



# Alberta Immigrant Mentorship Innovation Grant

2021–2022 call for proposals



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# Alberta Immigrant Mentorship Innovation Grant

## 2021-2022 Call for Proposals

### Objective and Key Information

The new Alberta Immigrant Mentorship Innovation Grant supports the development of career mentorship opportunities for immigrants. The grant will provide funding to eligible organizations with the objective to:

- help immigrants acquire information and connections to be better prepared to find a job related to their field or chosen occupation that meets their education, skills and experience through mentorship; and
- support employers and communities to provide mentorship programming that will support their workforce needs and assist with labour attraction and retention efforts.

**Department:** Alberta Labour and Immigration

**Contact:** All inquiries pertaining to this call for proposals should be directed to [FQRPlan@gov.ab.ca](mailto:FQRPlan@gov.ab.ca).

**Closing Date and Time:** Applications must be received electronically by 12:00 noon. (MT) on **14 February, 2022 (Please note extended deadline)**. Applicants are responsible for ensuring they submit their application on time. An acknowledgement email will be sent upon receipt. If you do not receive an acknowledgement email, please email [FQRPlan@gov.ab.ca](mailto:FQRPlan@gov.ab.ca) to advise us.

**Total Duration:** All agreements under this call for proposals are limited up to 36 months in duration.

### Submissions

- Send the complete application package in one email to [FQRPlan@gov.ab.ca](mailto:FQRPlan@gov.ab.ca).
- Title the email subject line as "Your Organization Name: Alberta Immigrant Mentorship Innovation Grant CFP 2021-2022 Application"
- If there are server restrictions that prevent you from sending large email attachments, please send an email to [FQRPlan@gov.ab.ca](mailto:FQRPlan@gov.ab.ca) indicating that you will need to send multiple emails in order to fulfill all the submission requirements.

**Hard copies will NOT be accepted.**

### Applicant's Information Call

There will be one opportunity to ask questions related to this call for proposals. Preference will be given to questions submitted in advance to [FQRplan@gov.ab.ca](mailto:FQRplan@gov.ab.ca) by 11:59 p.m. (MT) on 6 January, 2022.

The conference call will be held on the following date and time:

- **Date:** 12 January, 2022
- **Time:** 10:30 AM
- **Teams Meeting Link:** [Click here to join the meeting](#)

To ensure fairness and transparency, the applicant's information call will be a final opportunity to have questions answered directly prior to the submission deadline. If questions are submitted after this call, they may be responded to in writing and posted publicly to enable consistent information is available to all prospective applicants.

For those who are unable to submit questions or participate on the call, information will be posted on our website at <https://www.alberta.ca/alberta-immigrant-mentorship-innovation-grant.aspx>

# Application Guidelines

## Background

### Government of Alberta

The Government of Alberta is committed to growing the economy so that all Albertans share in future prosperity. [Alberta's Recovery Plan](#) outlines bold actions that focus on building, diversifying and creating jobs. New Albertans support Alberta's Recovery Plan by bringing an entrepreneurial drive to start new businesses and skills that help employers address labour shortages and revitalize rural communities.

Diversity and inclusion in the workplace helps support Alberta's economic recovery. The Government of Alberta is committed to supporting initiatives and programs that promote the labour market attachment of newcomers; the contributions of newcomers to rural economic growth; career mentorship programming for under-served immigrant groups; and innovative career mentorship programming.

Immigration is key to supporting economic growth and job creation for Albertans. Alberta will support stakeholders in developing and delivering mentorship programming to encourage newcomers' economic integration. We are helping revitalize rural Alberta by promoting the attraction and retention of newcomers in small and rural communities. As part of Alberta's Recovery Plan, these changes will help achieve our goal of getting Albertans back to work and revitalizing economic growth throughout the province.

The Ministry of Labour and Immigration ensures programs, services and processes effectively and efficiently support the government's priorities, meet the needs of job creators to promote a thriving economy and ensure newcomers can fully participate.

### Foreign Qualification Recognition

One of the biggest challenges immigrants can face is finding meaningful work that matches the skills, education and experience they received in their country of origin. Despite the fact that immigrants are typically well educated, they still face barriers to finding work in their field of expertise.

Immigrants continue to face barriers related to lack of professional connections and networks, lack of Canadian work experience and knowledge of workplace culture, understanding and application of soft skills (e.g. presentation, communication), knowledge about their profession in Canada, and knowledge around finding jobs and representing themselves and their experience when applying for jobs.

Alberta is experiencing high unemployment rates while some businesses are struggling to find people who have the appropriate skills to meet their business needs. There are labour shortages in both urban and small communities across the province. Helping immigrants to increase their employability and use their professional skills can help support Alberta businesses to address their workforce needs, as well as assist the labour attraction and retention efforts of employers and their communities.

The Government of Alberta recognizes the key role that immigrants play in diversifying Alberta's economy, and is implementing a Fairness for Newcomers Action Plan, which works to remove barriers to the full economic inclusion of new Albertans. As part of the Fairness for Newcomers Action Plan, the present Alberta Immigrant Mentorship Innovation Grant seeks to match immigrant professionals with mentors who can help guide them to finding employment at their skill level.

### Grant Priorities

To be eligible, projects must address at least one of the following four priorities for the Alberta Immigrant Mentorship Innovation Grant. Preference will be given to projects that are able to address more than one priority:

1. Support employers to provide mentorship opportunities that will enhance the labour market attachment of immigrants.
2. Support the development and delivery of mentorship programming in small and rural communities that will attract and retain newcomers to support rural economic growth.
3. Develop mentorship programming to meet the needs of under-served immigrant groups.
4. Develop and deliver innovative mentorship programming to improve the economic integration of Alberta newcomers.

## 2021-2022 Alberta Immigrant Mentorship Innovation Grant Call for Proposals

The new Alberta Immigrant Mentorship Innovation Grant supports the development of career mentorship opportunities for immigrants. The grant will provide funding to eligible organizations with the objective to:

- help immigrants acquire information and connections to be better prepared to find a job related to their field or chosen occupation that meets their education, skills and experience through mentorship; and
- support employers and communities to provide mentorship programming that will support their workforce needs and assist with labour attraction and retention efforts.

All projects are time-limited up to a maximum of 36 months. The project start date must be within the 2021/22 fiscal year.

For detailed eligibility information, proceed to the following sections.

### Eligible Applicants

A single organization or a partnership of organizations with one lead organization may apply. These organizations may include, and are not limited to:

- Immigrant-serving organizations
- Professional regulatory organizations and professional associations
- Non-profit organizations
- Industry associations
- Post-secondary institutions
- Community organizations
- Employers

Applicants must:

- be a legal and registered entity in Alberta;
- have the ability, including financial management, to implement a grant agreement; and
- demonstrate – or partner with an organization that demonstrates – relevant experience in related activities to those being proposed in the application.

Partnerships are encouraged. In the case of partnerships, there must be a principal applicant. The principal applicant must be:

- an eligible applicant as listed above;
- the fiscal agent;
- the lead role in planning the project scope, timeline and outputs;
- the lead in the project coordination; and
- accountable for all project deliverables and reporting requirements.

Partner organizations must provide a letter that outlines their role in the project, and should actively contribute to the project goals, scope, outputs, and outcomes.

### Eligible Beneficiaries

Projects developed must provide mentorship for eligible mentees. Eligible mentees include:

- Immigrants living in Alberta who have 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.

The project may also indirectly benefit employers, service providers and communities who gain an advantage as a result of the project intervention for mentees, but the main focus must be on providing mentorship to eligible immigrants.

### Financial Considerations

Expected project budgets range between \$200,000 and \$300,000. Exceptions may be considered. Justification for all eligible costs must be included alongside each budget line item in the comments/explanation column on the budget sheet.

Costs incurred will be eligible only for work completed within the timeline of the grant agreement.

**Eligible costs include:**

- Costs associated directly with the delivery of the project
- Costs associated with addressing barriers to accessing your project activities
- Administrative costs (up to 15% of grant budget)
- In-kind costs/contributions (if applicable)
- Childminding (if applicable) – see glossary for definition

**Ineligible costs include:**

- Child care (see glossary for definition)
- Hosting of conferences
- Parking fees
- Wage subsidies
- Fees or honoraria for mentors

**NOTE:** the project must not rely on future Government of Alberta funding for sustainability beyond the timeframe of the grant.

**Outcomes**

Eligible projects must address as many outcomes as possible for mentees, mentors and employers, and communities.

**Outcomes for Mentees:**

Mentees have:

- increased knowledge of how their profession is practiced in Canada
- better awareness of workplace culture
- increased connections in their field of employment
- increased ability to present themselves and their skills and experience
- increased capacity to find employment in their field or chosen profession
- better understanding of soft skills needed to succeed
- increased mentorship available to under-served groups

**Outcomes for Mentors & Employers:**

Mentors and employers have:

- increased awareness of immigrant talent pool in their field
- improved their cultural awareness and intercultural communication skills
- provided professional development to employees
- increased understanding of mentorship and how it can benefit the company

**Outcomes for Communities:**

Communities have:

- enhanced capacity to facilitate mentorships to newcomers
- increased community confidence to deliver mentorships
- increased understanding of the value of immigrants and the skills they can bring to a community

**NOTE:** Government of Alberta staff will complete a post-program survey with career mentorship participants (e.g. mentors, mentees, and organizers). Applicants will be expected to request and encourage participant consent to enable the sharing of contact information with the Government of Alberta. Information provided to Alberta Labour and Immigration will be collected under the authorization of Section 33(c) of the *Freedom of Information Protection of Privacy Act* (FOIP) and will be managed in accordance with Part 2 of the act. It should be made clear to participants that they can access the project services and resources even if they choose not to take part in the survey

**Application Requirements**

The following components will ensure a complete application:

- Signed application form
- Project description
- Implementation plan
- Outcomes and measures table
- Signed budget
- One (or two maximum) signed reference letter(s) or email(s) speaking to the applicant's knowledge and experience regarding the proposed project deliverables
- Signed letter(s) from other funding source(s) or email from funder(s) acknowledging their funds for the proposed, if applicable

## Evaluation and Selection

Applications received by the submission deadline will be screened for eligibility. A review committee will score eligible applications and make recommendations to department staff. All applicants will be notified of the results of their application.

Complete proposals will be scored based on the following criteria:

- Demonstrated need for the project –10 points
- Project deliverables and design –20 points
- Capacity of organization(s) to deliver project –15 points
- Risk identification and management –10 points
- Implementation plan –15 points
- Outcomes measurement plan –15 points
- Budget and project costs –15 points

## Expectations of Successful Applicants

Upon project approval, successful grant recipients agree to:

- demonstrate sound financial and personnel management
- submit complete, timely and accurate reports
- provide agreed participant and project data and respond to further information requests regarding the project as needed (for example mentor and mentee outcome follow-up surveys)
- assist department staff with verification of agreement compliance (file audits, client follow-up)
- comply with the terms and conditions of the grant agreement

**Note:** It is expected that all projects will result in a final 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.

## Intellectual Property

The recipient acknowledges and agrees that any intellectual property that may be generated through the project be used for the benefit of Alberta and Albertans. Ownership of any intellectual property developed through the project will follow the policies and practices of the recipient and agreements to which the recipient is a party.

The recipient shall grant the Minister an irrevocable, worldwide, royalty-free, perpetual, non-exclusive, fully paid-up license to copy, publish, translate, adapt, distribute or otherwise use the intellectual property in any medium, mode or format for any lawful purpose

Ownership of any reports provided by the recipient under this agreement, regardless of form, and all intellectual property rights therein, vests in the Minister.

## Freedom of Information and Protection of Privacy (FOIP) Acknowledgement

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>



## Appendix A: Glossary

Term	Definition
<b>Beneficiary</b>	Immigrant, organization or community that gains an advantage as a result of the project intervention.
<b>Career Mentorship</b>	In a career mentorship program, the mentor and mentee may share professional expertise. The mentor will typically support the mentee in developing an understanding of workplace culture and will help to build a business network.
<b>Child care</b>	The ongoing care of children by a day-care centre, babysitter, or other provider while parents are working.
<b>Childminding</b>	This is non-licensed babysitting service for newcomer parents who are enrolled and participating in mentorship activities. Parents must be on-site with their children to qualify for childminding services. This service is only provided during daily mentorship activities, excluding breaks and lunchtime. Parents are responsible to take care of their children during all daily breaks and at all times when off the premises. When mentorship participants are off-site for job placements or similar activities, service providers will not provide this service and should encourage parents to secure regular licensed care for children placed in childminding during onsite mentorship activities.
<b>Community</b>	Locations and/or groups comprised of people with similar characteristics or goals (e.g. shared sense of belonging).
<b>Community organization</b>	Community organizations are non-profit organizations that are created to support and revitalize communities or areas in which they are located (e.g. economic development organization).
<b>Connect/ Connection</b>	To make contact with a person, group, or service to gain information, access services or develop a relationship/network.
<b>In-kind contributions</b>	Contributions of goods or services, other than cash, such as space, equipment or financial services.
<b>Implementation Plan</b>	Description and timeline of the steps that must be taken in order to achieve the proposed program's goals and objectives. It gives the reader an idea of how the program will unfold and it often illustrates the breakdown of smaller and more manageable goals.
<b>Innovation</b>	In the context of this grant: the development of ideas that result in the introduction of new career mentorship models or services. Alternatively, the improvement in offering of career mentorship models or services.
<b>Integration</b>	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.
<b>Intersecting Identity Factors</b>	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.
<b>Measurement Plan</b>	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.
<b>Mentorship</b>	Mentorship is a knowledge-sharing relationship.

<b>Mentor</b>	In this context, a mentor is someone who can support the mentee's career and job search through advice, teaching, and guidance. The mentor will ideally understand the Canadian workplace culture and job market for the mentee's profession. A mentor is not expected to provide a mentee with a job or to find them a job.
<b>Mentee</b>	In this context, a mentee is a newcomer who is looking to learn about the work culture and behavior in Alberta. Eligible mentees are immigrants living in Alberta and having 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 <i>Canadian Immigration and Refugee Protection Act</i> who are legally allowed to work in Canada.
<b>Naturalized Canadian Citizen</b>	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.
<b>Newcomers</b>	Individuals born outside of Canada destined for or living in Alberta, either temporarily or permanently; an individual self-identifies as a newcomer until they identify as integrated.
<b>Outcome</b>	<p>An outcome is the impact or consequence from the products or services produced. It addresses the questions: What has been achieved by the project?</p> <p>Immediate outcomes: generally changes in awareness, attitude, knowledge or skill that result from the products or services produced.</p> <p>Examples: Clients who complete the program will demonstrate increased confidence in job interviews, etc.</p> <p>Intermediate outcomes: changes in behaviour as a consequence of achieving one or more of the immediate outcomes.</p> <p>Examples: Clients have more successful job interviews.</p>
<b>Outcome Measure</b>	<p>The per cent (%) 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, or organizing a focus group.</p> <p>Good example: The number and per cent (%) of learners who complete the program who increase their score by 10 or more points on pre-/post-questionnaire.</p> <p>Poor example: the number 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).</p>
<b>Output/Output Measures</b>	<p>The number of products and services produced by the activities (deliverables).</p> <p>Examples include: number of materials or resources developed, number of clients served, number of workshops delivered, or number of community members who attended the workshops.</p>
<b>Parking Fees</b>	Employer-paid permanent parking costs for employees during an employment, contract, or project. If an employee incurs parking fees due to attending stand-alone meetings required for the project, such expense can be claimed against travel costs indicated in the project's budget.

<b>Permanent Resident</b>	A permanent resident is someone who has been given legal, permanent resident status by immigrating to Canada, but is not a Canadian citizen. Permanent residents are citizens of other countries.
<b>Professions</b>	Regulated NOC 0, A & B occupations and trades. The <a href="#">ALIS website</a> has examples.
<b>Service provider</b>	Any person or organization in the public or private sector that provides services to newcomers including immigrant-serving organizations, English as Second Language providers, employment services and mainstream service providers.
<b>Small and rural communities</b>	All territory lying outside of the Calgary and Edmonton metropolitan areas.
<b>Surplus</b>	Surplus is the difference between the total expenses and the total revenue when the expenses are less than the revenue. Surplus funds are considered grant dollars and are restricted by the Alberta Immigrant Mentorship Innovation Grant Program. If there are unused (surplus) funds that the recipient wishes to use for a different purpose from what was originally agreed upon, the recipient must submit a written request to the Minister before the end of the grant agreement term. Surplus grant funds cannot be put in a reserve fund or transferred between different programs.
<b>System Improvement</b>	A process by which new and improved strategies, products and/or services are researched, developed and piloted.

## Appendix B: Resources for Writing Proposals

The following resources are provided to support the development of proposals:

- <https://hygger.io/blog/how-to-write-project-proposal/>
- <https://proposalsforngos.com/top-10-tips-to-write-a-great-project-proposal/>
- <https://open.alberta.ca/dataset/83bc6043-7973-4d89-83c7-490b7dde4776/resource/13e61382-6299-4678-a974-f1662da03ea0/download/2010-writing-grant-proposal-information-bulletin.pdf>
- <https://www.grandchallenges.ca/funding-opportunities/innovator-toolbox/write-your-proposal/>
- <https://landusekn.ca/resource/writing-grant-proposal-alberta-culture-tourism-board-development-program>