



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

**Funding Guidelines
2017-2018**

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

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

For further information contact:

Department of Advanced Education, Skills and Labour

Office of Immigration and Multiculturalism

Tel: 709-729-6607

Fax: 709-729-7381

E-mail: immigration@gov.nl.ca

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Table of Contents

1.0 Introduction.....	4
2.0 Submission of Applications	4
3.0 Guiding Principles	4
4.0 Roles and Responsibilities	5
5.0 Funding Priorities.....	5
6.0 Funding Eligibility Criteria	6
6.1 Eligible Proponents	6
6.2 Ineligible Applicants	6
6.3 Eligible beneficiaries	6
6.4 Eligible Funding Activities	7
6.5 Eligible Costs.....	7
6.6 Ineligible Costs.....	8
7.0 Overview of Application Process.....	8
7.1 Application Review	8
7.2 Evaluation Criteria	8
7.3 Funding Arrangements	9
8.0 Reporting Requirements	9
9.0 Additional Information	10
9.1 Discretionary Nature of the Program.....	10
9.2 Disclosure of Information.....	10

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.

The NLSIP will provide 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.

2.0 Submission of Applications

The final date for submitting applications for funding in the 2017-18 fiscal year is September 25th, 2017.

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 the NLSIP. 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/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;
- Provide access to services to immigrants throughout Newfoundland and Labrador;
- Demonstrate a plan for sustained continuation of activities following the funding term;
- Represent a result of 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.

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

- Delivering settlement services and supports to newcomers; and
- Expanding English-as-a-Second-Language access for immigrants.

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.

Special consideration for funding will be made for proposals demonstrating instances where no other settlement services exist, other than those provided by employers, or the services in place do not meet the unique needs of the newcomer immigrants.

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:

- **Protected persons (Refugees)**, as defined in Section 95 of the *Immigration and Refugee Protection Act*;
- **International students**, international students attending Newfoundland and Labrador public or private post-secondary training institutions;

- **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;
- **Permanent residents** of Canada residing in Newfoundland and Labrador; 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 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

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, and must score a minimum of 90 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.

Funding will be issued in two installments: 90 percent and 10 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.

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 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.