



Call For Funding Applications:  
Projects to Support the Economic Advancement of Newcomers in  
Newfoundland and Labrador

**Funding Guidelines**

**2022-23**

Office of Immigration and Multiculturalism  
Department of Immigration, Population Growth, and Skills

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

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## Contents

<b>1.0 Introduction .....</b>	<b>4</b>
<b>2.0 Submission of Applications .....</b>	<b>4</b>
<b>3.0 Guiding Principles .....</b>	<b>7</b>
<b>4.0 Roles and Responsibilities.....</b>	<b>7</b>
<b>5.0 Funding Eligibility Criteria.....</b>	<b>8</b>
<b>5.1 Eligible Proponents.....</b>	<b>8</b>
<b>5.2 Ineligible Applicants.....</b>	<b>8</b>
<b>5.3 Eligible Beneficiaries.....</b>	<b>9</b>
<b>5.4 Eligible Costs.....</b>	<b>9</b>
<b>5.5 Ineligible Costs .....</b>	<b>10</b>
<b>6.0 Overview of Application Process.....</b>	<b>10</b>
<b>6.1 Application Review.....</b>	<b>10</b>
<b>6.2 Evaluation Criteria.....</b>	<b>11</b>
<b>6.3 Funding Arrangements .....</b>	<b>12</b>
<b>7.0 Reporting Requirements .....</b>	<b>12</b>
<b>8.0 Additional Information.....</b>	<b>12</b>
<b>8.1 Discretionary Nature of the Program .....</b>	<b>12</b>
<b>8.2 Disclosure of Information .....</b>	<b>13</b>

## 1.0 Introduction

The Department of Immigration, Population Growth, and Skills through Office of Immigration and Multiculturalism, is seeking projects designed to support the economic advancement of newcomers in Newfoundland and Labrador.

Social, economic, and cultural integration of newcomers to the province are vital to achieving better settlement and integration outcomes for all Newfoundland and Labrador residents in their respective communities. This multi-faceted 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, groups and communities to develop and/or deliver programming that expedites the attachment of newcomers to the labour market, helps them advance to their professional fields, as well as achieve progress in their careers.

The goal of the Newfoundland and Labrador Settlement and Integration Program (NLSIP) is to help newcomers fully engage in all aspects of Newfoundland and Labrador social, economic, and cultural life. To achieve this goal, the NLSIP focuses on improving the quality, availability of, and access to, services that improve the social and economic situation of newcomers.

This guide is intended to help prospective proponents prepare for the application process to request funding for programming aimed at supporting economic integration and enhancing settlement services to Newfoundland and Labrador.

## 2.0 Submission of Applications

This call consists of a Two Stage Application Process.

- **Stage One:** Applicants are invited to submit a brief high-level concept note. The template for submission(s) is available online:  
<https://www.gov.nl.ca/immigration/files/Concept-Paper-Sample-Template.pdf>  
Concept notes may be emailed to [settlement@gov.nl.ca](mailto:settlement@gov.nl.ca) in MS Word or PDF format.
  - *Deadline = 11:59 PM, January 21, 2022*
- **Stage Two:** Only concept notes which identify the need for proposed programming to address a priority area will be invited to participate in the second stage of the application process. At this stage, successful proponent will need to submit a full proposal into the Labour Market Programs Support System (LaMPSS) self-service system.

The Department of Immigration, Population Growth, and Skills strongly encourages applicants to review this document thoroughly, to ensure the organization, proposed activities, and clients served are eligible for funding.

Applicants are also encouraged to review:

- The Call for Funding Applications;
- Mandate Letter for the Minister of Immigration, Population Growth, and Skills: <https://www.gov.nl.ca/wp-content/uploads/ISL-Mandate-Letter.pdf>

As per provincial immigration priorities, programming and services in any of the following areas will be considered:

## **Economic Integration**

- **Facilitation of Direct Employment for Newcomers**
  - Employment is a key consideration for immigrants when choosing a new place to settle and raise a family. Employment opportunities are also important for accompanying spouses and family members in their social and economic integration. Newcomers looking to directly participate in the Canadian labour market often need assistance in directly connecting to employment opportunities in their new communities.
    - Submissions will outline proposed programming to facilitate direct employment for newcomers to Newfoundland and Labrador.
- **Entrepreneurship Supports**
  - The International Entrepreneur and International Graduate Entrepreneur categories in the Newfoundland and Labrador Provincial Nominee Program launched in December 2018. The two categories pave the way for immigrant entrepreneurs to create, join, or take over businesses in Newfoundland and Labrador.
    - Submissions will outline proposed programming for the (but not limited to): provision of necessary and valuable skills required to increase successful outcomes for newcomer entrepreneurs; to support entrepreneurship among international students and, the provision of resources and supports to newcomers aiming to create a social enterprise.
- **Assessment and Recognition of Prior Learning and Skills (Foreign Qualification Recognition)**
  - A key challenge faced by newcomers is that qualifications obtained abroad may not always be recognized in Canada. Newcomers need the opportunity to be connected to employment opportunities that are commensurate with their skills, education, and experience, but they may also wish to work in alternative occupations that utilize their existing education, training, and experience.
    - Submissions will outline proposed programming to assist (but, not limited to): awareness of services; connections to resources; liaising with regulatory bodies; and facilitating recognition of prior learning and skills.

## **Settlement Supports and Services**

- **Service Awareness and Accessibility**
  - Settlement services help newcomers acquire skills and connections in order to integrate into Canadian society, and to improve social and economic outcomes. Groups and organizations across the province deliver programming and services of which newcomers can avail.
    - Submission will outline proposed plans to (but not limited to): create and improve awareness of programming and services available to newcomers; and, to facilitate greater uptake in existing settlement and integration programming and services.
- **Welcoming Communities**
  - Newcomer connection and participation in communities signals that they are moving forward on the path to integration and that their new communities are creating space for their contributions.
    - Submissions will outline proposed programming which will bring together newcomers and long-time Canadians, Indigenous Peoples and settled immigrants with the aim of (but not limited to): creating inclusive communities that enhance belonging; promote social cohesion; and, provide opportunities for informal language learning.
- **Language Training**
  - Knowing an official language enhances newcomers' capacity to obtain information about daily life in Canada, participate in settlement programming, and increases their chances of obtaining employment.
    - Submissions will outline proposed programming for the provision of (but not limited to): formal language instruction; language for the workplace; language in the workplace; and, informal language learning.
- **Facilitate Participation in Community Groups and Organizations**
  - As noted by the federal settlement outcomes report, a strong sense of belonging and community involvement is important for newcomers.
    - Submissions will outline proposed plans to facilitate the participation of newcomers in cultural, local, regional, and provincial organizations and groups.
- **Settlement**
  - Settlement supports, including pre-arrival supports, are essential to newcomers' initial adjustment to their new communities.
    - Submissions will outline new and innovative approaches to (but not limited to): the development and delivery of settlement programming and supports; increased uptake in existing programs and services; and, pre-arrival settlement services.

Proponents are encouraged to consider the economic and social barriers that derive from and further perpetuate systemic racism and discrimination, specifically as they pertain to newcomer integration in the priority areas listed above in the development of their projects. Proponents should be mindful of how their proposed projects address these particular barriers.

Programming and services seeking long-term funding should include a sustainability plan past the project timeline of March 2023, given provincial funding is project-based.

## **3.0 Guiding Principles**

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

- **Maintaining a COVID-19 lens:** All project submissions must demonstrate considerations towards the current COVID-19 pandemic, and ensure all public health guidelines are followed;
- **Incremental programming:** Projects must build on, and not seek to replace or duplicate existing programming;
- **Contribution to provincial immigration priorities:** Concept notes should provide details on how they will address gaps and needs expressed by newcomers, and support the provincial approach to immigration;
- **Maximum benefits to newcomers:** Concept notes should clearly outline how they will maximize benefits to newcomers in the area of labour market integration;
- **Fairness and transparency:** Clear, published criteria are intended to give all eligible organizations an equal opportunity to access funding;
- **Focused approach:** Projects will take into account provincial and/or regional reach as well as targeted group for programming and services;
- **Innovation:** Concept Notes demonstrate projects that provide a new approach, or new to Newfoundland and Labrador, in supporting newcomer labour market integration;
- **Partnership and Collaboration:** Applications are premised on partnership and collaboration with multiple stakeholders; and
- **Clear accountability:** Concept notes outline plan for 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 will:

- Develop and clearly communicate the criteria for both stages of the submission process in addition to project approval;
- Oversee a fair and transparent 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 concepts or projects to avoid duplication and to maximize benefits by leveraging funding available from all partners.

Project applicants and successful proponents are expected to:

- Use and follow this guide in preparing submission(s);
- Ensure collaborative and partnership-driven engagement with multiple stakeholders forms part of their proposed project (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 Eligibility Criteria

### 5.1 Eligible Proponents

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

- 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;
- 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;
- The organization satisfies the Department that it can receive, manage and account for public funding in a fair and transparent manner;
- The organization is a registered user of the Department of Immigration, Population Growth, and Skills - Labour Market Programs Support System (LaMPSS) (for second stage applicants only).
- The organization complies with provincial and federal labour, human rights, and privacy legislation;
- The community or region in which the project will be implemented has already received refugees, or has identified immigration as a key growth strategy; and,
- The community, region, or organization has a commitment to diversity, equity and inclusion.

### 5.2 Ineligible Applicants

Ineligible applicants include:

- Individuals;
- Businesses/private sector organizations, or companies;
- Funding bodies/organizations whose sole mandate is to award grants or funding;
- Immigration agents, consultants, or recruiters; and

- Non-registered community organizations.

### **5.3 Eligible Beneficiaries**

Funding can support programs and services assisting the following individuals:

- **Provincial Nominees** - Foreign nationals and their dependents, residing in Newfoundland and Labrador, and who have been nominated (received Certificate of Nomination) under the Newfoundland and Labrador Provincial Nominee Program;
- **Atlantic Immigration Program Endorsees** – Foreign nationals and their dependents, residing in Newfoundland and Labrador, and who have been endorsed (received Certificate of Endorsement) under the Atlantic Immigration Program;
- **International Students and/or Graduates** – students currently completing their studies in a designated post-secondary institution in Newfoundland and Labrador. May include spouses and dependents of international students and graduates;
- **Permanent residents** of Canada, residing in Newfoundland and Labrador, including resettled refugees who have come to the province as part of a privately-sponsored or Government-assisted resettlement initiative;
- **Protected persons** (Refugees), as defined in Section 95 of the Immigration and Refugee Protection Act;
- **Migrant Workers** (also known as Temporary Foreign Workers) working in Newfoundland and Labrador, and interested in becoming permanent residents; and,
- **Canadian citizens** born outside of Canada (services to recent immigrants to Newfoundland and Labrador will be given priority).

### **5.4 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 [settlement@gov.nl.ca](mailto:settlement@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.

## 5.5 Ineligible Costs

Ineligible costs include:

- 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.

# 6.0 Overview of Application Process

## 6.1 Application Review

At the first stage of the process, the Department of Immigration, Population Growth, Skills through the Office of Immigration and Multiculturalism, will review all concept note submissions. A concept note is a summary document containing a brief description of the idea of the project and the objectives the proposed project would pursue.

Following this evaluation, OIM will advise proponents if they are invited to submit a full proposal through the Labour Market Programs Support System (LaMPSS) online self-service system.

If invited to submit a full proposal, proponents must be registered in the Department of Immigration, Skills, and Labour' LaMPSS online self-service system to apply on-line. It is highly advisable to register on LaMPSS ahead of this stage, to ensure a timely submission by the timeline, if invited to submit a full application.

At both stages of the process, the Department will evaluate applications on the basis of completeness and content - as outlined in the funding guidelines key criteria. Those which do not fall within the scope of eligible applicants, eligible beneficiaries, or eligible activities, will be immediately screened out. Eligible submissions will be further assessed, while factoring the available OIM budget.

## **6.2 Evaluation Criteria**

When considering applications for funding of programming, the Department will evaluate eligible submissions on the basis of completeness and content.

Applications will be evaluated on the basis of the following key criteria:

### **Stage One – Concept Note Evaluation (25 points possible):**

1. Evidence of incremental need for project and relevance to Newfoundland and Labrador immigration priorities (up to 10 points);
2. Clear goals and measurable outcomes (up to 10 points); and,
3. Innovative solution/approach (up to 5 points)

### **ONLY SELECTED CONCEPT NOTES WILL BE INVITED TO STAGE TWO**

### **Stage Two – Full Proposal Evaluation**

#### **Section A: (50 possible points)**

1. Evidence of the need for proposed activities (up to 10 points);
2. Capacity, skills, and expertise to undertake and successfully achieve the intended Outcomes (up to 20 points);
3. Scope of impact/number of individuals served (up to 10 points); and
4. Project reach (local, regional, provincial) through the proposed activities (up to 10 points).

#### **Section B: (20 possible points)**

5. Measurable indicators and outcomes (10 points); and
6. Relevance to Newfoundland and Labrador immigration priorities (10 points).

#### **Section C: (30 possible points)**

7. Innovation in the proposed approach (up to 10 points);
8. Clear, detailed budget (up to 15 points); and,
9. COVID-19 lens applied to all activities (5 points).

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

### **6.3 Funding Arrangements**

Following a 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 Immigration, Population Growth, and Skills, and the organization. The Contribution Agreement must be signed by an authorized signing officer from each party.

The first payment will be released only after the Contribution Agreement has been signed by both parties. Funding will be issued in installments as directed by the Contribution Agreement. Activity Reports and Final Report will be required, and will be submitted through LaMPSS. 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.

### **7.0 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.

## **8.0 Additional Information**

### **8.1 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.

## **8.2 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 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 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.