Service Agreements for Youth and Students Program Guidelines

Government of Newfoundland and Labrador

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1 Service Agreements for Youth and Students

1.1 Objectives

The Service Agreements for Youth and Students (SAYS) program provides funding to not-for-profit, youth-serving organizations and post-secondary institutions to assist with the design and delivery of programs and services for youth and students related to furthering their education, employment and career development. Services range from education support to employment initiatives.

1.2 Eligibility

Eligible Applicants

Not-for-profit, youth-serving organizations and post-secondary institutions may apply for funding to deliver programs and services that:

1. Strategically support young people and students in their pursuit of post-secondary education and employment opportunities;
2. Enhance career opportunities and priority youth and student-related programs and services;
3. Focus on youth in rural areas of Newfoundland and Labrador; and
4. Support at-risk youth and students in their transition to post-secondary education and employment.

All not-for-profit organizations that apply for funding shall be incorporated and have Director's Liability Insurance.

Eligible Costs

Project costs will be assessed to determine if they are reasonable and appropriate in relation to the proposed project and activities. Depending on assessment, costs will be included or disallowed. When assessing a cost item there are three considerations:

1. Compliance to the program terms and conditions;
2. Does it contribute to the success of the project; and
3. To what extent can it be considered reasonable.

Eligible costs may include (but not limited to) items such as:

- Staff and Administrative Wages;
- Mandatory Employment Related Costs;
- Travel;
- Rent;
- Participant Wages;
- Participant Mandatory Employment Related Costs;
- Participant Stipends;
- Program Materials and Supplies;
- Special Events;

- Staff Training and Development;
- Utilities;
- Advertising;
- Postage/Courier;
- Bank Charges; and
- Office Supplies.

The eligible cost categories may not be an exhaustive list. Additional costs may be assessed and negotiated, if deemed reasonable and appropriate. Assistance may also be provided in consideration of the central administrative functions of the coordinator's operations that are drawn upon to support agreement activities.

Ineligible costs may include (but not limited to) items such as:

1. Costs not associated to the delivery of the project activities;
2. Costs associated with fundraising activities;
3. Canada Revenue Agency or payroll penalties;
4. Parking Tickets;
5. Parking Passes;
6. Food (not typically an eligible expense except in cases where there is a modest offer of nourishment at a conference or if a working lunch is required);
7. Legal fees and court awards for inappropriate dismissal;
8. Illegal activities;
9. Membership fees for private clubs (e.g., gyms, golf courses);
10. Staff salary bonuses Since there is flexibility to make adjustments to salaries under the new wage policy, no further salary top ups or increase in hours for individuals negotiated in the wage category is allowable under administration;
11. Purchase of alcoholic beverages;
12. Purchase of illegal substances;
13. Unreasonable gifts for recognition;
14. Costs incurred before the start date or after the end date of the project; or
15. Losses and deficits incurred by funded organizations.

2 Labour Market Programs Support System (LaMPSS)

The SAYS program is administered by the Department using the Labour Market Programs Support System (LaMPSS) application. LaMPSS is a common method for administering Labour Market Programs in Newfoundland and Labrador, focused on providing consistency in processes and improving services to labour market program agreement holders.

All organizations entering into an agreement for delivering Labour Market Programs in Newfoundland and Labrador must first be registered as a LaMPSS organization. This is a one-time registration process.

If your organization has not previously registered with LaMPSS, you can obtain a LaMPSS registration form at Labour Market Programs Support System.

The functionality of LaMPSS provides organizations with self-serve capability, enabling you to apply for funding online for some labour market programs, as well as submitting required financial and activity reports online. Once available, we will provide you with user access enabling the ability to utilize the LaMPSS self-service capabilities.

Please read this entire Program Guidelines Document. The information contained in this Guide will become part of the contract/agreement with the Province of Newfoundland and Labrador for the delivery of SAYS program.

3 Applying for Service Agreements for Youth and Students Program Funding

3.1 Applying Online

Once you are a registered LaMPSS user, you can apply for funding online using the self-serve capability. To apply online go to: https://lampss-org.aes.gov.nl.ca/login/login.aspx?ReturnUrl=%2f

Organization Information

Enter the name and complete mailing address for your organization. If you are applying online, this information will be pre-populated.

Project Details

Please provide the following:

Project Title	Provide a title specific to this project. For example: "*At-Risk Youth Engagement Program, Your Organization's Name – Service Agreements for Youth and Students*".
Contact Person	Name, title, telephone number and email address of person(s) to contact for additional information
Agreement Start Date	Provide the proposed start date for project
Agreement End Date	Provide the proposed end date for project

Past Agreements

Please identify if this application is a renewal of a past agreement and identify the agreement number or project name.

Project Description

Please provide a brief outline of the project detailing the activities (limit 300 words). Please provide a brief outline (i.e. Executive Summary) of the project.

A short summary of the project that includes:

1. The location(s);

2. The services and programs offered. If this is a proposal for renewal of funding, include highlights of any changes planned from previous contract;
3. Number of new and continuing clients;
4. Duration of project; and
5. Total funding requested.

In addition to this, a more detailed project description is required to be attached to the application. The attached written proposal should include:

1. **Objectives** - Provide a general statement of the outcomes you are hoping to achieve through this project. Be sure to tie these objectives to continuance or improvement of services provided to clients/young people. State how the objectives of the project relate to the intent of the youth grants program (listed above), and the vision and overview of the department.
2. **Rationale** - Describe the evidence of the need for the project and the appropriateness of the design. This may include any or all of the following or other related information:
    a. Any research or consultation done specifically for this project;
    b. Broader research (national, provincial or local) that helps explain why this project is needed and how the project reflects the knowledge on effective program design;
    c. The findings from previous assessments or evaluations of this project;
    d. Any identified gaps in current services that the project will fill; and
    e. A profile of the demographics and needs of clients to be served.
3. **Client Assessment/Recruitment -** Describe the expected sources of clients and any recruitment or marketing activities planned. Describe the assessment process, including any tools used.
4. **Services and Programs** - Describe concisely and clearly the services and programs provided to clients. For example, programs are defined as structured activities and interventions delivered in a group setting. Therefore, describe any programs, including the purpose, activities/topics, location(s), schedule (duration, number of days per week, number of hours per day, number of sessions in total during the funding period, number of participants per session) where significant and relevant.
5. **Target Group** - Specify the target group the program is aimed at and the length of the program/service. For example, Aboriginal youth, aged 15-25, program will be delivered from April 1st to March 31st.
6. **Outcomes** - Outcomes are the consequence of the services provided - what these are expected to achieve (essentially why you are providing the program or service). Outcomes also may describe the change that happens for individual clients as a result of participation.
7. **Performance Monitoring** - Describe the methods you will use to track, monitor and report on your activities with clients and the client outcomes.
8. **Profile of organization**- Briefly describe the following information on your organization:
    a. Mandate;
    b. Structure of the Board of Directors, names of current directors, and a list of its executive committee (mandatory covered in Supporting Documentation);
    c. Directors' Liability Insurance (mandatory covered in Supporting Documentation);

   d. AGM minutes and tabled financial report from this meeting (required if not in good standing with the Registry of Companies and Deeds);
   e. Organization Structure (overall organization description and if needed project organization structure if this is a unit within the overall structure);
   f. Articles of Incorporation/Association (no need to include these just describe if these are present.);
   g. Letter of Incorporation (mandatory covered in Supporting Documentation);
   h. By-laws; (No need to include these just describe if these are present.)
9. **Expertise** -Provide a profile of the staff who will deliver the programs and services, including their credentials and experience. Describe previous related projects funded by the Department or other sources.

Agreement Contact

Specify a person in your organization who can be contacted to further discuss your application (if required).

Language Preference

Provide your language preference - English or French.

Participants

Enter the total number of Project Participants (clients) expected to be served in this project. Enter the number of participants expected for each participant group. Include participants in all relevant participant groups (a participant may be part of more than one participant group).

Project Location

Please provide the address information for the location(s) where the project activities will be delivered. If you have not yet secured a location, please enter your main organization address and advise the Department at a later date of the project address.

Project Activities

The table below outlines the required information for each eligible activity for the SAYS Program. This is the complete set of eligible activities. On the Application Form, provide the following required information for each of the activities that you plan to deliver as part of your project.

Activity	
Brief Description	Describe how you plan to deliver this activity as part of your project agreement.
Expected Results	Explain your requirement for the organization to articulate the expected results of this activity.
Where does this activity take place	Identify the location for this activity.
Expected number of Project Participants	Please provide the expected total number of clients that will participate in this activity.

Expected number who achieve employment	Please provide the expected total number of clients that will achieve employment as a result of this activity.

Project Budget

The following table outlines all of the eligible cost categories and items for SAYS along with a brief description. On your Application Form, enter the total project costs and the amount of funding requested for each category for this project. HST should be calculated and included in each category.

Budget Category	Eligible Costs
Program Delivery	
Salaries	Provide the total amount of requested salaries. Please provide detail about each position in the Itemized Budget Breakdown.
Mandatory Employment Related Costs (MERCs)	This category includes all mandatory employment related costs (MERCs) which includes Employment Insurance (EI), Canadian Pension Plan (CPP), and Vacation Pay. These contributions are based on wages, considering maximum yearly contributions.
Participant Program Delivery	
Wages	Provide the total amount of requested salaries for participants.
Mandatory Employment Related Costs (MERCs)	This category includes all mandatory employment related costs (MERCs) which includes Employment Insurance (EI), Canadian Pension Plan (CPP), and Vacation Pay. These contributions are based on wages, considering maximum yearly contributions.
Program Materials and Supplies	This is materials and supplies specifically for the participant to use. Materials and Supplies for operational costs are below.

Budget Category	Eligible Costs
Travel	Travel for participants taking part in the project, includes transportation costs, taxi, or kilometric charges. Due diligence must be demonstrated in reimbursing for overnight accommodations and costs associated with out-of-province travel. These must be negotiated with the Department in advance. Provide details within the financial submission (e.g., mileage rate, reason for travel, number of trips, accommodation and meals). Mileage and meal allowances may be considered up to a maximum of the Provincial Government in-province travel rates.
Special Events	Funds for special events include closing ceremonies, graduation ceremonies and more.
Stipends	Stipends are provided to participants in programs that provide alternate forms of remuneration (other than wages) to participants for work completion.
Operational	
Staff Training/ Development	Can include conferences and short term training courses/programs for staff; must be relevant and reasonable according to the duration of the project. Diploma and complete degree programs are not applicable. Includes associated registration, mileage, meal allowances and accommodation. Limited to conferences in Newfoundland and Labrador and subject to negotiation.
Facility Lease / Rent	Please include cost per square foot and comparison to other facilities in the area. Provide a copy of the lease agreement, if applicable. Remember to show clearly how the costs of shared space were determined.
Advertising and Promotion	Includes advertising, promotion, signage, brochures.
Office Supplies	Office Supplies may include any business supplies needed to run day to day operations. This may include such items aspens, paper, or highlighters.

Budget Category	Eligible Costs
Resource Materials	Resource Materials may include such items as instructional booklets, binders, or completion guides.
Materials and Supplies	Please ensure all materials and supplies to be used on the project are included and related to the program activities. Costs could include: supplies and materials required to implement the project, licenses, permits, leasing of equipment, or evaluations and assessments.
Travel	Travel for staff directly delivering the project, includes transportation costs, taxi, or kilometric charges, as per staff travel claims. Due diligence must be demonstrated in reimbursing for overnight accommodations and costs associated with out-of-province travel. These must be negotiated with the Department in advance. Provide details within the financial submission (e.g., mileage rate, reason for travel, number of trips, accommodation and meals). Mileage and meal allowances may be considered up to a maximum of the Provincial Government in-province travel rates.
Other Operational Costs	These include any extra costs not included in the above categories that aid in the operations of the program funded.
Administrative	
Administrative Staff Salaries	Provide the total amount of requested administrative staff salaries related to said program. Please provide detail about administrative position in the Itemized Budget Breakdown.
Mandatory Employment Related Costs (MERC)	This category includes all mandatory employment related costs (MERCs) which includes Employment Insurance (EI), Canadian Pension Plan (CPP), and Vacation Pay. These contributions are based on wages, considering maximum yearly contributions.

Exceptional	
The following costs may be eligible for reimbursement provided they are **directly related** to the successful operation of the project.	
Postage and Courier	Please ensure all postage and courier charges are related to the specific program being funded.
Banking Charges	This may include any banking and interest charges related to program.
Utilities	Rationale should indicate recent actual amounts.

Project Cash Flow

Cash Flow is required for all applications. The Cash Flow worksheet can be located at Cash Flow Template.

Please use this template to provide a monthly cash flow estimate of the requested project expenses. Attach the completed worksheet to your application.

Legal Signing Officers

Provide the appropriate signing officers for this project as well as the legal signing requirements for your organization.

Supporting Documentation

The table below outlines documents that must be included with the project application. Please attach these documents to your application form.

Document	Content
Detailed Project Description	A detailed proposal is required to be included with the application. This includes a profile of the organization, length of the program, specific objectives and components of the project, client assessment and recruitment details, any outcomes from previous projects (if applicable) and any evaluation/performance monitoring for the project.
Itemized Budget Breakdown	Please include itemized budget details in excel. Attach this with your application providing sufficient details and rationale for requested funds to support the request for each cost item. HST should be calculated and included in each category.
Letter of Incorporation	Please provide a document that verifies the organization is incorporated.
Organizational Overview	Please include a brief overview of your organization, including history of organization. What other related programs are operated through the organization? How are they funded? What are some of the outcomes (if applicable) from these programs?

Organizational Structure	Non-profit organizations who apply to the SAYS program must provide a list of their Board of Directors as an attached document.
Proof of Directors and Officer's Liability Insurance	Non-profit organizations who apply to the SAYS program must provide evidence of Directors and Officer's Liability Insurance or equivalent. This may come in the form of the first page of an insurance policy (which includes the following information) or submission of the following list of five things. 1. Type of Insurance 2. Name of Insurer 3. Policy Number 4. Dates Insurance in Force 5. Amount of Insurance In the event this is submitted as a document, it should be attached to this file.

Submitting Your Application

Once you have completed the application including the attachment of all required documentation, the application will be submitted to the Department using the LaMPSS Self-Serve system.

In this section of the application enter the information that was provided when your organization was registered in LaMPSS – your Organizations ID, Username and Password. Click the submit box. You will be connected with the LaMPSS System and your application will be submitted.

4 Service Agreements for Youth and Students Reporting Requirements

The requirements for Activity and Financial reports for SAYS will be outlined in your agreement contract. Reports should be completed online using LaMPSS Self-serve functionality.

4.1 Completing an Activity Report

This section provides supporting information that you will need to complete the Activity Report.

Reporting Period Dates

Please enter the start and end date for the period this report covers.

Organization Information

Enter the name and complete mailing address for your organization.

Project Activities

For each SAYS project activities, please provide the following information for each activity in your Project Agreement:

1. **Activity Description** – Enter the description of the activity in your project;

2. **Update/ Status This Period** – Describe the methods and frequency to be used to monitor and report on your activities with clients and the client outcomes.
3. **Start Date** – Enter the start date of this activity in your project;
4. **End Date** – Enter the end date of this activity in your project; and
5. **Number of Project Participants** - Please provide the number of clients that participated in this activity during this period, the total participants to date and the number of clients expected for the remainder of the project.

Participants

Enter the actual number of participants served during this reporting period across all activities, the actual to date and the expected for the remainder of the project.

Provide this information for each participant group. Include participants in all relevant participant groups (a participant may be part of more than one participant group).

Supporting Documentation

There are no mandatory documents required; however if you have supporting documents, or if the Department requests specific supporting documents, attach them to your Activity Report.

Reporting Notes

Provide any additional information for this reporting period.

4.2 Completing a Financial Report

This section provides supporting information required to complete the Financial Report.

Reporting Period Dates

Please enter the start and end date for the period this report covers.

Organization Information

Enter the name and complete mailing address for your organization.

Project Costs

Provide the actual costs for each eligible expense for this reporting period. For each approved cost for your project please provide the approved budget, the amount reported and approved in previous financial reports and the amount being reported for this period.

Project Cash Flow

Along with your Financial Report, please provide an updated cash flow estimate for the remainder of the agreement. The Cash Flow worksheet can be located at: https://www.gov.nl.ca/ipgs/files/lmda-pdf-cash-flow.pdf.

Please use this template to provide an updated monthly cash flow estimate for the remainder of the project. Attach the completed worksheet to your Financial Report.

Supporting Documentation

There are no mandatory documents required; however if you have supporting documents, or if the Department requests specific supporting documents, attach them to your Financial Report.

Reporting Notes

Provide any additional information for this reporting period.

4.3 Submitting Your Reports

Once you have completed the Activity and Financial reports they can be submitted to the Department using the LaMPSS Self-Serve system. Enter the information that was provided when your organization was registered in LaMPSS – your Organizations ID, Username and Password. Click the submit box. You will be connected with the LaMPSS System and your reports will be submitted.

For any clarification or additional information, please contact your Agreement Manager directly.