Call for Proposals
Section 2: Settlement, Integration and Language Projects

July 7, 2020 Applicant's Call – Questions and Answers

Introduction

Our immigration system enables newcomers to make Alberta home and contribute their talents and expertise to growing our province. Settlement and integration funding is identified as a key government initiative to ensure newcomers have the appropriate settlement and integration services, including language supports, to reach their full economic potential.

As Alberta begins to open its economy through the Relaunch Strategy, newcomers, with the added barrier of language and training gaps, will need to enter a very competitive job market environment with fewer job opportunities. We are relying on the Service Providers' research of the local economic and labour force needs to respond to immediate employment gaps and employer needs in order to develop the training for newcomers that can meet that need.

The Alberta Settlement and Integration Program (ASIP) is designed to support prioritized areas of focus for maximum impact on improving the settlement and integration experience of newcomers and their socio-economic outcomes.

In this year's 2020-2021 ASIP Call for Proposal, the SILP (Settlement, Integration and Language Projects) initiatives will focus on supporting training opportunities for newcomers, in response to current job market challenges, to help them re-attach to Alberta Workforce.

Overview of Settlement, Integration and Language Projects (SILP)

In the effort to align our SILP call for proposals with the Relaunch of Alberta's economy, WDTI initiative timeline will allow Alberta's training providers to tap into their well-developed employer connections, research the most immediate needs/gaps in employment sectors, and come up with most appropriate ideas for newcomers' workforce training.

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As SILP is focused this year on Workforce Development Training Initiatives (WDTI), we encourage you to read the Application Guidelines carefully to understand the specific eligibility criteria.

The most important eligibility factor this year is that training providers have to demonstrate that they are current and active Mobius database users at the time of their applications submission.

Application Considerations

- As in previous years, we are accepting electronic applications only. No hard-copies will be accepted.
- Please know that partial or incomplete applications will NOT be considered.
- The due date for SILP applications is: 11:59 p.m. MDT on October 1, 2020.

A complete SILP application includes six components, as indicated in the checklist found in Appendix A: SILP Application Requirements.
This includes the:
1. Application Form
2. Project Description Template
3. Implementation Plan Template
4. Outcome Measures Template
5. Budget Template
6. Supporting Documentation

While submission of the Application Requirements Checklist found in Appendix A is not mandatory this year, we do encourage you to refer to it to ensure a complete application prior to submission.

In all forms:
- Delete instructions and examples that aren't required when you input your information in the templates.
- If, when you insert text, it displays in red, italics or with a highlight, please remove these formats, particularly in the Service Description template.

Application Form

- Please make sure to include the Total Amount Requested in your application form. The total amount requested on your application form should match the total amount requested on your budget template. If there is a discrepancy, we will consider your application incomplete and your application will not be reviewed.
- Please check the start and end date when you enter it. We have found that different versions of Excel process the dates differently and may invert month and day. If needed, format the date manually to: day, full month (the name of the month), year (e.g. 01 January, 2020).
- Number of Beneficiaries: Use your experience and research to determine your evidence-based target for each beneficiary category that applies to your project delivery. Our goal is to understand the breakdown of your learners and how many cohorts you are planning to deliver. For the beneficiary categories that do not apply to your project, leave them blank. The total will calculate automatically.
- Brief Description of project: Short, concise, description of your project delivery up to a maximum of 200 words.

Project Description Template

- As previously mentioned, please make sure to delete all the red, italicized instructions within this document.
- Each section has a recommended length, but you are not bound by them; manage your proposal as you see fit.
- Combined, the project description and any appendices should not exceed 20 pages.
- Your project design should be based on evidence-based numbers and information.
- Your projects should not duplicate any training programs that are already available to Albertans/Newcomers.

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Classification: Public

Budget Template

- Include an explanation for EACH budget item in the Explanation/Comments. All costs should be reasonable and justified.
- Keep in mind that there is a $300,000 Cap on the SILP projects this year. If your project is above this amount, we will consider your application incomplete and your application will not be reviewed.

Implementation Plan Template

- It should provide a breakdown of the timelines for the activities that were introduced and described in the Project Description Template.

Outcome Measures Template

- It should indicate what outcomes will be measured and reported on as well as measuring tools used.
- There is only one ASIP outcome, but a variety of factors might contribute to this outcome. This template is for you to identify which factors you address and how you will be measuring them.

Supporting Documents

- All documents should be compiled in ONE pdf document.

Questions and Answers

1. **One of the eligibility requirements for SILP applicants is to be current and active Mobius Training Provider. How does this requirement help to fulfill the goals of the call?**

   ANSWER: Given the timelines, we need training providers to respond quickly and efficiently. Using current, active Mobius providers allows for quicker implementation of the project/training.

2. **If a provider has been an active Mobius user for several years, but its current Mobius program ends before the closing date for this year SILP application submission, is this provider still eligible to apply?**

   ANSWER: Yes, As long as the provider has current Mobius ID.

3. **Can a partner organization provide the 'Commitment from Partner' letter and a 'Reference' letter together as one combined document, or does each letter have to be a separate document?**

   ANSWER: We do not recommend one letter for both purposes. A 'Reference' letter should come from a different source than the 'Commitment' letter from a partner. Each one should be clear regarding its purpose. Please read the CFP guidelines carefully. Appendix A provides more information regarding supporting documents.

4. **Would involvement /attendance on relevant boards, such as LIP be accepted as In –Kind contributions as long as the hours for attending were not billed to the organization?**

   ANSWER: Priority would be given to projects that contribute financial in kind towards its activities. There needs to be clear explanation as to how this involvement/attendance on relevant boards contributes directly to the intention and activities of the proposal.

5. **Why do learners who are currently receiving regular Employment Insurance (EI) benefits are not eligible to participate in Workforce Development Training Initiative (WDTI)?**

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ANSWER: The funding source of WDTI activities makes EI clients ineligible to participate.

6. **Can work experience (practicum) component be paid and included as eligible expense in the project's budget?**

   ANSWER: While it is the norm that work placements are unpaid, incentives could be considered. Keep in mind that there is a CAP of $300,000.00 for the Workforce Development Training Initiative for your total budget.

7. **If a service provider had been awarded SILP grant in the past, does this impact its eligibility to apply?**

   ANSWER: No. As long as the provider is a current and active Mobius user.

8. **Current practice is that applicants send their questions to NewcomerSupports@gov.ab.ca email address ahead of the applicants' meeting and expect to receive answers at the time of the Q&A call. Is it possible to have a 'live' website to ask questions and receive answers, prior to the applicants' meeting?**

   ANSWER: We are unable to provide such an opportunity at this time, but we will consider this suggestion for future Calls for Proposals (CFPs). In the meantime, training providers will still have the opportunity to submit their questions to NewcomerSupports@gov.ab.ca until September 15, 2020. We will respond to questions individually in a timely manner and then combine all the questions and answers into one Q&A document that will be shared on September 15, 2020 Applicants' call and then posted on our website.

9. **Is it ok to put in a proposal that builds off a previously funded project even though that project was funded through a different ministry?**

   ANSWER: Yes, The results from your previous project should inform your current SILP proposal and provide solid evidence for its need.

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