



**Newfoundland and Labrador
Multiculturalism Grant Program
(NLMGP)**

**Funding Guidelines
2018-19**

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

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 Multiculturalism Grant Program (NLMGP) 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 Multiculturalism Grant Program is to support the Government of Newfoundland and Labrador's commitment in *The Way Forward on Immigration in Newfoundland and Labrador* to publically acknowledge and promote cultural holidays and events. NLMGP will provide funding to support non-profit community organizations or non-governmental organizations to host culturally diverse events and celebrations.

NLMGP further supports Government of Newfoundland and Labrador's commitment in *The Way Forward on Immigration in Newfoundland and Labrador* to Increase the Number and Broaden the Reach of Multiculturalism Week Events Throughout the Province.

NLMGP will provide funding support to non-profit community organizations or non-governmental organizations to plan and host events and activities which highlight diverse cultures and communities across the province.

Please use the Newfoundland and Labrador Department of Advanced Education, Skills, and Labour's NLMGP application form online in the Labour Market Programs Support System (LaMPSS) for submission of applications.

This guide is intended to help organizations prepare a proposal to request funding for Multicultural events and activities.

2.0 Submission of Applications

Applications will be available online through the Labour Market Program Support System (LaMPSS) at http://www.aesl.gov.nl.ca/lampss_public/index.html

All applicants must be registered users of LaMPSS in order to apply for funding. Details and instructions on how to register can be found on the LaMPSS website.

There is no limit on the total cost for events or activities; however contributions from the Department shall not exceed \$1500 per event or activity.

The final date for submitting applications for funding in the 2018-19 fiscal year is January 7, 2019, at 11:59 PM NT.

The Department strongly encourages proponents to review this document thoroughly, as well as the Request for Proposals document to ensure the organization, proposed activities, and clients served are eligible for funding under NLMGP. Furthermore, *The Way Forward on Immigration in*

Newfoundland and Labrador (March 2017) provides additional information on identified priorities.

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 designed to advance settlement and integration priorities that:

- Build on existing community resources and services, and do not create duplication or overlap;
- Have significant geographic scope and broad impacts for immigration in Newfoundland and Labrador; and
- Provide opportunities for cross cultural engagement of all residents of Newfoundland and Labrador.

As outlined in *The Way Forward on Immigration in Newfoundland and Labrador*, priority will be given to innovative proposals seeking to address the following:

- Publicly Acknowledge and Promote Cultural Holidays and Events; and,
- Increase the Number and Broaden the Reach of Multiculturalism Week Events Throughout the Province

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).

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 dependants 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*; and
- **Canadian Citizens** residing in Newfoundland and Labrador.

Priority will be given to proposals which commit to engaging all residents of the province in the spirit of cross-cultural engagement and understanding.

6.4 Eligible Funding Activities

Cross-cultural engagement leading to collective understanding of the diverse cultures in Newfoundland and Labrador assist in the goal to eliminate cultural and racial discrimination. Eligible funding activities would be those that:

- Help with exposure and understanding of cultural differences Newfoundland and Labrador communities;
- Create an avenue for cultural groups and/or organizations to educate other residents on their specific cultures, as well as engage them in culturally specific celebrations ; and/or
- Promote and encourage local understanding of the benefits newcomers and their accompanying cultural backgrounds bring to Newfoundland and Labrador's economy and culture.

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 (e.g. writing tools, paper products, electronic storage media (CDs, DVDs, etc.), 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.

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 immigration@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: 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 Notification 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, and must score a minimum of 90/120 points:

Section A: A minimum of 10 points in each category:

1. Evidence of the need for proposed activities (up to 15 points);
2. Capacity, skills, and expertise to undertake and successfully achieve the intended Outcomes (up to 15 points);
3. Scope of impact/number of individuals served (up to 15 points);
4. Project reach (local, regional, provincial) through the proposed activities (up to 15 points);

Section B: 15 points in each category:

5. Measurable indicators and outcomes (15 points);
6. Relevance to *The Way Forward on Immigration in Newfoundland and Labrador* priorities (15 points);

Section C: A minimum of 10 points in each category:

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.

Final Reports will request information on the outputs, objectives and outcomes. This is an essential accountability element in the funding process.

8.0 Reporting Requirements

All successful proponents must submit 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.

Failure to submit a Final Report or to meet the conditions of funding, may disqualify the organization from receiving future funding support.

Organizations receiving funding are required to report on the activities undertaken and the results achieved with the NLMGP funding, actual and projected expenses, and the impact of the funding.

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 to be 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 to be 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.