

**Newcomer Settlement & Integration Program Funding
Application Package
2009-2010**

The Department of Human Resources, Labour and Employment, Office of Immigration and Multiculturalism is calling for proposals aimed at increasing and enhancing settlement and integration services throughout the province, particularly in rural areas.

This document includes the application checklist, proposal guidelines, requested financial information and declaration.

Submit one electronic copy of the application and email to Sheldon O'Neill, Settlement Consultant, Office of Immigration and Multiculturalism at sheldononeill@gov.nl.ca. In addition, submit two (2) signed hard copies of the application by mail to:

Sheldon O'Neill
Settlement and Integration Consultant
Newcomer Settlement & Integration Program Funding 2009-2010
Office of Immigration and Multiculturalism
Department of Human Resources, Labour and Employment
PO Box 8700
St. John's, NL

Please keep a copy of the complete application package for your records.

Application Checklist

All Applicants **MUST** provide the following information on their submission:

Title of the program
Program summary
Type of program
Start date and end date for 2009-2010
Organization Name
Organizational Contact Information
Signed declaration – 2 signatures required
A current list of board members – includes titles of all board members
Submit most recent financial statement – compiled, reviewed, or audited.
For a non-profit organization, include confirmation of incorporation.
Incorporation number
Charitable tax number
Annual Report (if available)

Proposal Guidelines

Proposals must address the following:

1. **Vision, mission statement and mandate of the organization.**
2. **Objectives and goals of the organization.**
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 services. 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.

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.

5. **Program summary**

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

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.

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.

8. **Target group/Client eligibility**

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

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 2009-2010 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.

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.

11. **Targets and Intended Outcomes**

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.

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.

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								

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 NL Office of Immigration and Multiculturalism.

This 2009-2010 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