



**Newfoundland and Labrador
Settlement & Integration Program
(NLSIP)**

**Funding Guidelines
2010-2011**

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This document is available on the internet at:

www.nlimmigration.ca

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Introduction

On March 21, 2007, the Government of Newfoundland and Labrador released its first ever immigration strategy. Through eighteen goals, this 3 year, \$6 million strategy *Diversity ~ Opportunity and Growth* aims to increase the attraction and retention of immigrants to the province.

One of the major objectives of the strategy is to increase retention and enhance settlement and integration. The strategy outlines the following target:

Within 5 years, improve the retention rate to:

- 80% for Provincial Nominees,
- 70% for all other immigrants, and
- 60% for government-assisted refugees.

Successfully integrating newcomers is a major priority for the province. Successful integration of newcomers is essential to ensuring a quality of life. If newcomers are successfully integrated they are more likely to succeed and remain in our province.

The Newfoundland and Labrador Settlement and Integration Program (NLSIP) is designed to facilitate settlement of newcomers in Newfoundland and Labrador. Programs and services approved for NLSIP funding will focus on improving the quality of, availability of, and access to services that improve the social and economic situations for newcomers.

The NLSIP will provide seed funding to support non-profit community organizations or non-governmental organizations to deliver settlement and integration services and supports to newcomers to meet the priority of integration and increased retention.

This guide is intended to help organizations prepare a proposal to request funding for settlement and integration programs. The guide is divided into three main sections:

- Section 1: guiding principles and roles and responsibilities;
- Section 2: grant eligibility criteria; and
- Section 3: application review process.

1.0 Guiding Principles and Roles and Responsibilities

1.1 Guiding Principles

The funding process will be guided by the following principles:

- *Maximum benefits to newcomers.* Successful proposals 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;
- *Balance.* Proposals are sought that will benefit both urban and rural communities; and
- *Clear accountability.* Accountability measures will ensure that public dollars are invested wisely and results are achieved.

1.2 Roles and Responsibilities

All partners in the funding process share responsibility for results.

The Office of Immigration and Multiculturalism will:

- Establish and communicate criteria for program approval;
- Lead a fair and open assessment process of application and funding proposals;
- Finalize and communicate decisions in a timely manner;
- Distribute funding; and,
- Monitor and evaluate programs and services.

Organizations submitting proposals are expected to:

- Follow this guide in preparing proposals, which includes submitting all required information and forms;
- Meet required deadlines;
- If approved, actively work with the Office of Immigration and Multiculturalism to clarify or enhance proposals;
- Be accountable for the use of funding for its intended purpose, by providing required interim and final reports; and,
- Meet all deliverables outlined in the contract.

To support the principle of fairness and transparency, a Federal-Provincial Immigration Selection Committee will review all proposals. The Federal-Provincial Immigration Selection Committee is co-chaired by the provincial Office of Immigration and Multiculturalism's Executive Director, Manager, and Director of Multiculturalism supported by Office of Immigration and Multiculturalism's Settlement Consultants, with members representing, provincially, and, federally, Citizenship and Immigration Canada (CIC), Service Canada, Canadian Heritage and Atlantic Canada Opportunities Agency (ACOA).

2.0 Grant Eligibility Criteria

2.1 Eligible Applicants

The applicant 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 applicant must also demonstrate a need, the ability and sufficient capacity to deliver proposed programs and services. Factors that will be considered are:

- 1) existing and/or effective service delivery models;
- 2) evidence that demonstrates expertise in specialized integration, settlement or English language training programs and;
- 3) evidence that demonstrates that the program or services are needed or warranted.

2.2 Ineligible Applicants

The following lists ineligible applicants:

- Individuals;
- Businesses/private organizations or companies;
- Funding bodies, that is, organizations whose sole mandate is to award grants or funding; and
- Non-registered community organizations

2.3 Eligible Clients

The NLSIP Funding can support programs and services for the following clients:

- Permanent residents of Canada who have been in NL for at least 12 months;
- Canadian citizens born outside of Canada;
- Protected persons (government – assisted refugees) as defined in Section 95 of the *Immigration and Refugee Protection Act*; and
- Foreign nationals and their dependents, residing in Newfoundland and Labrador that have been nominated (received Certificate of Nomination) under the Newfoundland and Labrador Provincial Nominee Program.

Priority will be given to newcomers who have difficulty settling into daily life in the province; and Provincial Nominees and their families.

2.4 Eligible Funding Activities

Successful integration and retention depends largely on the quality of settlement services newcomers receive when they arrive.

Funding Priorities

Priority will be awarded to programs/projects which:

- Build on existing community resources and services and do not create duplication or overlap;
- Have significant geographic scope and broad impacts for integration of newcomers in Newfoundland and Labrador;
- Provide access to services to a wide range of immigrants;
- Show extensive collaboration from a variety of organizations and partners; and
- Demonstrate other sources of sustainable funding and have multiple funding partners, including in-kind contributions such as volunteer time or the donation of facilities, services, materials or equipment.
- Focus on rural areas of Newfoundland and Labrador.

Funding Categories

The Newfoundland and Labrador Settlement and Integration Program Funding is divided into six categories:

- **Labour Market Integration**
- **Language Training for Adults**
- **Community Capacity Building and Rural Retention**
- **Creative Initiatives**
- **Research Projects**
- **Multicultural Activities**

Labour Market Integration

Eligible proposals will focus on employment for immigrants and will support and enhance successful labour market attachment of immigrants. Examples of eligible activities under this service are:

- Identify clients' needs and determine ways to address these needs; help clients find suitable training programs and obtain trade/professional certification and recognition of academic credentials, etc.;
- Organize workshops on job search strategies, resume and cover letter preparation, networking, interview preparation, etc.;
- Coordinate programs such as work placements, mentoring, bridge-to-work initiatives, distance delivery models, qualifications assessment and recognition initiatives, self-employment programs, etc.; and
- Develop material and curriculum resources.

Note: Employment supports should complement and not duplicate employment services funded by other orders of government such as Service Canada.

Language Training for Adults

Language acquisition is critical for immigrants. Language training for adults **will focus on the gaps** in current service, especially with regard to occupation, sector, and employment-specific language training, the absence of which are limiting employment opportunities.

Examples of models for language programs include:

- Volunteer tutor program, where a tutor coordinator matches volunteer tutors with adult clients; and
- Classroom or small group program lead by a qualified instructor (delivery can be in person or through distance delivery such as using video-conferencing or other models).

Material and curriculum development and implementation are also eligible under this area.

Note: Language training for elementary and secondary public school students is under the jurisdiction of the Department of Education.

Community Capacity Building and Rural Retention

One of the important elements in retaining immigrants is the presence of welcoming communities and workplaces. This community capacity building category encourages a group of diverse regional organizations and agencies to work together to coordinate efforts to welcome immigrants destined to their community and to strategically plan immigration initiatives. Under this category, priority will be awarded to proposals that show collaboration among many organizations and agencies serving a broad range of immigrants.

Examples of partnering organizations and agencies may include:

- Settlement organizations;
- Regional development authorities;
- Educational institutions (school boards, colleges, universities);
- Government (federal, provincial, municipal);
- Employers, business and labour organizations;
- Community service providers such as literacy organizations, libraries, etc.;
- Professional and trade associations;
- Ethno-cultural organizations; and
- Faith groups.

Examples of activities could include:

- Strengthening of local and or regional awareness on immigration, engaging the community and employers in immigration activities, and developing other welcoming initiatives;
- Establishing regional immigration work groups and developing community plans for coordinating the delivery of integration services for immigrants; and

- Inventorying existing services, establishing referral systems, developing or providing access to welcoming community materials, etc.;
- Identifying gaps in access to programs and services of newcomers who settle in rural as opposed to urban areas and developing methods to eradicate those gaps.
- Social engagement;
- Building local expertise in settlement activities, diversity, cultural awareness, and welcoming communities.

Rural Retention greatly depends on the successful orientation and integration of newcomers and their families to the communities in which they settle. Eligible activities surrounding this initiative may include:

- Settlement and integration support to children, youth, adults and families;
- Assessment, information provision, and/or referral to services;
- Orientation information: materials and delivery; and
- Settlement and integration volunteer programs.

Creative Initiatives

The objective of the Creative Initiatives category is to provide one-time only funding for innovative development programs and/or services, or unique methods or approaches to programs and services. Programs and/or services must be original and must advance Newfoundland and Labrador's immigration objectives for settlement, integration and retention of newcomers. Examples may include: pilot projects, tool kits, conferences, needs assessments, etc. Projects that require repeat or sustained funding will not be accepted under this category. If funding is for a pilot project that requires ongoing funding, the proposal must contain a plan to sustain its funding beyond the pilot phase.

Research Projects

The objective of the Research Initiatives category is to provide funding for research that focuses on advancing the provincial immigration strategy. Eligible proposals must focus on original research and/or expansion of existing research initiatives.

Multicultural Activities

The Government of Newfoundland and Labrador is committed to the promotion of multiculturalism and cross-cultural understanding where the cultural diversity of all people is valued, supported and enhanced to collectively build a self-reliant, prosperous Province.

As a result, the Government of Newfoundland and Labrador is committed to a holistic approach to support multicultural initiatives by enhancing partnerships with culturally-diverse communities and provincial departments and agencies. Office of Immigration and Multiculturalism in particular encourages community based partnership programs to foster two-way cross-cultural sharing, mutual respect, and citizenship values, as well as promote attitudes and perceptions that lead to cultural inclusiveness and harmony.

Partnership Projects supported by the OIM could include:

- Community development projects to foster cross-cultural understanding.
- Civic participation and ethno-cultural/ educational programs for youths to combat racism and discrimination and promote respect, collaboration and integration.
- Nurturing “*Welcoming Communities*” to make newcomers feel at ‘home’ and promote integration by actively participating in culturally inclusive community /social activities.
- Cultural sensitivity professional development workshops for community workers (e.g. educators, law enforcement officers, health care/community service workers) to effectively serve youths, adults, women and senior members of diverse cultures.
- Acquisitions/Development and dissemination of multicultural resources (e.g., print, electronic, website) to support urban and rural communities.
- Targeted partnership projects to serve diverse cultural groups in areas such as, entrepreneurship, employment, housing, health, education, women’s and youth issues and legal services.

***The following provides an overview of items for consideration when preparing the proposal for OIM:**

- Identify the needs you see in your community for new immigrants.
- Identify the employers in your community, or whom you are working with, that are bringing immigrants into your community.
- How many new immigrants arrived in past years? How many are expected in the future?
- What are the countries “of origin” that you expect immigrants coming to your community to be from; and where are the existing from?
- List the current partners or stakeholders that you are working with/expect to work with and the role they have/will have.
- What is the current role of volunteers and what role do you expect them to play with your proposed program/project.
- Outline what you propose to do.
- How will this support immigrant settlement in your community?
- Why do you think funding is required from the provincial government?
- What do you see as the role and responsibility of your immigration working group/committee in this proposed program/project?
- How will the community benefit from the proposed program/project?
- How will local employers benefit from the proposed program/project?
- How will new immigrants benefit from the proposed program/project?
- How will you evaluate the success of your program/project?

A good resource is *A Tool Box of Ideas for Smaller Centres, Attracting and Retaining Immigrants*: <http://www.icavictoria.org/toolbox.htm>

** Questions are modeled on Community Capacity Building Fund Proposal Template of the Saskatchewan government’s Advanced Education, Employment and Labour.*

2.5 Eligible Costs

Table 1 outlines eligible costs under the Newfoundland and Labrador Settlement and Integration Program Funding.

Table 1: Eligible costs

| CATEGORY | DESCRIPTION |
|------------------------------------|---|
| Salary: | Salaries and benefits for direct delivery of the program (e.g., language training may include preparatory and instructional time for instructors). Employment benefits must be paid as per the Labour Standards (http://www.hrle.gov.nl.ca/lra/labourstandards/default.htm) |
| Travel: | Travel within the province for staff and volunteers directly delivering the program. Details will need to be provided of how many individuals are traveling, where, when, and why. |
| Resources: | Print materials, audio-visual resources and educational software used directly in delivering the program. |
| Office Supplies: | Materials and supplies related to delivering the program. |
| Facilities & Equipment: | Rent for meeting rooms or space, offices or equipment rental, copier and telecommunications charges, etc., for direct program delivery. Rent cannot be charged for space belonging to members of the Board of the organization. |
| Administration: | Board/organization liability insurance, bank charges, bookkeeping/auditing services, etc. Up to 15 % of the total program delivery request can go to administration costs. |

2.6 Ineligible Costs/Activities

The following lists ineligible costs/activities:

- Capital costs, including construction of building(s) or monument(s), computer hardware, etc.;
- Travel outside Newfoundland and Labrador (unless prior approval is obtained);
- Serving clients residing outside Newfoundland and Labrador;
- Financial losses/deficits incurred by the applicant;
- Child care for clients;
- Travel allowances for clients;
- Renovation or repair of building(s);
- Lobbying/advocacy activities of the organization;
- Attraction and recruitment activities of immigrants from overseas;
- Recreational programs (e.g., sporting activities, trips, field excursions, etc.);

- Cash reserves;
- Duplication of funding for services already funded by another government department or agency; and
- Activities that could be deemed discriminatory, as defined by the Newfoundland and Labrador Human Rights Code.

3.0 Overview of Application Process

3.1 Application Review

There will be a two-step assessment process with submitted proposals:

Step 1: Proposals will be assessed by the Office of Immigration and Multiculturalism. Proposals that do not fall within the eligible applicants, eligible clients, or eligible activities will be screened out and not move onto step 2.

Step 2: Proposals will then be assessed by the Federal-Provincial Immigration Selection Committee. This Selection Committee reviews proposals according to the factors outlined in Table 1. Applications, which pass the initial screening, will be further assessed against available funding to reach final recommendations. See Table 2 for Funding Review Factors.

Successful applicants will receive a Letter of Approval that outlines 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.

3.2 Funding Arrangements

Following the Letter of Approval, organizations will receive a Memorandum of Understanding (for projects receiving \$10,000 or less) or a Contribution Agreement (for projects receiving more than \$10,000) which outlines the terms and conditions of the funding, and represents a legally binding contract between the Office of Immigration 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.

For project funding of \$10,000.00 or less, a single payment will be made to the organization, and Interim and Final Reports are required.

For funds over \$10,000.00, the funding will be issued in two installments: 80 percent and 20 percent and an Interim and Final Report will be required. These 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.

Table 2: Funding review factors – an overview of how proposals will be reviewed

| Factor | Description |
|--|--|
| Compliance with the Newfoundland and Labrador Settlement and Integration Funding requirements and program guidelines: | <ul style="list-style-type: none"> • Applications must meet the program requirements and program guidelines. • Applications must demonstrate the benefits to newcomers in the areas of settlement, integration, and retention. • All related forms and documents must be included. |
| Organizational appropriateness: | <p>Proposal must demonstrate the following:</p> <ul style="list-style-type: none"> • Organization’s vision, mandate and mission, along with overall objectives and goals that are relevant to immigration settlement and integration programming. These must fit with the proposed program or service to be delivered. • Organization has good standing with the local registrar of corporations or other governing body. • Organization has the administrative capacity to collect and maintain statistics as well as maintain accurate and reliable administrative and financial records. |
| Organizational capacity and track record: | <p>To ensure that an organization is viable and has the capacity to deliver the proposed program or service, your proposal must:</p> <ul style="list-style-type: none"> • Show previous funding sources and/ or in-kind contributions ; • Demonstrate financial viability; • Demonstrate strong project management experience; • Demonstrate appropriate staff complement; • Demonstrate broad community support and extensive partnerships; and • Show previous experience delivering programs and/or services. |
| Demonstration of need: | <p>The proposal must demonstrate the needs for the proposed program, service or research project in your community, how were these needs identified and how the program does not duplicate existing services. For example, include:</p> <ul style="list-style-type: none"> • Statements from authorities, community representatives or clients; • Evidence that this program is not a duplication of another program and/or service; and • Other additional evidence. |
| Relevance and significance: | <p>The Office of Immigration and Multiculturalism will provide funding for only those programs/services that will help meet its settlement and integration objectives in order to increase retention. Therefore, your proposal must clearly demonstrate the proposed program links to this objective.</p> |
| Availability of funding: | <p>Decisions will be dependent on amount of funding available. Maximum funding per approved project is \$30,000</p> |

4.0 Reporting Requirements

All grant recipients must submit an **Interim Report** mid-way through the funding period and a **Final Report** at the conclusion of the grant. The Office of Immigration and Multiculturalism reserves the right to request additional reports if needed. A Reporting Schedule will be outlined in the MOA. OIM Settlement and Integration Consultants may follow-up with proponents during the duration of the project.

Payments are contingent on satisfactory reviews of reports by the Office of Immigration. Failure to submit an Interim Report or to meet the conditions of funding will delay the release of payments. Unsatisfactory reporting or not meeting deliverables identified in the contracts 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 grant recipients prior to reporting due dates.

For collaborative initiatives undertaken by two or more organizations, the organization designated as the applicant will be considered the Lead applicant and will be responsible for all reporting.

5.0 Additional Information

5.1 Discretionary Nature of the Program

The Office of Immigration and Multiculturalism cannot guarantee financial support to all applicants, nor can it provide total support for settlement programs and service costs.

Commitments made by the applicant prior to, or in anticipation of, official written notification that a grant has been approved are the applicant's responsibility. If an applicant is unsuccessful, the Office of Immigration and Multiculturalism will not be responsible for costs already incurred by the organization.

5.2 Disclosure of Information

Prior to approval, proposals will be considered the property of the proponents and will only be available to the Selection Committee and others directly involved in evaluating the proposal. Once approved, proposals submitted to the Office of Immigration and

Multiculturalism are subject to the Newfoundland and Labrador Access to Information and Protection of Privacy Act (ATIPPA). By entering into a contract with the Province, 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 the *ATIPPA Act*. Submitted proposals, and content within, become property of the Government of Newfoundland and Labrador.

Evaluation reviews made public through the *ATIPPA Act* 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.