citizen</td>
<td>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.</td>
</tr>
<tr>
<td>Newcomers</td>
<td>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.</td>
</tr>
<tr>
<td>Word</td>
<td>Definition</td>
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| **Outcome**  | An outcome is the impact or consequence from the products or services produced. It addresses the questions: What has been achieved by the project?  

- **Immediate outcomes**: generally changes in awareness, attitude, knowledge or skill that result from the products or services produced.  
  - Examples: Clients who complete the program will demonstrate increased confidence in job interviews or increased acceptance of mental health issues, etc.  
- **Intermediate outcomes**: changes in behaviour as a consequence of achieving one or more of the immediate outcomes.  
  - Examples: Clients have more successful job interviews or clients access mental health services when needed.                                                                                                                                                                                                 |
| **Outcome Measure** | 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.  
  
  - **Good example**: The # and % of learners who complete the program who increase their score by 10 or more points on pre-/post-questionnaire.  
  
  - **Poor example**: 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). |
| **Output/Output Measures** | The number of products and services produced by the activities (deliverables).  
  
  Examples include: # of materials or resources developed, # of clients served, # of workshops delivered, # of community members who attended the workshops, etc.                                                                                                                                                                                                 |
<p>| <strong>Service Provider</strong> | 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>
<table>
<thead>
<tr>
<th>Word</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Settlement</td>
<td>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.</td>
</tr>
<tr>
<td>Small Centres and Rural Areas</td>
<td>All territory lying outside of the Calgary and Edmonton census metropolitan areas.</td>
</tr>
<tr>
<td>System improvement</td>
<td>A process by which new and improved strategies, products and/or services are researched, developed and piloted.</td>
</tr>
<tr>
<td>Welcoming</td>
<td>Involves a continuum of activities (awareness, education) that create opportunities for the integration of newcomers.</td>
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