



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

**Funding Guidelines
2011-2012**

March 2011

This document is available on the internet through:

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 five year, \$6 million strategy *Diversity ~ Opportunity and Growth* aims to increase the attraction and retention of immigrants to the province.

Successfully integrating immigrant families 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 stay in our province. Those who are successful also promote the province as a destination of choice for potential new immigrants. The Newfoundland and Labrador Settlement and Integration Program (NLSIP) is designed to facilitate settlement of immigrants in Newfoundland and Labrador with the ultimate goal of successful integration and long-term residency in the province.

The goal of NLSIP is to help newcomers fully engage in all aspects of Newfoundland and Labrador life- social, economic, and cultural. To achieve this goal, the NLSIP will focus on improving the quality, availability of, and access to, services that improve the social and economic situation of newcomers.

The NLSIP provides 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;
- Monitor and evaluate programs and services; and
- Develop or coordinate joint proposals or projects to avoid duplication and maximize benefits for immigrants with funding available from all partners.

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; and
- Be accountable for the use of funding for its intended purpose, by providing required interim and final reports.

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 for the proposed initiative; and, 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 Enhanced Language Training (ESL) 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;
- Immigration agents, consultants or recruiters; 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 (services to recent immigrants to Newfoundland and Labrador will be given priority);
- Protected persons (government – assisted refugees) as defined in Section 95 of the *Immigration and Refugee Protection Act*; and
- Provincial Nominees - 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 immigration in Newfoundland and Labrador;
- Provide access to services to a wide range of immigrants;
- Show extensive collaboration from a variety of organizations and partners;
- 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; and,
- 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**

1) Labour Market Integration

Eligible proposals will focus on employment for immigrants and will support and enhance successful labour market attachment of immigrants. Entrepreneurship and self employment focused programs will also be considered as alternatives to labour market attachment. Examples of eligible activities under this service could include, but are not limited to:

- 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 levels of government.

Expected Settlement Outcomes for this Category are:

- Clients have knowledge of the Newfoundland and Labrador work environment and are connected to local labour markets; and,
- Clients have skills to find and apply for employment in Newfoundland and Labrador.

2) 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.

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.

Expected Settlement Outcomes for this Category are:

- Clients have the official language skills needed to function in the Newfoundland and Labrador society and economy.

3) Welcoming Communities

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;
- 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.
- 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.

Expected Settlement Outcomes for this Category are:

- Clients are connected to the broader community and social networks;
- Program participants are aware of newcomers' needs and contributions and are engaged in newcomers settlement; and,
- Communities are increasing their capacity to attract, welcome and retain newcomers and build settlement networks.

4) Research Projects

The objective of the Research Initiatives Category is to provide funding for research that focuses on advancing the Provincial Immigration Strategy. The research conducted should create new knowledge. Findings and recommendations shall be related to immigration and settlement of immigrants and newcomers in Newfoundland and Labrador. Eligible proposals must focus on original research and/or expansion of existing research initiatives.

Expected Settlement Outcomes for this Category are:

- Programming and partnerships are aligned with the needs of clients and communities, and reflect government priorities;
- Services delivered are appropriate, timely, and cost effective; and,
- Initiatives undertaken are improving the current programming and policies.

5) 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.

6) 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.

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.

Expected Settlement Outcomes for this Category are:

- fostering of two-way cross-cultural sharing, mutual respect, and citizenship values; and,
- promotion of attitudes and perceptions that lead to cultural inclusiveness and harmony.

Please refer to the Policy on Multiculturalism at www.nlimmigration.ca for policy implementation guidelines.

***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's Settlement and Integration Consultant. Proposals that do not fall within the eligible applicants, eligible clients, or eligible activities will be screened out and not move on to step two. A letter will be provided to the applicant informing them of their ineligibility.

Step 2: Eligible proposals will then undergo a detailed evaluation and assessment by the Settlement and Integration Consultant. This individual 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.

3.2 Funding Arrangements

Successful applicants will receive a letter of approval that outlines the amount of funding approved and the purpose of the grant. This will be accompanied by 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 contractual agreement.

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 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 evaluators and others directly involved in reviewing 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.

6.0 Proposal Development Guidelines

Proposals must address the following:

6.1 Vision, mission statement and mandate of the organization.

6.2 Objectives and goals of the organization.

6.3 Organizational profile.

- Describe how long the organization has delivered programs and services, or conducted research projects;
- Short description of programs and services offered by the organization, including identifying those that support immigrants and number and type of staff;
- Outline the priorities of the organization this year;
- Current category of immigrants served (if applicable) (e.g., permanent residents, etc.);
- Client base your organization serves. Include information on geographic area, ethnic groups, languages, etc.;
- Include or attach a current list of board members of the organization with titles and brief biographies;
- Indicate how your organization (including board of directors) ensures that it is representative of, and accountable to, its clients; and
- Describe community support and partnerships;
- Outline the resources and capacity to deliver services, including proposed services.

6.4 Organizational financial management.

Please attach the most recent compiled, reviewed or audited financial statement.

The following provides a definition of each financial statement:

- A compiled financial statement is an assembling of the financial information and presenting it in the form of financial statements (Balance Sheet and Income Statement);
- A reviewed financial statement is an evaluation of financial statements by an accountant; and
- An audited financial statement consists of a critical evaluation and selected independent verification of financial information by an accountant.

Describe alternate funding sources and who maintains administrative and financial records and your start and end date of your fiscal year.

Please note that all grant recipients must submit an **Interim Report** mid-way through the funding period and a **Final Report** at the conclusion of the grant.

6.5 Program Summary

Provide an executive summary of about 5 lines that provides an overview of the program.

6.6 Demonstration of Need

The proposal must demonstrate the need for the proposed program, service, and/or research project in your community, how were these needs identified and how the program does not duplicate existing services. For example, include:

- 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.

6.7 Objectives of Your Program

Clearly describe the objectives of the program. These objectives should:

- Demonstrate the change the program will accomplish to assist with the settlement and integration needs of immigrants in order for them to be successful and stay in the province;
- Be measurable;
- Be clear and concise;
- Be realistic and achievable, given organizational constraints, timeframes, and resources available; and
- Relate to identified community needs.

If program is approved for funding, the Final Report will request information on whether the objectives were met, what activities were conducted to achieve the objectives and how they were evaluated.

6.8 Target Group/Client Eligibility

Describe the clients, the funded activity, and who will benefit from the proposed project.

6.9 Description of Program

Describe the:

- Start and end date of the program. If it is an ongoing program, what is the beginning and end date that the requested Newcomer Settlement & Integration Program Funding for 2011-2012 would cover;
- Geographic area that the program will be serving;
- Description of activities and timelines;
- Plan and methods used to reach and recruit new clients, including who will refer them to the organization;
- If applicable, describe the role of partners and community collaboration;
- If the program is creating a resource or curriculum, also describe the distribution plan; and
- If this program is a pilot, include a plan to sustain funding beyond the pilot phase.

For language programs

Also include:

- Model of delivery (e.g., volunteer tutor, classroom);
- Description of program curriculum and level;
- Number of weeks;
- Number of days per week;
- Number of hours per day; and
- If daytime or evening.

6.10 Program Background Information

- Describe the organization's previous and current experience in delivering this type of program;
- Describe how the program fits with your organization's vision, mission and mandate, along with its overall objectives and goals;
- Demonstrate how the program directly links to the retention priority of the Immigration Strategy.

6.11 Targets and Intended Outputs

Describe the outputs or direct products of the program. Examples include projected:

- Number of clients who will be served with this program;
- Number, type of presentations, workshops, articles, papers, resource materials, etc.;
- Number of volunteers involved in the program; and/or
- Number of tutor-client matches.

6.12 Outcomes for Each Program

Outcome is the intended changes that are accomplished/achieved as a result of the program or service. Outcomes provide a benefit (or consequence) for a target group. Outcomes may include changes in knowledge, attitudes, skills or behaviour as a result of the program; or improved conditions or circumstances as a result of the program. For example: increased ability to communicate verbally and in writing in English or French in the workplace.

Outcomes may be divided into immediate, intermediate and ultimate. Ensure that the outcomes are measurable and relate to the retention objective of the provincial immigration strategy. In the Interim and Final Report, there will be a request for the number of newcomers served and their immigration categories. The Final Report will also report on whether or not the program achieved its intended outcomes.

7.0 Financial Information

Please complete Budget tables 1 and 2. These tables are for guidance. Applicants are permitted to submit their own budget format containing the same information.

Budget Table 1	
Item	Total Cost of Item (\$)
Program Delivery Costs	
Salary <i>(show calculation using budget table #2)</i>	
Benefits	
Resources <i>(provide details ie: print materials, audio visual resources, and educational software, program supplies, etc.)</i>	
Travel <i>(provide details ie: reason for travel, # of trips/dates, # travelling, mileage, etc.)</i>	
Facilities and Equipment <i>(provide details ie: for program space, monthly rent, etc.)</i>	
Administration Costs (up to 15% of the total program delivery only)	
Administrative Salary <i>(show calculation using budget table #2)</i>	
Administrative Benefits	
Other	
Other Sources of Funding	
Requested Amount from the OIM	

Please use budget table 2 to show the calculation of salary costs for program delivery and administration.

Budget Table 2 - Salary calculation								
Position title	# of person/s in positions	hours per week	Rate per hour	Salary per week	Calculate benefits	Total salary per week	# of weeks of program	= Total Salary
Program delivery salary								
Administrative salary								

8.0 Declaration

I declare that the information in this proposal and all attachments is accurate and complete, and that this funding application is being made by the organization named on page two of this application with its full knowledge and consent.

I further declare that the organization will provide financial and activity reports (such as Interim Report(s) and Final Report) to the Newfoundland and Labrador Office of Immigration and Multiculturalism.

This 2011-2012 Newfoundland and Labrador Settlement and Integration Program Funding application for _____ (organization) has been approved by the organization and signed by two authorized representatives (one of whom must be a Board member or designated Signing Officer):	
_____ Name and Position of Board Member/Designated Signing Officer	_____ Name and Position of Representative
_____ Signature	_____ Signature
Date: ___ D ___ M ____ Y	Date: ___ D ___ M ____ Y

9.0 Application Checklist

All Applicants MUST provide the following information on their submission:

<input type="checkbox"/> Title of the program
<input type="checkbox"/> Program summary
<input type="checkbox"/> Type of program
<input type="checkbox"/> Start date and end date for 2011-2012
<input type="checkbox"/> Organization Name
<input type="checkbox"/> Organizational Contact Information
<input type="checkbox"/> Signed declaration – 2 signatures required
<input type="checkbox"/> A current list of board members – includes titles of all board members
<input type="checkbox"/> Submit most recent financial statement – compiled, reviewed, or audited.
<input type="checkbox"/> For a non-profit organization, include confirmation of incorporation.
<input type="checkbox"/> Incorporation number
<input type="checkbox"/> Charitable tax number
<input type="checkbox"/> Annual Report (if available)