



Newfoundland and Labrador Settlement and Integration Program

Funding Guidelines

2019-2020

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

This document is available on the internet at: www.nlimmigration.ca

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1.0 Introduction

Social, economic, and cultural integration of newcomers to the province supports retention, and is key to achieving better outcomes for all Newfoundland and Labrador residents and communities. The Newfoundland and Labrador Settlement and Integration Program (NLSIP) is designed to make the settlement and integration journeys of immigrants in Newfoundland and Labrador smoother through supports to service providers, with the ultimate goal of successful integration and long-term residency in the province.

The goal of the 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.

The NLSIP further supports Government of Newfoundland and Labrador's commitment in The Way Forward on Immigration in Newfoundland and Labrador to provide support to third parties to deliver settlement services and supports to newcomers. Recognizing the important role service providers play in supporting the settlement and integration of newcomers, the Government of Newfoundland and Labrador is focused on supporting innovative approaches to increasing capacity and enhancing services for newcomers to the province.

This guide is intended to help organizations prepare a proposal to request funding for settlement and integration programs.

2.0 Submission of Applications

The final date for submitting applications for funding is Tuesday, July 2, 2019.

The Department of Advanced Education, Skills and Labour strongly encourages applicants to review this document thoroughly, to ensure the organization, proposed activities, and clients served are eligible for funding under the Newfoundland and Labrador Settlement and Integration Program (NLSIP).

Applicants are also encouraged to review:

- The Request for Proposals document;
- *The Way Forward on Immigration in Newfoundland and Labrador* (March 2017); and
- *The Way Forward on Immigration in Newfoundland and Labrador: 2019-20 Initiatives*.

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;
- **Provincial or regional reach:** Proposals take into account provincial and/or regional reach;
- **Innovation:** Proposals 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 proposals;
- 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 that address the priority areas stated in Way Forward on Immigration in Newfoundland and Labrador (March 2017); and The Way Forward on Immigration in Newfoundland and Labrador: 2019-20 Initiatives.

Specific activities of priority are:

Provide Support to Third Parties to Deliver Settlement Services and Supports to Newcomers

- Successful proponent(s) will work with the Government of Newfoundland and Labrador to deliver settlement and integration services and supports to newcomers in Newfoundland and Labrador

Partner with Service Providers to Expand Access to English as a Second Language (ESL) for Immigrants

- Successful proponent(s) will work with the Government of Newfoundland and Labrador to expand the number of sites currently delivering English as a Second Language programs for immigrants in our province.

Work with the Department of Education and Early Childhood Development and School Districts to Enhance Awareness of Multiculturalism in the K-12 School System

- Successful proponent(s) will work with the Government of Newfoundland and Labrador to identify opportunities to promote multiculturalism within the school system.

Establish an Introductory Orientation to Newfoundland and Labrador's Indigenous Peoples

- Successful proponent(s) will work with the Government of Newfoundland and Labrador to provide newcomers to Newfoundland and Labrador with an orientation to Indigenous history, cultures, and identities, to lay the foundation for a future of mutual respect and support between Indigenous Peoples and immigrants.

Partner with Indigenous Service Providers to Facilitate Engagement and Connections Between Newcomers and Indigenous Peoples of Newfoundland and Labrador

- Successful proponent(s) will work with the Government of Newfoundland and Labrador to provide opportunities for newcomers' meaningful engagement with Indigenous residents of the province, in an effort to build a more inclusive, respectful future for all people of Newfoundland and Labrador.

Collaborate with Service Providers to Address Social Isolation for Newcomer Families

- Successful proponent(s) will work with the Government of Newfoundland and Labrador to implement programming, particularly in rural communities, to encourage connections between newcomers and long-time residents.

6.0 Funding Eligibility Criteria

6.1 Eligible Proponents

The proponent must be an established non-profit community organization (registered under the *Corporations Act*) or other public or non-governmental organization (e.g., public educational institution, regional development authority, etc).

The proponent must also demonstrate a need, the ability, and sufficient capacity to deliver proposed programs and services. 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;
2. 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 receiving immigrants within the next year has already received immigrants in the past, or has identified immigration as a key growth strategy.

6.2 Ineligible Applicants

Ineligible applicants under NLSIP 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.

6.3 Eligible beneficiaries

The NLSIP 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 Pilot 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 Pilot 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;
- Protected persons (Refugees), as defined in Section 95 of the Immigration and Refugee Protection Act;
- Resettled refugees who have come to the province as part of a privately sponsored or Government assisted resettlement initiative;
- Migrant Workers (also known as Temporary Foreign Workers) planning to become permanent residents in the province; and,
- Canadian citizens born outside of Canada (services to recent immigrants to Newfoundland and Labrador will be given priority).

Priority will be given to proposals supporting newcomers facing specific settlement and integration challenges; and Provincial Nominees and Atlantic Immigration Pilot Program endorsee their families.

6.4 Eligible Funding Activities

Successful integration and retention depends largely on the quality of settlement services newcomers receive when they arrive. Eligible funding activities would be those that:

- Help with the settlement, integration, and retention of newcomers in Newfoundland and Labrador communities;
- Equip newcomers with additional skills, experience, and knowledge to facilitate social, cultural, and economic integration in Newfoundland and Labrador communities; and/or
- Promote and encourage local understanding of the benefits of newcomers to Newfoundland and Labrador's economy, and cultural and social lives.

6.5 Eligible Costs

Eligible costs under settlement program funding include:

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 (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. For verification on eligibility of items and costs, please contact the Office of Immigration and Multiculturalism Settlement and Integration Consultant.

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

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;

- Wage subsidies, training allowances or tuition payments; and
- Lobbying/advocacy activities of the organization.

7.0 Overview of Application Process

7.1 Application Review

Once submitted through the LaMPSS online portal, proposals will be assessed by the Office of Immigration and Multiculturalism. 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 outlining the amount of funding approved and the purpose of the grant. 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:

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 The Way Forward on Immigration in Newfoundland and Labrador priorities (10 points).

Section C: (30 possible points)

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 in three installments:

- 50 per cent upon signing the agreement,
- 25 per cent upon receipt of the Interim Report, and
- the remaining 25 per cent upon receipt of the Final Report.

The Interim and Final Reports will request 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

All successful proponents must submit an **Interim Report** mid-way through the funding period and a **Final Report** at the conclusion of the grant. 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 NLSIP 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 settlement 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 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.

