APPLICANTS' CALL – QUESTIONS AND ANSWERS
Settlement, Integration and Language Projects (SILP) Grants 2018-19 CFP
July 12, 2018

Background

Please note that we are no longer "Immigrant Settlement and Language Programs" (ISLP). We are now the "Settlement and Language Programs" team within a combined "Newcomer Integration" unit, which encompasses Foreign Qualification Recognition (FQR). We are part of the "Newcomer Supports Branch" in the "Workforce Strategies Division" at Alberta Labour.

For settlement services, 2017 was a year of transition. Accordingly, an interim CFP [called the Supports for Newcomer (SNI) grants] was issued. For the Language Training Program, the Innovative Language Projects CFP was issued as usual alongside the SNI call.

The 2018-19 Settlement, Integration and Language Projects (SILP) Call for Proposals (CFP) is the first annual CFP under the new Alberta Settlement and Integration Program (ASIP), launched in January 2018. **Under ASIP, settlement and language projects have been integrated into the one SILP 2018-19 CFP**. As such, we now have a larger, more diverse, and competitive group of potential applicants.

The 2018-19 CFP

You will notice similarities and differences from previous CFPs so we encourage you to read the Guidelines carefully. This year's CFP is for time-limited projects that address critical needs and complement existing services.

The 2018-19 CFP seeks to support newcomers through four streams:

1. Basic Settlement Services for IRCC Ineligible Clients
   Projects funded under this CFP must be complete on or before October 31, 2019. [Current grant holders whose agreements for basic settlement services end on October 31, 2019 **should not apply** under stream 1 – Basic Settlement Services for Immigration, Refugees and Citizenship Canada (IRCC) ineligible clients. These grants will **not be** further extended. These grant holders are welcome to apply for Streams 2, 3, or 4.]
2. Building Community Receptive Capacity
3. Supporting Labour Market Integration
4. Innovation

Application Considerations

In all forms, please:

- Ensure you are using the most current online forms (as of June 21, 2018).
- Delete instructions and examples that are not required when you input your information in the templates, particularly for the Project Description and Implementation Plan.
- If, when you insert text, it displays in italics or with a highlight, please remove these formats, particularly in the Project Description template.
- Be aware that there are drop-down lists with choices on the Checklist and Application form

To help with our processing time, we ask you to respect our file naming convention. File name conventions are provided in the Application Instructions and Checklist **in Column C**.

Submission

We are accepting electronic applications only this year. No hard-copies will be accepted. Partial or incomplete applications will **NOT** be considered.

The due date for applications is: 11:59 p.m. MDT on August 1, 2018.

When submitting your application, please ensure you use the appropriate subject line as provided on the Application Guidelines: **"Agency/Org Name: 2018-19 CFP Submission".**

In total, your complete application should include **9 electronically submitted** documents. A complete application includes:

1. Application Instructions and Checklist (Excel)
2. Unsigned Application Form (Excel)
3. Signed Application Form (PDF)
4. Project Description (Word)
5. Implementation Plan (Excel)
6. Outcomes and Measures (Excel)
7. Unsigned Budget (Excel)
8. Signed Budget (PDF)
9. Supporting Documents (one scanned PDF file that has multiple documents)

Application Instructions and Checklist

- The Application Instructions and Checklist document contains detailed instructions so you will want to have it close by when filling out the application templates and assembling your application package.
- As the name indicates, the Application Instructions and Checklist has two functions: it is primarily a source of instructions and secondly, it is a checklist intended for you to 'check off' each of the items by selecting Yes or No from the drop down list **in Column E**.
- This checklist must be submitted with your application. A complete application should have a "yes" for everything in Column E.

Application Form

- Please check all dates when you enter them. We have found that different versions of Excel process the dates differently and may invert month and day. If needed, format the date manually. What we want to see is month, day, year as in this example: January 1, 2018.
- 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.
- When you enter an Address, please be sure to include the postal code.
- For Estimated Number of Beneficiaries (Page 3): 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.

Project Description Template

- 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. Recommendations are provided for each section but you are not bound by them; manage your 12 pages as you need to.
- You are free to adjust the size of the columns in the tables to best fit your content.
- In the Project Summary section, include a description of the activities (high level) of the project in the narrative (above the table).
    - The purpose of the table in the Project Summary section is to provide a snapshot of who the beneficiaries are for different activities within the project.
    - If you have different activities, you may have several rows (such as developing a resource for an employer and delivering workshops for staff). If you have only one main activity (such as the delivery of a course), you will only have one row.

Implementation Plan Template

- The timeline should be entered in relative terms (weeks, months i.e. Month 1 etc.) rather than specific dates. The timeline should begin when the agreement is signed as Week/Month 1.
- In the Implementation Plan, we expect to see a breakdown of the project activities into smaller tasks and steps in the process.
- The project component column **(Column B)** should relate to the project activities outlined in your Project Summary table. Project components should identify the chunks of work needed to be done to complete the high-level activities described in your Project Summary.
- In the Project Activities column **(Column C)**, breakdown the high-level chunks of each of the project components into smaller steps.

Outcomes and Measures Template

- 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. For example, if your project is under Stream 3 but has 1 outcome under Stream 2, you would delete the Instructions and Definitions tab, along with Examples, and Stream 1 and Stream 4 tabs. In that case, your document would only have 2 worksheet tabs for Stream 2 and 3.

Questions and Answers (organized by topic)

Eligibility

1. **Under Building Community Receptive Capacity, this stream funds projects that “fill knowledge gaps and provide skills training for service providers”. What is the definition of service providers? Do community organizations, local groups, faith-based groups qualify as service providers?**

    Under the Glossary on page 14 of the Application Guidelines, the definition for Service Provider is: *“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”.*

2. **Is stream 1 limited to the listed eligible beneficiaries in the 2018-2019 Application Guidelines (page 7) or open to any underserved newcomer clients that are not eligible to receive services from the federal government?**
   The eligible beneficiaries are those listed in the 2018-2019 Application Guidelines.

3. **While there are restrictions on the number of proposals that an organization can submit (2), are there restrictions on the funding stream that the submissions are made to?**
   No, no restrictions.
   a. **Can two proposals be submitted under one stream?**
      Yes.
   b. **Is it also possible that more than one proposal could be funded under the same stream?**
      Yes.

4. **Will international graduates, who have received a temporary work permit, be eligible beneficiaries under the pathway to permanency?**
   For this CFP, temporary residents on the pathway to permanency are eligible if they have either a valid AINP letter or certificate of nomination, or a letter of acknowledgement of receipt from IRCC. The definition is included on page 16 of the glossary in the guidelines document.

5. **Definition of service providers – does the provider have to provide services only to newcomers? Or can newcomers be just one of the users of that provider? i.e. sports club?**
   A service provider, as defined in the glossary, is anyone who provides services to newcomers, including mainstream providers. So, they do not have to service newcomers exclusively.

6. **Are new organizations eligible as the primary applicant?**
   No. Your organization must meet the eligibility requirements of two years of organizational experience, as outlined in the guidelines. However, you can be a partner to a primary applicant that meets the eligibly criteria.

Beneficiaries

1. **Is there a limitation on the amount of time a "newcomer" has been in Alberta?**
   Beneficiary eligibility is based on immigration status, not on length of time in Canada.

2. **How to fill out the Application Form – Categories of Eligible Beneficiaries. We help newcomer families to connect to resources available:**
   a. **Which categories do we have to complete? Newcomers & Service Providers? Or only Newcomers?**
      If the service is being delivered to newcomers, only newcomers would be considered beneficiaries.
   b. **Workplace staff: would this be the total number of staff in the organization, or only the number of staff in the organization directly supporting our newcomer family clients?**
      Workplace staff would be beneficiaries if a project involves some kind of intervention with staff that aims to address one of the outcomes listed.

3. **Are LINC learners, including those on a wait list, ineligible?**
   Under stream one - yes, as LINC-eligible learners are eligible for settlement services through IRCC they would be ineligible beneficiaries in this CFP. However, newcomers could be considered beneficiaries under stream three or four. You must ensure there is a need and not a duplication of services.

4. **Can you clarify the note in stream four around multiple beneficiaries?**
   This relates only to a project that is employment-related training, in which case, you should choose one demographic as the beneficiary.

Funding

1. **Are there any matching requirements for the Program, or can the funding cover all total eligible expenses of proposed project?**
   No, the Application Guidelines indicate there are no matching requirements. It is possible that the awarded funds can cover all total eligible expenses of the proposed project. However, it is worth noting (as per the Guidelines) that for stream 3 "Priority will be given to organizations that contribute financially or in-kind to the project".

2. **Are projects typically funded the full requested amount under the stream they apply?**
   Successful projects are carefully reviewed and the funding awarded is based on a variety of criteria, including the proposed budget for the project.

3. **What is meant by Learner Benefits, p. 6 of the Application Guidelines?**
   Learner Benefits refers to living allowance for a learner while enrolled in a program of study.

4. **How will AB Labour ensure that new Canadians and immigrants are served in smaller centres? Have dollars been allocated to each part of the province to ensure a fair distribution of funds If not, why not?**
   No, a pre-determined amount is not set for regions of the province. Funding is based on the proposals we receive. If no proposals are received from a particular region, there will not be any projects funded in that area. Proposals received are reviewed and recommended by a committee and need to demonstrate the need in the community and the ability of the applicant to deliver the project. Not all proposals are recommended.

   Also, keep in mind that Labour is one of several partners in the provision of services to newcomers; the federal government and other departments of the Government of Alberta, such as Advanced Education, share responsibility for settlement services and language programs. Our projects are one piece of that system and cannot duplicate what is provided by others.

5. **Can risk mitigation involve adjustments to the project budget and/or outcomes? In other words, can one shift budget allocations over the 24-month period to reflect community response to project activities?**
   Yes, with some restrictions. Permission must be requested to move money between salaries and overhead.

6. **When developing the budget can we include an administrative rate of 10%?**

There is no set amount outlined in the CFP so whatever admin costs will be for the delivery of the project should be included in the project budget. The project budget should be realistic and reasonable.

7. **Is child care considered an eligible cost if the facility is already funded through a different funder?**
   Childcare costs are not eligible.

8. **If a project has a practicum component, will the GOA provide WCB coverage?**
   Yes. Students are covered for WCB under the GOA Deeming Order.

9. **What are the requirements of the provincial government if we are sub-leasing a facility that is being funded by IRCC? For example, in the morning LINC program runs and in the afternoon we want to do a second project.**
   Include it in the budget as either a cost or an in-kind contribution and the review committee will review.

10. **If there is other funding provided, should it be included as a cash or in-kind contribution?**
    All funding contributions from other sources should be included in the budget template in the column called 'other sources.'

11. **Is the budget cap of $300,000 for the whole project or per year?**
    The budget caps are for the whole project.

12. **Is transportation for learners considered an eligible support?**
    It is not specified as ineligible. If you want it to be included in your project, you will need to make the case for it in your proposal.

Timing

1. **Are projects allowed to begin prior to being notified of success/decline, and can be funded retroactively? Is prep time for program delivery (program promotion, client recruitment) included into the 24 months of the project or can be extra?**
   No. Projects cannot be funded retroactively and therefore cannot begin prior to signing of an agreement. All project activity must occur within the dates of the agreement.

2. **Should the start date be January or April 2019?**
   For this CFP, the start date must be within this fiscal year. Other than that, the start date should be something that makes sense for your project.

3. **Reporting time-lines? After each semester or at the end of the year?**
   Reporting requirements and timing will be established on a project-by-project basis according to the project life cycle.

4. **Is this new model likely to be the basis for annual grant-funded projects? Given the possibility of a similar proposal opportunity next year, we would take advantage of the extra research and planning time while staff are available.**
   Yes. We expect to issue an annual Call for Proposals for projects. We encourage you to be thinking about and developing your ideas and partnerships on an ongoing basis. We

also welcome you to connect with us about your ideas throughout the year. Ideally, the timing of the CFP will be earlier in the spring to avoid the summer holiday times.

5. **Can the project be part of ongoing programming but with specific deliverables to be achieved within the time-frame?**
   The project must be stand-alone and time limited; it should not be part of an ongoing service.

6. **What is the timeframe for the start of the project?**
   The project must start within this fiscal year (April 1, 2018 – March 31, 2019).

Partners & Reference Letters

1. **In the event that a fiscal agent is involved, am I right to assume the following:**
   a. **the fiscal agent is the main applicant**
      As per the SILP Application Guidelines (page 6):
      Projects with Partnerships
      Applying organization:
      - must be an eligible organization listed above
      - <u>is the fiscal agent</u>
      - 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.
      The organization applying is the main applicant and is the fiscal agent. This means that the organization applying is responsible for conducting all financial duties related to the grant.
   b. **the delivery of the entire project is the responsibility of the organization that receives money from the fiscal agent**
      The delivery of the entire project is the responsibility of the applying organization, although some roles/responsibilities may be carried out by a different party (e.g. external audit/evaluation). The applying organization (the fiscal agent) would receive the grant funding directly from Alberta Labour.
   c. **in the application, is the organization that's doing the work named as the partner in the project**
      As per the Guidelines, a Partner organization actively contributes to the project goals, scope, outputs, and outcomes. The applying organization remains the main applicant.

2. **Are letters of support from community partners required?**
   As per the Guidelines, one reference letter is required. If working with a partner organization, and if that partner is a community partner, then a signed letter of commitment from that organization is also required.

3. **What are the requirements for the signed reference letter? Which kind of organization can provide the reference? Would the reference attest to the services we provide to**

newcomers? Where would you like to see the reference letter coming from for post-secondary institutions?

The reference letter should not be a letter of support which simply supports the idea of your project or confirm your existing services. A letter of reference should speak to your capacity to deliver on the project you are proposing. It should come from an organization that is in a position to provide this kind of information. For example, this might be another funder, a community partner or an organization that has benefitted from your services. Your partner(s) should not be the ones providing a reference letter for your project.

4. **How do you define partners for the application? What partnerships are counted? Do you require a letter from each partner for the submission?**

   A partner organization is committed to the project and plays an active role in its design and implementation. A letter of commitment outlining their role and responsibility in the project is required. Guest speakers, employers in a job fair, or others invited to participate in your project would not be considered partners.

5. **What is the difference between the letter of reference, the letter of commitment completed by partners and the transparency letter? Can the same organization provide all letters?**

   - The reference letter should speak to your organization's capacity and ability to deliver services. This letter should not be provided by a partnering organization.
   - The letter of commitment is provided by a partnering organization and acknowledges the partner's commitment to participate in the project and explains their role and responsibilities.
   - The transparency letter acknowledges that the project is part of a bigger initiative. The same organization can complete the reference letter and transparency letter.

6. **Does this CFP require evidence of collaboration with local immigration partnerships (LIP)?**

   Collaboration with LIP is not a specific requirement for this CFP. However, it should be clear in your application, and Review Committees take into account, the need for this project and that it is not a duplication of service. You should review the checklist in the CFP to ensure you have all the appropriate documentation.

7. **If you've been approached to partner for one project and your organization is considering another project, is that considered two applications?**

   Only the primary applicant is considered when determining how many applications an organization has submitted. If you are a partner for one project, you may still submit two proposals as the primary applicant for other projects.

Project Description & Implementation Plan

1. **For the project description, there is a 12 page maximum length. Is the optional appendix a part of that count or is it 12 pages plus appendix?**

   The optional appendix can be up to a maximum of 5 pages in addition to the 12 pages for the required components. So, if you include the maximum 5 pages of appendices, your document will have 17 pages.

2. **If the project has multiple phases, should we complete the implementation plan template for the full project?**

Yes, implementation plan template should encompass the whole project.

Diversity & Inclusion Statement

1. **How/where should the Diversity and Inclusion statement be inserted? On a separate page?**

   Your Diversity and Inclusion statement should be scanned as part of your Supporting Documents. Your Supporting Documents will be a single PDF file containing multiple documents, as detailed in the Application Instructions and Checklist.

2. **The link to examples on Diversity and Inclusion doesn't work, or the site is not available.**

   We apologize for the error. The site has been updated. The new link is https://www.alberta.ca/diversity-inclusion-policy.aspx.

Streams & Outcomes

1. **Is it okay to address more than one of the four areas of focus when applying under innovation projects?**

   A project may address outcomes from more than one stream. However, you will need to identify the ONE stream that your project most closely aligns with and apply under that stream. Stream 4 may relate to any of the areas of focus under ASIP but it must have an innovative component in order to be assessed under Stream 4.

2. **For the outcomes template, we are completing the innovation stream worksheet, but also for the outcomes we are addressing in streams 2 and 3 even if there is some repetition. Just wanted to make sure that was how the template should be completed.**

   Yes, if a project addresses outcomes from other streams, you should use the appropriate worksheet to provide the outcomes and measures for all the outcomes you have identified. In this case, your Outcomes and Measures document will include more than one completed worksheet/tab.

3. **Determination of call for proposals funding stream: stream 1 versus stream 2 (A). If our projects includes the request to support the hiring of 2 program delivery staff while also providing settlement services to newcomers including request for language line support funding, which stream would be the most appropriate?**

   A project that consists of delivery of basic settlement services to eligible newcomers would fall under Stream 1. Note that this stream provides for these services ONLY for Naturalized Canadian Citizens and temporary residents on a pathway to permanency in Alberta in areas where there is an unmet need.

4. **Is a logic model needed?**

   No. The Outcomes and Measures and the Implementation Plan templates contain the elements normally combined on a logic model.

5. **Would the development of a common outcomes reporting framework be an eligible project under the innovative stream?**

   In general, your proposal must demonstrate how it fits within the proposed stream or areas of focus as outlined in ASIP and this year's CFP.

6. **Is it recommended to include an increase in Canadian Language Benchmark as a measure of success?**

An increase in CLB level may not be an appropriate measure of success for your project. Projects will vary in nature and length and how you measure success should be clearly outlined in the project description.

7. **Can we add additional outcomes to the ones listed in the template? Can we choose all three or are we limited to choosing one?**

   If you add additional outcomes, make sure to include how you are going to measure them. You should include all outcomes that are relevant.

Miscellaneous

1. **Innovation: can you please define a little more broadly, what makes a project innovative under this grant?**

   Innovation involves exploring/developing new knowledge, addressing an existing need in a new ways or developing ways of doing new things. In this case "things' are things that support newcomers' settlement and integration.

2. **Can we connect with Alberta Labour throughout the year if we have ideas for next year's CFP?**

   Yes, you can contact our unit through the NewcomerSupports@gov.ab.ca email.

3. **Will successful proposals be listed on the website?**

   Yes.

Follow-up Questions by Email

Participants were invited to send any remaining questions to newcomersupports@gov.ab.ca by end of day (4:30 pm)

1. **During the delivery of a course, most activities in the Implementation Plan repeat, except for the first and last few weeks into the project. Do we have to repeat the same list of activities for each semester or can we indicate the time line as Months 1-24 - Semesters 1-6 - Project Delivery - and the list of activities, which seems to have more sense?**

   The implementation plan does not need to include the breakdown of a course; it can be listed simply as delivery of the course itself. However, each offering of the course should be listed separately. So, if you are offering a course 6 times over 24 months, then indicate Months1-2 - Semester 1 Course delivery; Months 3-4 - Semester 2 Course delivery (2), etc.

2. **We are curious, why is childcare an ineligible cost?**

   The Alberta government already provides a subsidy for childcare. Therefore, Childcare costs rest with the learner.

3. **Can eligible clients benefit twice from a project within this proposal, ie take a different class if they find the first one was not suitable?**

   Yes, an individual client may participate in more than one project activity.

4. **In the budget for capital items, do we have to provide three quotes?**

Quotes for costs are not required. Capital costs must be clearly tied to the delivery of the project and must be reasonable. The review committee will take this into consideration in their scoring.

5. **I understood that all permanent residents were "eligible" for LINC instruction, but that they could not register for online/distance delivery unless they were assessed at a CLB level 2 in speaking and listening. If that is correct, can a stream 1 project serve them till the point at which they can, or wish to, actually take advantage of their LINC eligibility? These services would not include direct "language training".**

   LINC eligibility is not a factor in determining eligibility for services under Stream 1. Naturalized Canadian Citizens and temporary residents on a pathway to permanency through AINP are the eligible beneficiaries for this stream.