



Call for Proposals:
Projects to Advance the Settlement and Economic Integration of
Newcomers in Newfoundland and Labrador

Funding Guidelines

2023-24

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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1.0 Introduction

The Department of Immigration, Population Growth, and Skills through the Office of Immigration and Multiculturalism, is seeking projects designed to advance the settlement and economic integration of newcomers in Newfoundland and Labrador

Social, economic, and cultural integration of newcomers to the province is 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, which 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 cultural, social, and economic life. To achieve this goal, the NLSIP focuses on improving the quality, availability of, and accessibility to, services that improve the cultural, social, and economic situation of newcomers. Applications to either stream should be submitted under the Labour Market Integration for Newcomers (LMIN) Program.

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

2.0 Funding Priorities

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 Proposals;
- Mandate Letter for the Minister of Immigration, Population Growth, and Skills: [Mandate Letter - Honourable Gerry Byrne \(gov.nl.ca\)](#)

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

The 2023-2024 Call for Proposals outlines two streams, Economic Integration and Settlement under which community partners can submit project proposals. Proponents are encouraged to design projects with a view to support labour market attachment and community retention. Applications to either stream should be submitted under the Labour Market Integration for Newcomers (LMIN) Program.

Stream 1 - Economic Integration – Stream I

Economic Integration projects will be designed to promote the economic advancement of newcomers to the province. The following projects may be guided by any of the following themes, or others upon approval:

Improve Labour Market Access for Newcomers:

- Accessing to the labour market is a key consideration for newcomers when choosing to settle in the province. Submissions will outline proposed programming to facilitate (but not limited to):
 - Direct employment opportunities for newcomers;
 - Provision of career navigation support;
 - Removal of barriers to accessing the labour market, such as supports for child minding;
 - Target programming for refugees, newcomer women, and temporary residents (such as work permit holders, Ukrainians or international students); and,
 - Delivery of financial literacy and empowerment training, such as:
 - Programming that supports newcomers in developing financial literacy skills,
 - Workshops on budgeting and credit management,
 - Workshops on entrepreneurship, or,
 - Providing resources for accessing financial services and support;
 - Focusing on sector-based employment programming and supports for employment in selected industries.

Foreign Credential Recognition (FCR) navigation:

- A key challenge faced by newcomers is that credentials 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 expression.
 - Submission will outline proposed programming to assist (but not limited to): Promotion of awareness of services, connecting to resources, liaising with regulatory bodies, navigating pathways to work in respective regulated professions, developing tools to support FCR navigation, and facilitating recognition of prior learning and skills.

Job Creation and Connection:

- Gaining meaningful employment, having an opportunity to connect with workforce, and having Canadian work experience are key factors of settlement and integration of newcomers. Submission will outline proposed programming to assist (but not limited to):
 - Customize job and create opportunities that meets newcomer needs, skills, abilities, and competencies; and
 - Identify skills gaps, training needs, and tools to hire and retain workers.

Workplace-based Language Training:

- Language is one of the largest challenges when navigating employment in a new country or community. Submission will outline proposed programming (but not limited to);
 - Enhancing foreign skills through workplace – based language training;
 - Provision of training on- site and off-site;
 - Customization of trainings to meet labour market demands; and
 - Engaging sectors to deliver occupation-specific language training via their memberships.

Stream 2 - Settlement Supports and Services

Settlement supports and services projects will be designed to support community retention, particularly in rural regions of the province, and may incorporate, but are not limited to, any of the following themes:

Pre-arrival Settlement Programming:

- Pre-arrival settlement support provides guidance to newcomers' before arriving in Canada. These services are instrumental for providing critical information for newcomers settlement in the province:
 - Submission will outline proposed programming (but not limited to):
 - Promote services which are readily available in the region such as;
 - Creation of programs that prepare newcomers to move to Newfoundland and Labrador;
 - Provision of information related to settlement support, education, work experience, and credential recognition in Canada;
 - Promote follow up services post- arrival in the region; and,
 - Workshops on navigating legal system, culture, schools, etc.
 - Provision of an online platform to share and access information.

Settlement (rural approaches and projects led by cultural groups prioritized):

- Settlement supports are essential to newcomers' initial adjustment to their new communities. Submissions will outline new and innovative approaches (but not limited to)
 - The development and delivery of settlement programming and supports and increased uptake in existing programs and services;
 - Projects looking at supports in rural regions, as well as creative approaches to support community transportation, childcare needs, throughout the province are particularly encouraged;
 - Projects looking at connections in order to integrate into Canadian society, and to improve social and economic outcomes; and

- Programming which will create inclusive communities that enhance belonging; promote social cohesion; and, provide opportunities for informal language learning

Building 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.
 - Municipalities are particularly encouraged to submit a proposal supporting this priority

Intercultural Competency and Anti-Racism Training:

- Promoting conversations on anti-racism, diversity, inclusion, and accessibility is needed to support newcomers, including racialized groups, newcomer women, refugees, and temporary residents, to the province. Submission will outline proposed programming, which will outline (but not limited to);
 - Cultural competency in service providers, employers, and community members;
 - Create training programs and resources that will help and create effective learning experiences
 - Explores programming on inclusiveness, and anti-racism.
 - Projects that look at mitigating biases, and diversity-focused recruitment.

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 2024, given provincial funding is project-based.

3.0 Guiding Principles

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

- **Incremental programming:** Projects must build on, and not seek to replace or duplicate existing programming;

- **Contribution to provincial immigration priorities:** Proposals 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:** Proposals 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:** Proposals should 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:** Applications should 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 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);
- 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 or individuals with a valid work permit) 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, or (709) 729-6607.

Travel: Travel within the province for staff and volunteers directly delivering the program/project. The travel must be immediately related to completing the project, such as professional development trips, workshops, conferences, training, and field trips taken in place of scheduled classes. For the purposes of providing services, travel must be considered acceptable and necessary by the Department. When calculating time and cost, travel should be done in the quickest and least expensive way possible.

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

OIM will review submissions and advise proponents if they are invited to submit an application through the Labour Market Programs Support System (LaMPSS) online self-service system.

Proponents must register in the Department of Immigration, Population Growth, and Skills' LaMPSS payment system to apply on-line. Once registration is complete, a password and user ID will be provided. To register, please follow procedures outlined at [Register on LaMPSS system](#).

Once registered on the LaMPSS system, proponents may apply directly online and/or update information using its self-serve function and the provided user password and ID. To apply online using the self-serve component of LaMPSS, please link to the following website which contains LaMPSS User Guidelines, System Requirements and the Login [LaMPSS Employer Self-Serve](#).

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 key criteria.

New applicants to the grant program will be asked to clearly demonstrate intended project outcomes without duplicating other services. Previous applicants to the program will be evaluated based effectiveness of past projects.

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 10 points); and,
9. Collaboration and Partnerships, including efforts to avoid duplication (up to 10 points)

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

6.3 Funding Arrangements

Following a Notification of Approval, organizations will receive a Contribution Agreement, which outlines the terms and conditions of the funding, and represents a legally binding contract between His 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, 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.

8.1 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.