The 2019-2020 Settlement, Integration and Language Projects (SILP) Call for Proposals (CFP) is the second annual CFP under the Alberta Settlement and Integration Program (ASIP), which was launched in January 2018.

These grants are intended to reduce barriers, address gaps and respond to unmet needs in the settlement and integration process. Projects should address critical needs and complement (not duplicate) existing services.

The CFP is for projects, not ongoing activities, with a maximum duration of 24 months.

You will see similarities and differences from previous Calls for Proposals so we encourage you to read the Application Guidelines carefully.

This year there are three funding streams:

1. Building Community Receptive Capacity
   - Developing the capacity of communities, which includes workplaces and service providers, to support newcomers as well as increasing public awareness, knowledge and understanding of newcomer needs, intercultural communications competence, etc.
   - Priority this year will be given to projects that build the receptive capacity within small towns and rural communities.

2. Supporting Labour Market Integration
   - Connecting newcomers to appropriate existing programs and services and supporting workplace attachment and integration.
   - Priority this year will be given to projects that support unemployed and under-employed foreign-trained professionals or that support groups who face unique needs or are under-represented.

3. System Improvement
   - Exploring creative solutions to improve the effectiveness or efficiency of the settlement and integration system in the province.
   - Projects can address any of ASIP’s four areas of focus:
     - Improving settlement information accessibility
     - Building communities’ receptive capacity
     - Responding to emerging needs and under-served clients
     - Supporting improved labour market attachment
   - Projects in this stream should result in a potential benefit to the system through the development of new knowledge or a new strategy or approach, which is to be shared with the rest of the sector (and beyond if appropriate).

**Application Considerations**

- We are accepting electronic applications only. No hard-copies will be accepted.
- Partial or incomplete applications will **NOT** be considered.
- The due date for applications: 11:59 p.m. MST on November 8, 2019.
• To help with our processing time, we ask you to respect our naming conventions:
  o located on the first page of the Application Guidelines – the subject for the application
    email: “Agency/Org Name: 2019-20 SILP CFP Submission” and
  o in Column C of the Application Instruction and Checklist document for the attached files.
• In all forms:
  o Delete instructions and examples that aren’t required when you input your information in
    the templates, particularly for the Project Description and Implementation Plan. For the
    Outcomes and Measures Template, delete the Instructions and Definitions tab, along with
    Examples and any stream worksheets that do not apply to your project.
  o If, when you insert text, it displays in italics or with a highlight, please remove these formats,
    particularly in the Project Description template.
• In total, your complete application should include 7 electronically submitted documents.
• A complete application includes your:
  1. Application Instructions and Checklist (Excel)
  2. Unsigned Application Form (Excel)
  3. Project Description (Word)
  4. Implementation Plan (Excel)
  5. Outcomes and Measures (Excel)
  6. Unsigned Budget (Excel)
  7. Supporting Documents (one scanned PDF file that has multiple documents)
• The Application Instructions and Checklist
  o Contains detailed instructions so you will want to have it close by when filling out the
    application templates and assembling your application package.
  o As the name indicates, it has two functions: it is primarily a source of instructions and is a
    checklist, intended for you to ‘check off’ each of the items in purple by selecting Yes or No
    from the drop down list in the far right column.
  o This checklist must be submitted with your application. A complete application should have
    a “yes” for everything.
• The Application form
  o Note that on Lines 13, 17 and 22, a drop-down menu provides a list from which to choose.
  o (Lines 18 & 19) Please check the date when you enter it. We have found that different
    versions of Excel process the dates differently and may invert month and day. If needed,
    format the date manually to: day, full month, year (e.g. 01 January, 2020).
  o (Line 21) To fill in the outcomes from the CFP that your project addresses, you will need to
    write out the relevant outcomes. Feel free to copy and paste the text from either the
    Guidelines, or the Outcomes and Measures template.
  o (Lines 38-47) Number of Beneficiaries (Pg 3): Use your experience and your research into
    the need for your project to determine estimates of your target for each beneficiary
    category that applies to your project. We understand that these are estimates and not
    confirmed numbers. Our goal is to understand the breakdown of your clientele or
    beneficiaries. For the beneficiary categories that do not apply to your project, leave them
    blank. The total will calculate automatically.
  o Brief Description of Project (line 50): Short, concise, description of what you will DO in your
    project. For examples, see descriptions online from last year’s Call (2018-19) at
    https://www.alberta.ca/settlement-integration-language-projects-grants.aspx#toc-4
    ▪ For System Improvement projects: Start with one phrase or sentence (NO MORE
      THAN ONE SENTENCE) that identifies the improvement you are exploring.
• **Project Description Template**
  o The maximum number of pages for the project description is 12 pages. You can have an additional 5 pages as Appendices, for a potential total of 17 pages maximum.
  o Recommendations are provided for each section but you are not bound by them; manage your 12 pages as you need to.
  o In the Project Summary section, include a high level description of the activities of the project. Use the implementation Plan to break down the activities into the smaller tasks and steps in the process.

• **Implementation Plan Template**
  o Note that the timeline should be entered in relative terms (weeks, months) rather than specific dates. The timeline will begin when an agreement is signed. Projects will begin in this fiscal year.
  o The project component column should contain the chunks of work needed to be done to complete the high-level activities described in your Project Summary along the timeline.
  o In the Project Activities column, break down the high-level chunks into smaller steps.

• **Outcomes and Measures**
  o Review the Instructions and Definitions and the Examples tabs to help you fill out the tables.
  o If your project addresses outcomes from more than one stream, use all the tabs that have relevant outcomes.
  o Notice that Stream 3 has a different format than the others.

• **Budget**
  o Include an explanation for EACH budget item in the Explanation/Comment column

• **Supporting Documents**
  o All documents should be compiled into ONE pdf document.
  o Your signed application form and signed budget are to be included here.

**Questions and Answers** (organized by topic)

**A. Eligibility**

1. **Can we apply for the 2019-2020 CFP to continue implementing an ongoing Service Grant Agreement?**
   • No, this CFP is for projects - time limited (up to 24 months), self-contained activities.

2. **Will there be another Call for Proposals for those agreements in 2020-2021?**
   • The intention, under ASIP, is to have yearly solicitations to address the Areas of Focus.

3. **Can the funding augment or enhance existing under-funding, for example enhance FTE of existing program for a two year period?**
   • No. These grants are not meant to fund existing programming, but to provide opportunity to develop and deliver new projects to fill gaps and meet emerging needs.
• If additional staff time is needed for a separate time-limited activity (a project) to address a specific need/gap, it may be eligible.

4. Can we develop an existing project into a phase 2 for this CFP?
   • Potentially, yes. It is a model that has been funded in the past.
   • You would need to provide evidence that there is a need or a gap that requires the additional phase.

5. If we have piloted training in Calgary and want to build on lessons learned and offer it in another area, would that be eligible?
   • Yes. It might be a possible phase 2 project.

6. Will projects addressing newcomer emotional wellbeing be considered eligible?
   • A project addressing emotional wellbeing of newcomers could potentially fit under any of the three streams depending on the specifics of the project. Consider the outcomes for each stream and whether your idea will contribute to them.

7. Would childcare certificate training for naturalized citizens and permanent residents be considered eligible?
   • Projects that support newcomers to attach to the labour market are eligible under Stream 2.
   • Keep in mind that the purpose of the grants is to fill gaps, demonstrate need, and NOT DUPLICATE existing services.

8. Does the project need to support all four prioritized areas indicated in the application?
   • A project does not have to address all of ASIP’s areas of focus. An application must address at least one of the outcomes identified for the stream under which it is being submitted.
   • As mentioned on page 4 of the Guidelines, it would be our expectation that all projects would take the areas of focus into account in the project development, as applicable. For example, all projects should adequately inform potential beneficiaries of the project (Area of focus #1).

9. Can a partner be a fiscal agent?
   • No, the applying organization is the fiscal agent.
   • A project can have more than one partner. Clearly identify the role of each partner in your project description.
10. Can you define fiscal agent?
   • The organization that is responsible for and manages the funding of the project.

11. In Stream 1, will the focus be on smaller municipalities and communities?
   • Yes.

12. Is there a specific end date that all projects must be done by?
   • No. Projects can end anytime up to 24 months after starting.

13. We are building an information system with text messaging and a database. We already have funding for part of it. Can we apply for funding to continue this project?
   • You would need to include a rationale for the need.
   • It would have to address the outcomes of one of the streams in the CFP.

14. If we want to develop curriculum resources and evaluation tools to support ongoing literacy classes, is this eligible?
   • Possibly. It would need to address the outcomes of one of the streams. The review committee would make the assessment.

15. Under Stream 2, can you give an example of occupation-specific training?
   • Training that might provide language, intercultural communication, or skills upgrading specific to an occupation.
   • You should provide evidence that the occupation is in demand.
   • There is a list of professions and trades on the website.

B. Beneficiaries

1. What is the definition of a highly-educated/trained newcomer (pg 8)?
   • This is one example under Stream 2; it is not exclusively what we are looking for. This example refers to professionals with post-secondary education.

2. Is there an expected cohort size? Or does it depend on the project?
   • It will depend on the project.
   • It will be a factor in considering the cost of project. It needs to be reasonable.

3. Is there a language level being targeted?
   • No. But we do want applications to identify the level of language required to take the training proposed. It should align with the topic of training. For ex. CLB 2 wouldn’t be appropriate for a professional skills upgrading course.
4. **Is there any way foreign workers would be considered eligible beneficiaries?**
   - For this CFP, eligible beneficiaries are permanent residents and naturalized Canadian citizens.

5. **Can resources be for any newcomer?**
   - Yes. If they are freely available any newcomer would be able to access them.

6. **Could you please indicate who is considered an “under-served client?”**
   - Someone for whom services and programming are not available or not readily accessible due to barriers.

C. **Streams and outcomes**

1. **Within a project related to supporting the labour market integration stream (related to recognition of credentials) is placement mandatory?**
   - Work placements are not a required component of a Stream 2 project.
   - Consider the outcomes of the stream to determine whether a work placement would be appropriate or beneficial for your project.

2. **Can a project straddle two funding streams i.e. Labour Market Integration and research in the System Improvement stream?**
   - There are no restrictions regarding to which stream an eligible organization can apply. It is possible for one project to address the outcomes from multiple streams, however, you must apply under ONE stream. Choose the stream that fits best with your overall objective.
   - So, if you are primarily interested in doing research into a new approach to labour market training and are going to pilot your new approach, apply under Stream 3 and include outcomes from Stream 2 as a measure. However, if you are primarily interested in providing training to newcomers in a specific occupation and will need to do some research to develop the curriculum, apply under Stream 2 and identify that you will have new knowledge to share (Stream 3).

3. **A project must address at least one outcome for the stream - For stream 3, is that a new strategy or new knowledge?**
   - Yes. It is expected that the outcome from a Stream 3 project will be new knowledge or a new strategy.

4. **Outcomes and measures for Stream 3: can you clarify the note at the bottom of the template relating to what to measure if the outcome is a new strategy?**
   - If you are doing a project that explores a new strategy - for training, for example - the learning outcomes for the beneficiaries (recipients) of the training would
probably fall under the outcomes for Stream 1 or 2. Therefore, you would use the measure of those outcomes as one measure of the success of your strategy. Presumably, if the students achieved the desired learning outcomes, it would suggest that your strategy was effective.

- Note this is only one measure of the success of your strategy. There would be other considerations as well.

**D. Funding and eligible costs**

1. **Can we apply for one of the 3 funding streams to pay instructor fee and support staff fee to deliver / administer courses that we are planning to deliver in January 2020?**
   - Instructor and staff salaries are eligible costs in a SILP project.
   - If this is an existing course, it would not qualify as a project.

2. **Does this current CFP allow for subsidized tuition that would allow delivery of an existing program that was developed with your funding?**
   - Learner benefits are an ineligible cost under our call for proposals as outlined under ineligible costs under each stream.
   - This CFP funds projects – that is, self-contained activities that are limited in length - up to 24 months. It is not intended to support existing programming.

3. **What is meant by learner benefits?**
   - In some areas of government, Foundational Learning for example, qualified Albertans are eligible for benefits such as tuition, books, or living allowance.

4. **Is funding pro-rated over the time period, i.e. is the cap for 12 months or 24 months?**
   - This is not like mainstream delivery of training or services. This is a grant for a project; the budget must be reasonable and relevant up to the maximum for the entire duration of the project.
   - Generally, for grants, the bulk of the grant is disbursed up front with signing of the agreement, with smaller payments later.

5. **Is there an in-kind contribution requirement?**
   - No, in-kind contributions are not a requirement. But it is encouraged – along with partnerships.

6. **Do you have any indication of the total budget for the CFP?**
   - The provincial budget will be announced on Oct 24th.
   - We will know how much we have to spend by the time we have received your ideas!
7. Are paid work placements a possibility? Can the employer pay half the participants’ salary and the other half come from the grant?
   • While it is the norm that work placements are unpaid, incentives could be considered.

8. Is there a way to work in child care expenses?
   • Child care is not an eligible cost in our CFP.
   • Informal child-minding has been funded if a case has been made for it.

E. Miscellaneous

1. Can we submit our application in French?
   • Please submit applications in English.

2. May we contact government employees who could help clarify project requirements and discuss application details prior to the submission deadline?
   • This applicants’ call is the opportunity to clarify funding guidelines and project requirements. We are not able to discuss the merit or contents of individual applications while the CFP is open.
   • We strongly encourage applicants to read and follow the Application Instruction and Checklist document to ensure you include all mandatories.
   • We encourage all stakeholders to contact us anytime during the year to discuss their ideas.