2023-2024 Settlement, Integration and Language Projects (SILP) Call for Proposals (CFP)

Applicant's information call - answers to questions

Beneficiaries

Are Canada-Ukraine Authorization for Emergency Travel (CUAET) visa holders eligible beneficiaries?

No, CUAET visa holders are not eligible beneficiaries for this SILP CFP because there was a separate Ukrainian Evacuees Support Program (UESP) CFP to support the unique needs of CUAET visa holders. In terms of newcomer beneficiaries in Stream 2, the 2023-24 SILP CFP is intended to exclusively support Permanent Residents (PR) and Canadian citizens.

Can beneficiaries participate in this project while they are participating in other government-funded projects?

While beneficiaries are engaged in your proposed project, it is the organization's responsibility to assess each learner's readiness, willingness, and ability to participate in multiple programs. If they are not prepared, they may drop out early. The main concern arises if a beneficiary is already enrolled in another skill training program. The SILP CFP is intended for individuals without any other workforce training eligibility. If a beneficiary is already committed to another sector's skill training program, it would raise concerns. However, if they are still learning a language, either part-time or full-time, and require skill training to enhance employability or career progression, they may be considered for this project. It is important to note that Stream 2 is not intended for language skill improvement; its focus is on assisting individuals in their career trajectory.

Under categories of beneficiaries in the application form for Stream 1, some of our service providers are primarily staffed by volunteers. Can we include those volunteers in the count of employees?

Yes, volunteers who are integral to the operations of your service provider beneficiaries should be included in the count of employees. These volunteers typically require training and support funded by their respective organizations. It is important to consider all individuals contributing to the project when providing this information in your proposal.

Can we propose a language program for Temporary Foreign Workers (TFWs) to support them in becoming Permanent Residents?

In Stream 2, which focuses on cohort-based projects, we are seeking workforce skill development projects that include a language component. This CFP is not intended for standalone language programs. As well, TFWs are not eligible beneficiaries for either Stream 1 or 2.

If project start date is before March 31, 2024 - are we likely to hear before that, and if not, will we be able to adjust (push back) the end date if the project starts later?

We anticipate receiving the outcomes of this CFP before March 31, 2024, and we will make every effort to promptly communicate funding decisions to you. All projects must start prior to March 31, 2024, to be an eligible project for this CFP. There must be at least one project activity that starts in the 2023-24 fiscal year i.e., prior to March 31, 2024. There is the opportunity to discuss a later end date during the negotiations phase.

Applications

What is the limit on the number of applications an applicant can submit? Is it restricted to one application per stream?

You can submit a maximum of two applications for this CFP. You can submit one application for each stream or two applications for one stream.

In the Project Description template, the project summary section recommends a length of 5-10 pages. If an organization chooses to keep it concise and clear, will this be penalized?

No, it will not be penalized. It is important to note that review committee members can only review and assess the information provided. While you have the flexibility to keep it concise and clear, it is encouraged to aim within the suggested range of 5-10 pages to ensure all relevant details are included and respond to the prompting questions.

Alberta

Would you be able to clarify the funding cap for Stream 2 - is it $300,000 per project? This project can run up to 24 months. Would this mean it is $150,000 per year if we are running for 2 years or can it be $300,000 per year?

The funding cap for Stream 2 is $300,000 per project. The distribution of this funding across the project's duration is at the discretion of the organization. It is up to your organization to determine how much funding is needed in each year of the project, whether it is $150,000 per year for a 2-year project or any other allocation that best suits your needs. Please note that in the provided budget template, there is no specific field to indicate funds for each individual year; you have the flexibility to allocate the funds as per your project goals and design. Projects can be less than two years to align with the funding allowance.

Would a municipality be considered a 'service provider' or a 'community' in the Application Form? If the beneficiary is a municipality, there is no drop-down menu. What if the community or municipality is benefiting, what should they be recorded as?

In the Application Form, under the beneficiaries' section, you can indicate a municipality under the Communities section since a common goal of municipalities involves enhancing and serving the community. The 'communities' category is inclusive and covers projects in which both the community and the municipality benefit, ensuring comprehensive documentation of their shared initiatives.

How soon can the program start date be implemented? For example, we have already started work on this project in anticipation of this grant. Should we put a start date of January 1, 2024? Can we go back to November 15, 2023?

We cannot fund project activities that occurred prior to the official start date of the signed grant agreement. We suggest aiming to start your project in March 2024, which is realistic given the timeline for proposal reviews, negotiations and finalizing the grant agreements.

If our non-profit checks more than one status box, do you prefer the status we have been operating under the longest or the most relevant?

If your organization is eligible as per the Application Guidelines, you can select the most relevant option from the dropdown menu in Cell B9 of the application form. You should mention the legal name of the organization at the time of application.

When do the outcomes and implementation plans be required to be submitted?

Given the tight timelines to finalize grant agreements in March 2024, we recommend preparing as if your application will be successful therefore you should draft both your implementation plan and outcomes document, which are available on the CFP website. Completing the implementation plan and outcomes document will be helpful resources to develop your proposal.

When will we receive approval notification?

We will notify all applicants of the funding decision soon after we have received final approvals. Successful applicants can expect responses about funding decisions in early March 2024.

Budget

How will the grant finances be distributed so we can manage cash flow? One-time payment? Or quarterly invoicing?

We will provide you with a detailed payment plan as part of the negotiations process that includes specific timelines for disbursements. Following an initial lump sum payment upon the start of your project, disbursements will be made upon the receipt and approval of required interim and final reports from your organization, which helps to ensure a structured and manageable financial process.

If we have received funding in the past for running a specific program, can we re-apply and receive further funding? We have learned valuable lessons and plan to make improvements for future cohorts.

Yes, you are eligible to apply for funding. Each application is assessed independently, and prior funding history does not affect the funding decision for this CFP. Your chance of securing funding depends on the merits of your new proposal, including demonstrating a persistent need, your capacity to deliver, and your track record of achieving positive outcomes in previous and/or relevant projects.

Is there a guideline for the salary range of staff, including maximum pay rates and working hours?

Organizations have the flexibility in determining appropriate compensation based on their unique circumstances and needs. We do not define specific salary ranges or maximum pay rates for staff. When hiring consultants or staff, it is essential to consider factors such as the organization's location, the expertise required, and the budget available. While we discourage funding consultant rates exceeding $100 per hour, you are encouraged to allocate your budget wisely to adhere to the funding caps.

Alberta

Do you need the total number of employees in the entire organization, or are you specifically interested in the number of employees involved in the project?

Please provide just the number of employees involved and/or benefiting from your proposed project. Do not indicate the total number of employees for the organization unless all employees will benefit.

Our organization is new to this funding. Does it matter or affect our application?

No, it does not matter. We welcome all applicants if they meet the eligibility requirements. Organizations must have at least two years of relevant experience in delivering the proposed project to qualify for funding. If your organization lacks the required experience, you can leverage the expertise of your partner.

If our proposal is premised around a study, and we are hoping to secure a consultant, do we have to have a service provider finalized by March 31, 2024?

While it is not necessary to provide the name and details of the consultant at this stage, if the consultant is an integral part of your plan, the expectation is to have a contract in place at the start of the grant i.e., March 31, 2024, or shortly thereafter. If the consultant is a partner in your project, please ensure that you provide their details in your proposal application and submit the accompanying partner letter as indicated on page 11 of the Application Guidelines.

Can this grant support a language project within an established training program for new Canadians?

If you are seeking funding exclusively for an English language class, then the answer is no. This call is not intended for language programs alone. However, if your project aligns with Stream 1 (Building Community Capacity) or Stream 2 (Supporting Labour Market Integration) and includes skill development with a language component for newcomers, it may be eligible for funding based on the specific stream criteria. Stream 2 projects are not intended to be general English as an Additional Language training, the goal is to assist underemployed and unemployed newcomers to access the labour market in specific sectors by equipping them with language skills to promote greater employability and career progression.

Our organization is currently running the same project since last year, and the project will finish in May 2024. Are we eligible to apply for this funding again?

You would need to demonstrate the continued need for the project. If approved, funding will start as of March 31, 2024. We do not restrict organizations from seeking funding for ongoing programs. The proposal should provide an indication of the project's status, progress, and how it aligns with the desired outcomes. Since the final report for the currently funded project will not be available at the time of the CFP closure, this consideration should be included in the proposal. If the need is demonstrated, the project may be eligible for funding through this CFP.

For the partnership requirements, can we use an established training organization for a specific program as a subcontractor for our clients, or do we have to hire qualified trainers through our own organization?

You have the flexibility to choose either option. If you are running cohorts and have a partner organization running the program, that is acceptable. Alternatively, if you have qualified trainers within your own organization, you can use them as well.

Would employer and newcomers' social activities be eligible for this funding? For example: Meet and greets, breakfast mixers, etc.

Food costs are eligible; however, they need to be reasonable, justified, and detailed. Hosting conferences is considered an ineligible expense.

For Stream 2, does the training need to be for a targeted sector, or would it be appropriate to develop a program for a specific group/demographic of newcomers who are underemployed and preparing for work in various sectors?

In Stream 2, you have the flexibility to choose either approach. Your training program can focus on a specific sector with precise targeting, or it can take a more general approach, emphasizing skill development that applies across various sectors. Considering the limited funding available, it may be more strategic to concentrate on one or two specific sectors to achieve more impactful outcomes. Your proposal should clearly define the approach you intend to take and the expected project outcomes to align with the goals of this CFP.

How many participants are permitted per year for Stream 2, and is there a maximum number of cohorts allowed per year?

In Stream 2, the number of participants per year and the configuration of cohorts are not predetermined but rather depend on your project design. We do not prescribe specific target numbers to give you the flexibility to tailor your project to the specific needs and goals you aim to achieve. It is essential to consider the maximum funding limit of $300,000 for your project while planning the scope and scale.

At the start, did I understand you wanted BOTH the PDF signed, and the editable MS Word and Excel versions as well?

Yes, we require both signed PDF versions and the editable MS Word and Excel documents. A complete submission submitted prior to the deadline of January 26, 2024, is required to successfully meet the prescreening criteria, and be recommended for evaluation and potential funding. A complete application is also essential to help streamline the decision-making process, negotiations and finalizing the grant agreement. Please ensure you provide the complete package as per page 11 of the Application Guidelines.

Is there a minimum number of beneficiaries required for Stream 2?

No, there is no specific minimum number of beneficiaries mandated for Stream 2 projects. However, during the review process, we assess the economic aspects feasibility of proposals, ensuring they represent value for money. While there is no strict minimum, it is important that the project's scope and budget align with the intended outcomes and the number of beneficiaries.