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|  |  |
| Supports for Newcomer Integration (SNI) Services Description  Organization Name: [enter here]  Grant Funding Stream: [enter here]   * Use Arial black font, size 12 * Delete all instructions prior to submitting your proposal | |

Need for Service

In this section:

* Provide evidence to demonstrate the need for the service.
* Explain why this need cannot be addressed by currently existing services.
* Why is your organization well placed to address this need?
* Explain how the proposed service fills the existing service gap(s)
* Explain how your proposed service will enhance provincial settlement and integration efforts.

***Recommended length: 1-3 pages***

Service Delivery Design

In this section, describe your service and include:

* What do you intend to deliver? (e.g. description of activities you intend to provide as outlined in the Application Guidelines, including how and when they will be delivered).
* Provide evidence-based target numbers for the delivery of each proposed activity **for each fiscal year** of the grant.
* Who will benefit from the service activities? (Provide clear target numbers and beneficiaries **for each fiscal year** of the grant),
* Explain how your service contributes to the outcomes identified in the CFP stream under which you are applying.
* Describe how you will measure the immediate and intermediate outcomes of the identified stream. (See Application Guidelines for each stream’s Logic Model and reporting requirements).
* Describe how your service design takes into account intersecting identity factors of the beneficiaries. Examples include gender, age, education, language, culture, income and geography. See Glossary for details.

***Recommended length: 4-7 pages***

Ability to Deliver

In this section, include:

* Roles and Responsibilities for the delivery of each activity
  + Provide a list of the positions involved in the service delivery. This should include the position, titles, required qualifications and key responsibilities.
  + Roles identified should correspond to staffing requests listed in the budget.
* Overview of your Organization
  + Provide an overview of your organization’s mission and goals.
  + Explain your ability to undertake the administrative and financial requirements to execute your proposed services. Expectations are outlined in the sample Grant Agreement Template.
* Knowledge and Experience
  + Describe your organization's expertise in delivering settlement and language services that promote or encourage newcomer integration.
  + Indicate relevant background, knowledge, experience and quality assurance (staff training) to deliver services to newcomers.
* Commitment to Diversity
  + If your organization has a formal diversity and inclusion statement, please provide a scan in the appendix section.
  + If your organization does not have a formal diversity and inclusion policy, please indicate your commitment to implement services in such a way that respects diversity, promotes an inclusive society, and supports anti-racism efforts.
  + For an example, visit: [*https://www.alberta.ca/diversity-inclusion-policy.aspx*](https://www.alberta.ca/diversity-inclusion-policy.aspx)

***Recommended length: 2-4 pages***

Risk Management

In this section:

* Complete the risk management table:
  + Identify and describe all risks to the success of the service delivery.
  + For example, how will you deal with sudden interruptions to service activities or enforced social isolation?
  + Provide a detailed mitigation plan for your identified risks.

|  |  |  |  |
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| **Identify Risk** | **Impact of Risk**  (on beneficiaries, deliverables and outcome) | **Likelihood of Occurrence**  (Low, Medium, High) | **Proposed Mitigation Plan** |
|  |  |  |  |
| ...add rows as necessary |  |  |  |
|  |  |  |  |
|  |  |  |  |

***Recommended length1-3 pages***

Appendices

This section is optional and should only contain information relevant to your proposed service.

Combined, the service description and any appendices should not exceed 20 pages.