



# Alberta Immigrant Mentorship Innovation Grant

2021-22 Call for Proposals

Applicant's Information Call Factsheet

## Application Process:

- As per the [Application Guidelines](#) (page 3), the January 12, 2022 Applicant's Information Call was the last opportunity to directly ask questions pertaining to the 2021-22 call for proposals to the Alberta Immigrant Mentorship Innovation Grant. Questions submitted to [FQRPlan@gov.ab.ca](mailto:FQRPlan@gov.ab.ca) after the call will be reviewed. Another fact sheet may be developed to provide additional information to address any new questions after the applicants' call.
- All finalized proposals must be received by the **deadline (February 14, 2022 at 12:00 PM - noon)**. **Please note the new extended deadline.**
- Besides acknowledgement of receipt of a full and complete application, it is not guaranteed that applicants will receive immediate feedback upon submission. Please review the application requirements and submit a complete application with the correct documents. Applicants may have an opportunity to resubmit incomplete applications if the original submission was well in advance of the deadline.
- After the application period closes, a review committee assesses and evaluates proposals for funding based on the criteria in the [Application Guidelines](#) (page 7). Grant agreements must be signed before the end of March 2022.
- All applicants will be notified of the outcome of their application. Unsuccessful applicants may receive specific feedback upon request.

## Application requirements – supporting documents ([Application Guidelines](#), page 7)

- Application information can be found at <https://www.alberta.ca/alberta-immigrant-mentorship-innovation-grant.aspx>
- Applications must be submitted in English.
- The required supporting documents are not included in the maximum 20 pages allowed for the project description. The 20-page limit relates to the service description template. The reference letter and additional required documents do not count towards the 20-page limit.
- An electronic signature is not accepted. A wet signature is required on several documents. This may require printing, signing and scanning the application form and budget.
- It is preferred that the mandatory reference letter be signed, scanned and emailed as part of the submission. Otherwise, a forwarded email directly from the reference is acceptable, as long as it has the contact information for the individual providing the reference.

## Eligibility of Applicants:

- Applicants not listed in the application guidelines can apply to this call for proposals. The list provided is not exhaustive.
- Applicants should have experience delivering mentoring or counselling projects prior to applying. If lacking mentorship project experience, they should partner with another party who has the necessary relevant experience.
- Projects with partnerships should include a partnership letter indicating their acknowledgement and commitment to the proposed project. Eligibility implications for partnership programs are the responsibility of the applicant to determine.
- The aim of this call for proposals is to expand access to mentorship services to internationally trained Albertans. Simply increasing the capacity of an already existing program would not be an eligible project. A portion of the proposed program would need to be significantly expanded (for example, in the content of the services provided or the types of clients served) and there should be an element of novelty or innovation. Serving a group of Albertans who did not have access to mentorship before would be an example of an eligible project.

## Service Design and Eligible Activities:

- This is the first time the Government of Alberta is offering this grant funding through the Alberta Immigrant Mentorship Innovation Program. For current information and resources on mentorship, please visit [albertamentorship.ca](http://albertamentorship.ca).
- A project may be implemented in multiple locations if the proposal includes evidence-based need and rationale.
- Eligible applicants and beneficiaries are not limited to rural communities. To be eligible, projects must address at least one of the four priorities for the Alberta Immigrant Mentorship Innovation Grant. One of the grant priorities is "Support the development and delivery of mentorship programming in small and rural communities that will attract and retain newcomers to support rural economic growth". We will consider projects that do not provide services in rural communities, but that address one of the other three grant priorities.
- It is the applicant's responsibility to demonstrate how the project meets the relevant grant priority(ies). For example, through the environmental scan, the applicant can make the argument that the proposed target group is underserved. This may be because there are no career mentorship opportunities available within a community or that target specific clients (e.g. occupations, language levels, etc.).
- There are no specific occupations that are being targeted in this call for proposals. Projects must provide mentorship for eligible mentees who are immigrants in Alberta with some post-secondary education and/or related work experience in their field or chosen occupation. Eligible immigrants are naturalized Canadian citizens, permanent residents or protected persons under the Canadian Immigration and Refugee Protection Act who are legally allowed to work in Canada. In addition, one of the priorities is to meet the needs of under-served immigrant groups. Applicants may identify an occupation that is currently underserved and provide evidence for this need in your project description.
- Mentors for the career mentorship program are not limited to employers. For example, internationally trained alumni (e.g. former participants) of a program could serve as mentors.
- Francophone organizations could apply to provide mentorship services to Francophone clients as long as they meet the eligibility requirements and the proposed project addresses one of the four grant priorities.

## Outcomes and Measures:

- There is no expected total number of clients per fiscal year. One of the grant priorities is to provide mentorship to people in smaller communities. There are likely fewer potential mentors and mentees in smaller communities than in large urban centres. This will be taken into consideration when reviewing proposals seeking to provide mentorship in small urban and rural communities.
- Return on Investment, or clients served, is one of the factors that will be considered in evaluating proposals, but there are many others. They will be weighed against other criteria such as quality and impact of the project, innovativeness, grant priorities addressed (e.g. preference will be given to projects that are able to address more than one priority).
- Government of Alberta staff will complete a post-program survey with career mentorship participants (e.g. mentors, mentees, organizers). Applicants will be expected to have in place appropriate protocols that adhere to *the Freedom of Information and Protection of Privacy Act* to enable the sharing of contact information with the Government of Alberta. Funding is not contingent on the willingness of participants to respond to the survey. Project proponents should clearly indicate that participants can access the project services and resources even if they choose not to take part in the survey.

## Budget and Financial Considerations:

- This call for proposals is not intended to fund ongoing services beyond the timeframe of the grant. The project must not rely on future Government of Alberta funding for sustainability beyond the timeframe of the grant.
- The overall funding envelope for this program will be approximately \$1.1 million. The anticipated number of projects will depend on the budget of the projects submitted and the quality of proposals received.
- This call for proposals responds to needs and gaps in career mentorship opportunities for immigrants, which may not result in an equal distribution of funds throughout the province.
- There is no annual cap for the budget in each year. The proposed budget can be distributed as required (even unevenly) across the timeframe of the project to a maximum of 36 months. It is expected that project budgets range between \$200,000 and \$300,000 for the duration of the project.
- In completing the project budget form, all staff costs that can be directly attributed to the project (for example curriculum developer's time, workshop facilitator's time, manager's time, ED's time, accountant's time etc.) should be specified and justified in detail under 'Salaries and Wages' (for example hours per week and hourly rate). Costs for external consultants should also be included under 'Salaries and Wages.' However, Canadian Pension Plan, Employment Insurance, and benefits will be included only for employees. More general overhead expenses (for example contributions towards rent,

heating, cleaning, insurance, travel; materials such as stationery, and software) should be listed in detail under 'Activities and Overhead.' Each cost should be individually itemized on a separate line. Please provide a clear rationale provided for how the expense contributes to delivery of the project. General overhead costs should not amount to more than 15% of the total project cost.

- The budget should include clear justification for all eligible costs.