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# Newfoundland and Labrador Settlement and Integration Program (NLSIP)

## Applying in LaMPSS

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Advanced Education, Skills and Labour  
Government of Newfoundland and Labrador

## Table of Contents

Labour Market Programs Support System (LaMPSS).....	3
Applying for NLSIP Funding.....	3
Applying Online.....	3
Completing an Application Form .....	3
Organization Information .....	3
Project Details.....	4
Past Agreements.....	4
Project Description.....	4
Agreement Contact.....	4
Language Preference .....	4
Participants .....	4
Project Location .....	4
Project/Training Activities.....	5
Project/Training Budget.....	5
Legal Signing Officers.....	6
Supporting Documentation .....	6
Submitting Your Application .....	7
Notification of Official Approval .....	7

## Labour Market Programs Support System (LaMPSS)

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

All organizations entering into an agreement for delivering Settlement and Integration Programming 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](http://www.aesl.gov.nl.ca/lampss_public/index.html) at [http://www.aesl.gov.nl.ca/lampss\\_public/index.html](http://www.aesl.gov.nl.ca/lampss_public/index.html).

The functionality of LaMPSS provides organizations with self-serve capability, enabling you to apply for funding online for programming, 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 document, including the program eligibility and requirements 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 Settlement and Integration programming.**

## Applying for NLSIP Funding

### Applying Online

Once you are a registered LaMPSS user, and program availability is advertised, 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>

If you require technical support in accessing LaMPSS, including assistance with login or compatibility issues, please contact call 1-844-252-6777 or email [ExtOrgHelp@gov.nl.ca](mailto:ExtOrgHelp@gov.nl.ca).

If you have questions about different parts of the application that is not answered in this document, Department staff is available to support and facilitate the process with you; please contact us at 1-800-563-6600 for assistance.

### Completing an Application Form

This section provides supporting information that you will need to complete the application form. The preferred method of application is online using LaMPSS; a paper application may be considered depending on the situation but may take longer to process as Department staff will have to enter the information manually in LaMPSS.

Applications **must be received at least thirty calendar days prior to the start of the program** to ensure a timely review and assessment of the request for funding.

### 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:

<b>Project Title</b>	Provide a title specific to this project. For example: "Your Organization Name and Training Title"
<b>Agreement Start Date</b>	Provide the proposed start date.
<b>Agreement End Date</b>	Provide the proposed end date.

### Past Agreements

This is to be completed if you have received funding under any AESL programs. If have received funding, check YES and list your agreements over the past two years. If are unsure of dates or agreements then **do not check yes**.

### Project Description

Please provide a brief outline of the programming (maximum 300 words), including but not limited to:

- The Priority Action of *The Way Forward on Immigration in Newfoundland and Labrador* which this project aims to help address.
- The provincial or regional reach of the project.
- Your organization’s mandate whether a Service Provider, Community Organization, Municipal Government, Regional Authority, Educational Institution, or other.

All items noted above **must** be provided as part of your application and **is required** for your application to be assessed.

See the **Supporting Documentation Checklist** below for further help related to required documentation for submission.

### Agreement Contact

Provide the appropriate primary contact for your organization including their title and contact information. This contact should be an individual empowered to negotiate this agreement on behalf of your organization (If you are a registered LaMPSS user this information will be pre-populated on the application, including civic address).

### Language Preference

English

### Participants

Enter the total number of participants and/or organizations expected to benefit from this project.

### Project Location

Please provide the address information for the location(s) where the project activities will be conducted. 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/Training Activities

The table below outlines the required information for each eligible activity under the **NLSIP**. On your Application Form provide the required information for the activities that you plan to operate as part of your project.

Please choose one of the options from the drop down box which most accurately represents the activities you propose in your application:

1. English/French as a Second Language Programming.
2. Delivering Settlement/Integration Supports to *Newcomers (footnote required)*
3. Supporting the Development of Welcoming Communities.
4. Enhancing Intercultural Competence/Anti Racism and Anti Discrimination.

TITLE	
<b>Brief Description</b>	Describe the project activities and how they will be delivered.
<b>Expected Results</b>	Please describe in detail the expected results which may include, but are not limited to: <ul style="list-style-type: none"> <li>- Development and delivery of new programming.</li> <li>- Developing resources to assist newcomers and/or organizations.</li> <li>- Increased language ability of participants.</li> <li>- Measurable increase in participants integration in their communities.</li> </ul>
<b>Where does this activity/training take place</b>	Identify the location(s) for the activity/training.
<b>Expected number of Project Participants</b>	Provide the expected total number participants to benefit from the activities proposed.
<b>Activity Budget and Costs</b>	Please provide the expected costs for this project.

**If more than one pertinent activity has been identified, repeat the above table for *each eligible activity*.**

### Project/Training Budget

The Department requires the budget details on the Itemized Budget Worksheet as listed below. If additional details need to be provided, submit electronically or as an attachment with your proposal in LaMPSS. **No final payment will be made until all invoices related to the budget categories are submitted.**

The following table outlines all of the eligible cost categories and items for the **NLSIP** program along with a brief description. On your Application Form, enter the total project costs and the amount of funding requested for each budget category. HST may be calculated and included in each category. Examples of project budgets are provided below.

**Eligible Costs Category Table**

<b>Budget Category</b>	<b>Eligible Costs</b>
<b>Program Delivery</b>	
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.
MERC	Mandatory employment-related costs (MERCs) are payments that the employer is required by law to make in relation to employees.
<b>Operational Costs</b>	
Supplies and Resources	Office supplies related to delivering the program (writing tools, paper products, electronic storage media (CDs, DVDs, etc.), filing materials, postage, etc.) 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. Computer hardware costs of up to \$1,000 are eligible.
Travel	Travel within the province for staff and volunteers directly delivering the program/project.
Administration	Up to 15 per cent of the total program budget may be allocated to this category. These costs may include salaries and benefits of staff providing oversight or supervision, and related MERCs.
Other	Bank charges, liability or other insurance, annual audit and bookkeeping

**Legal Signing Officers**

Provide the appropriate signing officers for this project; these signing officers must have legal signing authority for your organization.

**Supporting Documentation**

The table below outlines documents that must be included with your project application. Please attach these documents to your application under the title **SUPPORTING DOCUMENTATION** in the document type **DETAILED PROJECT DESCRIPTION** located at the end of the application. These documents are required as part of the department's review and assessment of your proposal; assessment of your application will be delayed without the required documents. These documents should be attached to your application in LaMPSS.

Document	Content
<p><b>Detailed Project Description</b></p>	<p>Please attach a detailed narrative description of the proposed program which would include details of your organization, the individuals/clients you serve, your location(s), and your staffing compliment.</p> <p>You must clearly define your reporting methodology for this project including measurable outcomes and indicators.</p> <p>This narrative will also include evidence for the need for your proposed activities, and your organizations capacity, skills, and expertise to undertake and successfully achieve the intended outcomes.</p> <p>Please also include the provincial or regional reach of the project, and how many individuals will benefit from these activities.</p> <p>Attach in the supporting documentation: letters from partners confirming financial or in-kind contribution.</p>

### 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.

You can confirm the application has been submitted as an agreement number has been assigned to your application and the status will be listed as **Intake**.

### Notification of Official Approval

Once the application has been assessed and approved, you will be notified in writing. Two signed Agreements outlining the reporting requirements and payment schedule will be forwarded for the proponent’s signature. The proponent shall sign the two copies of the Agreement/Contract and return one signed copy to the Department. Once received, the Department will issue the intial payment for the project as noted on the Agreement/Contract.