



## **Projects to Support the Labour Market Integration of Refugees**

### **Funding Guidelines**

**2018-2019**

*Department of Advanced Education, Skills and Labour  
Office of Immigration and Multiculturalism*

This document is available online at <http://www.gov.nl.ca/immigration/>

**For further information contact:**

Department of Advanced Education, Skills and Labour

Office of Immigration and Multiculturalism

Tel: 709-729-6607

Fax: 709-729-7381

E-mail: [immigration@gov.nl.ca](mailto:immigration@gov.nl.ca)

December 2018

## Contents

1.0 Introduction .....	4
2.0 Submission of Applications .....	4
3.0 Guiding Principles .....	4
4.0 Roles and Responsibilities .....	5
5.0 Funding Priorities .....	5
6.0 Funding Eligibility Criteria .....	5
6.1 Eligible Proponents.....	5
6.2 Ineligible Applicants .....	6
6.3 Eligible Beneficiaries .....	6
6.4 Eligible Funding Activities .....	6
6.5 Eligible Costs.....	7
6.6 Ineligible Costs .....	8
7.0 Overview of Application Process .....	8
7.1 Application Review .....	8
7.2 Evaluation Criteria .....	8
7.3 Funding Arrangements .....	9
8.0 Reporting Requirements .....	9
9.0 Additional Information .....	9
9.1 Discretionary Nature of the Program.....	9
9.2 Disclosure of Information .....	10

## 1.0 Introduction

Social, economic, and cultural integration of newcomers to the province are key activities in achieving better settlement and integration outcomes for all Newfoundland and Labrador residents in their respective communities. This multifaceted integration directly contributes to the increased retention of newcomers to the province.

The Labour Market Integration for Newcomers (LMIN) Program is designed to enable service-providing organizations and communities to develop and/or deliver programs to expedite the attachment of newcomers to the labour market.

This guide is intended to help prospective proponents prepare a proposal to request funding for labour market integration projects for newcomers to Newfoundland and Labrador.

## 2.0 Submission of Applications

The final date for submitting applications for funding is Friday, January 4, 2019.

Contributions from the Department shall not exceed \$50,000 per project.

The Department of Advanced Education, Skills and Labour strongly encourages proponents to review this document thoroughly, to ensure the organization, proposed activities, and clients served are eligible for funding under the Labour Market Integration for Newcomers efforts, as well as:

- Request for Proposals document: **To Deliver Adult Basic Education (ABE) Bridging Program for Refugees**; and
- *The Way Forward on Immigration in Newfoundland and Labrador* (March 2017).

## 3.0 Guiding Principles

The application and funding process is guided by the following principles:

- **Contribution to provincial immigration priorities:** Proposals provide details on how they will address gaps and needs expressed by newcomers, and support the provincial approach to immigration;
- **Maximum benefits to newcomers:** Proposals clearly describe how they will maximize benefits to newcomers in the area of settlement, integration, and retention;
- **Fairness and transparency:** Clear, published criteria are intended to give all eligible organizations an equal opportunity to access funding;
- **Focused approach:** Proposals take into account provincial and/or regional reach;
- **Innovation:** Proposals for demonstration projects provide an approach that is new, or new to Newfoundland and Labrador, in supporting newcomer settlement and integration;
- **Partnership and Collaboration:** Proposals are premised on partnership and collaboration with multiple stakeholders; and
- **Clear accountability:** Proposals include focus on data collection, monitoring, and assessment processes, as well as details on proposed objectives.

## 4.0 Roles and Responsibilities

All partners in the funding process share responsibility for results. Through the Office of Immigration and Multiculturalism, the Department of Advanced Education, Skills and Labour will:

- Develop and clearly communicate the criteria for proposal submission and project approval;
- Oversee a fair and transparent proposal assessment and evaluation process;
- Finalize and communicate decisions in a timely manner;
- Distribute funding as per the terms of the contribution agreement;
- Monitor and evaluate programs and services; and
- Co-ordinate, where possible, joint proposals or projects to avoid duplication and to maximize benefits by leveraging funding available from all partners.

Project proponents are expected to:

- Use and follow this guide in preparing proposals;
- Ensure collaborative and partnership-driven engagement with multiple stakeholders forms part of their proposal(s);
- Submit all required information;
- Meet project and reporting timelines; and
- Be accountable for using the funding for its intended purpose, by providing required documentation, such as interim reports and a final report.

## 5.0 Funding Priorities

Priority will be given to proposals which address the priority area stated in the 2017 Immigration Action Plan – *The Way Forward on Immigration in Newfoundland and Labrador*. Specific activities of priority are:

- *developing and delivering integrated basic education and English as a Second language programming for resettled refugees in our province to help them attain Canadian Language Benchmark Level 5 and prepare for enrollment in Adult Basic Education Level I;*
- *providing integrated basic education and English as a Second Language programming in a supportive learning environment;*
- *supporting resettled refugees in accessing the training and supports they need for educational and career advancement while accommodating their unique learning needs and personal challenges; and*
- *ensuring programming is integrated with other key services including employment readiness, job search programs, and settlement and integration supports.*

## 6.0 Funding Eligibility Criteria

### 6.1 Eligible Proponents

The proponent must be an established non-profit community organization (registered under the Corporations Act), private organization that currently delivers adult learning, or other public

or non-governmental entity (e.g., public educational or training institution, regional development authority). Municipal governments are also eligible proponents.

The proponent must also demonstrate a need for a proposed project, as well as the ability, and sufficient capacity to deliver the proposed activities. Proponents must fulfill the following requirements to ensure eligibility:

1. The organization is incorporated as a non-profit corporation or has a written agreement with an appropriately incorporated organization to administer approved funding. Private organizations that currently deliver adult learning are eligible;
2. Where the applicant is a non-profit organization, the organization demonstrates community support by showing a range of stakeholder representation on a committee or board and/or through letters of support from key stakeholders;
3. The organization satisfies the Department that it can receive, manage and account for public funding in a fair and transparent manner;
4. The organization complies with provincial and federal labour, human rights, and privacy legislation; and
5. The community or region in which the project will be implemented has already received refugees, or has identified immigration as a key growth strategy.

The Department will consider projects of up to \$50,000 that meet the above eligibility requirements and priorities, with a planned completion date of March 31, 2020.

Following the completion date, select successful proponents may be invited to expand their scope, pending demonstration of project results.

## 6.2 Ineligible Applicants

Ineligible applicants under the LMIN program include:

- Individuals;
- Businesses/private sector organizations, or companies (other than private organizations that currently deliver adult learning, which are eligible);
- Funding bodies/organizations whose sole mandate is to award grants or funding;
- Immigration agents, consultants, or recruiters; and
- Non-registered community organizations.

## 6.3 Eligible Beneficiaries

LMIN funding can support programs and services assisting the following individuals:

- Protected persons (Refugees), as defined in Section 95 of the Immigration and Refugee Protection Act; and
- Resettled refugees who have come to the province as part of a privately sponsored or Government assisted resettlement initiative.

## 6.4 Eligible Funding Activities

Successful labour market integration depends largely on the quality of services refugees receive when they arrive. Eligible funding activities would be those that provide integrated basic education and English as a Second Language programming to help resettled refugees attain Canadian Language Benchmark Level 5 and prepare for enrollment in Adult Basic Education Level I in a supportive learning environment.

## 6.5 Eligible Costs

Eligible costs for funding include:

**Individual supports:** Benefits supporting individual resettled refugees who will be assisted in attaching to the labour market;

**Salaries:** Salaries of staff engaged in the direct delivery of the program or project (contract positions may be included);

**Benefits:** Benefits of salaried person(s) delivering the program or project. This may include medical and dental benefits and pension programs. Mandatory employment-related costs (MERCs) are payments that the employer is required by law to make in relation to employees.

**Supplies and resources:** Office supplies related to delivering the program (e.g., writing tools, paper products, electronic storage media, filing materials, postage, educational or promotional material, other printed materials, audio-visual resources and software used directly in delivering the program/project).

**Facilities and equipment:** A portion of the office rent can be claimed when an office is used to work on the project. In addition, rent for meeting rooms or event space, equipment rental, photocopier rental, and telephone, fax, internet bills, for direct program delivery are also eligible. Rent cannot be charged for space belonging to members of the board of the organization, nor can the organization charge rent for space in the location it currently rents or owns for another purpose. Computer hardware costs of up to \$1,000 are eligible. For verification on eligibility of items and costs, please contact the Office of Immigration and Multiculturalism at [immigration@gov.nl.ca](mailto:immigration@gov.nl.ca), or (709) 729-6607.

**Travel:** Travel within the province for staff and volunteers directly delivering the program/project.

**Other:** Includes items that do not fall into other categories, such as registration fees for a workshop conference related to the project or other miscellaneous expenses.

**Administration:** These costs may include:

- **Salaries:** Salaries of staff providing oversight or supervision to project staff for the hours spent directly supervising the project as well as the benefits of those staff members (e.g., MERCS). Salaries of staff providing administrative support to the program/project. Organizations may include contract administrative positions under this heading.
- **Benefits:** Staff benefits, outlined above, who are providing supervisory or administrative support to the program/project, for the hours devoted to the project. This may include medical and dental benefits and pension programs.
- **Other:** Bank charges, liability or other insurance, annual audit and bookkeeping.

\* Up to 15 per cent of the total program budget may be allocated to this category.

## 6.6 Ineligible Costs

Ineligible costs include:

- Capital costs, including vehicle purchases, construction or renovation of buildings or monuments, etc.;
- Travel outside Newfoundland and Labrador, except in special circumstances pre-approved by the Department;
- Any and all foods, beverages and/or refreshments for participants or guests of events;
- Financial losses/deficits incurred by the organization; and
- Lobbying/advocacy activities of the organization.

## 7.0 Overview of Application Process

### 7.1 Application Review

Proposals will be assessed by the Office of Immigration and Multiculturalism, Literacy and Institutional Services, and the Employment and Training division of the Department of Advanced Education, Skills and Labour. Proposals that do not fall within the eligible applicants, eligible beneficiaries, or eligible activities will be screened out.

Successful applicants will receive a Letter of Approval within 10 business days, outlining the amount of funding approved and the purpose of the funding. Approved funding decisions will also be posted on the Office of Immigration and Multiculturalism website.

### 7.2 Evaluation Criteria

When considering applications for funding of projects, the Department will evaluate eligible project proposals on the basis of completeness and content.

Proposals will be evaluated on the basis of the following key criteria, and must score a minimum of 90 points out of a maximum of 120 points:

Section A: A minimum of 10 points in each category:

1. Evidence of the need for proposed activities (up to 15 points);
2. Capacity, skills, and expertise to undertake and successfully achieve the intended Outcomes (up to 15 points);
3. Scope of impact/number of individuals served (up to 15 points); and
4. Project reach (local, regional, provincial) through the proposed activities (up to 15 points).

Section B: 15 points in each category:

5. Measurable indicators and outcomes (15 points); and
6. Relevance to The Way Forward on Immigration in Newfoundland and Labrador priorities (15 points).

Section C: A minimum of 10 points in each category:

7. Innovation in the proposed approach (up to 15 points); and
8. Clear, detailed budget (up to 15 points).

Final decisions will be made by the Department and will be communicated to applicants in writing.

### **7.3 Funding Arrangements**

Following the Letter of Approval, organizations will receive a Contribution Agreement, which outlines the terms and conditions of the funding, and represents a legally binding contract between Her Majesty in Right of Newfoundland and Labrador, as represented by the Minister Responsible for the Department of Advanced Education, Skills and Labour, and the organization. The Agreement must be signed by an authorized signing officer from each party.

The first payment will be released only after the Agreement has been signed by both parties. Funding will be issued installments as directed by the contribution agreement. Activity and Final Report will be required. These reports will require information on the progress of the expected outputs, objectives and outcomes. This is an essential accountability element in the funding process.

### **8.0 Reporting Requirements**

The Department reserves the right to request additional reports, if needed. A Reporting Schedule will be outlined in the Contribution Agreement.

Payments are contingent on satisfactory reviews of reports by the Department. Failure to submit an Interim Report or to meet the conditions of funding will delay or deny the release of payments. Unsatisfactory reporting may affect the continuation of the grant.

Organizations receiving funding are required to report on the activities undertaken and the results achieved with the LMIN funding, actual and projected expenses, and the impact of the funding. Copies of reporting templates will be provided to successful proponents prior to reporting due dates.

For collaborative initiatives undertaken by two or more organizations, the organization designated as the proponent will be considered the lead proponent and will be responsible for all reporting.

### **9.0 Additional Information**

#### **9.1 Discretionary Nature of the Program**

The Department cannot guarantee financial support to all applicants, nor can it provide total support for programs and service costs. Commitments made by the proponents prior to, or in anticipation of, official written notification that a proposal has been approved are the applicant's responsibility. If an applicant is unsuccessful, the Department will not be responsible for costs already incurred by the organization.

## 9.2 Disclosure of Information

Prior to approval, proposals will be considered the property of the proponents and will only be available to the Department officials evaluating the proposal. Once approved, proposals submitted to the Department are subject to the Newfoundland and Labrador Access to Information and Protection of Privacy Act (ATIPPA). By entering into an agreement with the Department, proponents agree to public disclosure of their proposal content. Any information in the proposal that the proponent considers to be proprietary should be marked as “confidential”, and will be subject to appropriate consideration as defined within ATIPPA. Submitted proposals, and content within, become property of the Government of Newfoundland and Labrador.

Evaluation reviews made public through ATIPPA will not include any materials deemed to be proprietary in nature. If selected agencies have access to immigrants’ personal information that is protected under ATIPPA, agencies should understand that they may not disclose or reveal any such personal information. Failure to comply with these regulations may result in criminal prosecution or civil liability of the agency and the individual(s) involved.