

Expression of Interest: Francophone Settlement Services in Northern and Central Alberta

Funding Guidelines

Stage 1 - Letter of Interest submission
deadline: November 27, 2018
5:00 p.m. MST

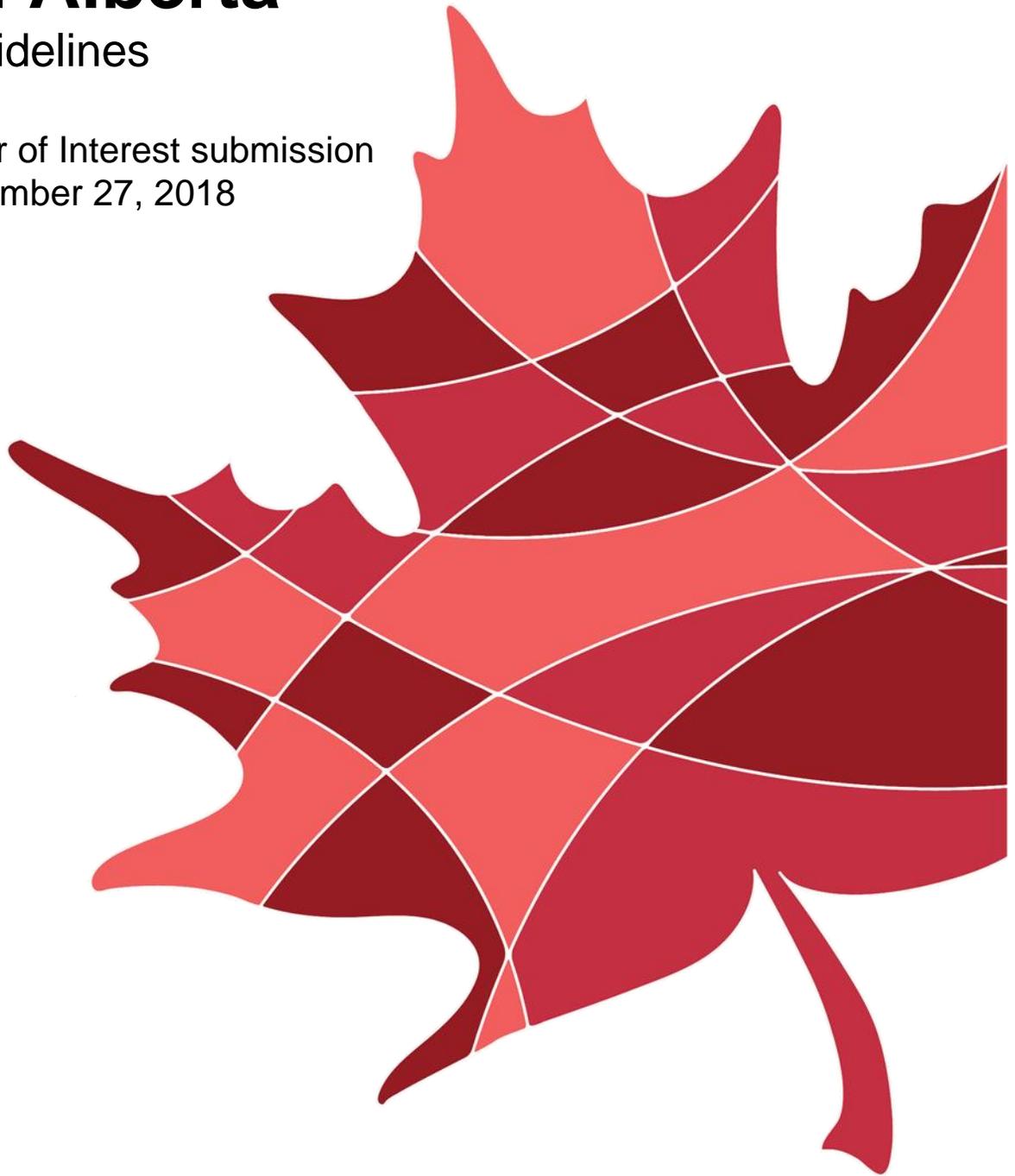


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Foreword

In line with its objectives of the *Official Languages Act* and the *Immigration and Refugee Protection Act*, Immigration, Refugees and Citizenship Canada (IRCC) is committed to ensuring French-speaking newcomers receive high-quality services in French across the country. Part of this commitment includes ensuring that information provided to newcomers regarding Francophone communities must be complete and accurate.

With this commitment in mind, IRCC is launching this Expression of Interest (EOI) funding process with the aim of identifying one Francophone organization¹, or a partnership under the leadership of one Francophone organization, to deliver settlement services in French to French-speaking newcomers in northern and central Alberta starting April 1, 2019.

IRCC encourages all applicants to utilize existing expertise within the northern and central Alberta Francophone community when submitting a proposal.

These Funding Guidelines are intended to help applicants understand the two-stage EOI process and guide them through the completion of a Letter of Interest and subsequent proposal (if applicable).

The amount of funding and scope of activities that will be supported by IRCC will be contingent on the successful negotiation of a contribution agreement (CA). Any expenditure incurred prior to the signing of a CA by IRCC and IRCC's approved project start date, or any costs related to the preparation of a proposal, will not be reimbursed.

Should you have any questions concerning this process, please contact IRCC at CFP@cic.gc.ca

¹ An organization will be defined as Francophone if its mandate includes serving the interests of the Francophone community in a given region and serves more than 50% of its clients or target groups in French.

Eligible Applicants

As per IRCC's Settlement Program Terms and Conditions, the following applicants are eligible to apply under this funding process:

- not-for-profit organizations including non-governmental organizations, non-profit corporations, community groups, umbrella organizations, regulatory bodies and apprenticeship authorities;
- educational institutions (including school boards, districts and divisions);
- businesses;
- provincial, territorial or municipal governments;
- international organizations; and
- individuals.

Project Specifications

Timeline

As a result of this funding process, only one proposal will be selected for the delivery of specified services. The contribution agreement is anticipated to be of a one year duration beginning on April 1, 2019 and ending no later than March 31, 2020. Future years will be solicited through Call for Proposals 2019.

Scope of Work

Even though only one proposal will be selected, partnerships under the leadership of one applicant are encouraged. The selected proposal will include the delivery of settlement services in French to French-speaking newcomers across central and northern Alberta. Service areas include larger urban centers such as, Edmonton, Fort McMurray, Grande Prairie, Lloydminster and Red Deer, as well as smaller centers where the Francophone newcomer population is more geographically dispersed.

Proposals must demonstrate alignment with the following Settlement Program **themes** and related **priority services** funded through this EOI:

- **Information and orientation, and needs assessment themes:** To help eligible clients prepare, and make informed decisions about their settlement and integration into Canadian society. Needs assessment services provide formal identification of clients' needs and connect them and their family to available supports.
 - **Related priority services:** A standardized approach to information and orientation and needs assessment services that meet the needs of adult newcomers (men and women) as well as school age children.
- **Language training theme:** To help newcomers attain the official language proficiency needed to function and participate in all aspects of society and the economy.

- **Related priority services:** Ensure accessibility of language training for French and/or English as a second language through a partnership with an accredited language assessment center.
- **Community connections theme:** To increase engagement of newcomers in their communities and build connections with community members, public institutions, employers and community organizations.
 - Related priority services: Build community connections through demonstrated partnerships with relevant local institutions such as school boards (by delivering the SWIS /"TEE" program²), employment agencies, the broader Francophone community and the broader Alberta settlement system.
- **Employment-related theme:** To equip target clients with employment-related skills and supports to access the labour market.
 - Related priority services: Provide employment-related skills (priority on youth) through demonstrated partnerships with relevant local institutions such as school boards, employment agencies, the broader Francophone community and the broader Alberta settlement system.

Services must be available through in-person sites, itinerant settlement workers, and innovative use of technology to ensure all eligible Francophone newcomers have access to settlement services.

For the purposes of this EOI, you must demonstrate your ability (or your ability in partnership) to deliver services in French to at least 1,200 clients per year across northern and central Alberta communities

Target Clients

Clients must include French-speaking newcomers.

All IRCC settlement funding is intended to support the delivery of services to the following clients:

- permanent residents of Canada;
- protected persons as defined in section 95 of the Immigration and Refugee Protection Act;
- individuals who have been selected, inside or outside Canada, to become permanent residents (pending verifications) and who have been informed by a letter from IRCC;
- convention refugees and protected persons outside Canada who have been selected for resettlement to Canada by IRCC; and
- temporary foreign workers who hold or received approval of a work permit under section 112 of the Immigration and Refugee Protection Regulations (IRPR), or received initial approval for permanent residence under section 113 of the IRPR.

Outcomes

Your project must align with at least one **immediate outcome** and at least two **intermediate outcomes** of IRCC's Settlement Program as listed below:

² Settlement Workers in Schools is a partnership between IRCC, school boards and community organisations. This program assigns Settlement workers to help newcomer students and their families across the country by providing personalized support to ease their integration into their school system.

Immediate Outcomes

- Employers are aware of opportunities (mechanisms and tools) to hire qualified French-speaking immigrants.
- French-speaking clients receive settlement services that address their settlement needs.
- Partners and stakeholders are engaged in promotion, recruitment and settlement and implement strategies to address newcomers' needs in Francophone Minority Communities (FMCs).
- Clients attain awareness of community and other resources to deal with settlement issues.
- Clients gain knowledge of life in Canada, including laws, rights and responsibilities.
- Clients learn official language skills and other skills for adapting to Canadian society.
- Clients acquire knowledge, skills and connections related to the Canadian work environment.
- Clients have connections to communities and public institutions.

Intermediate Outcomes

- French-speaking clients use official languages to function and participate in Canadian society.
- French-speaking clients in FMCs participate in local labour markets, broader communities and social networks.
- French-speaking clients make informed decisions about life in Canada, enjoy rights and act on their responsibilities in Canadian society.

Ineligible Activities

As you develop your proposal, please note that IRCC cannot fund:

- daily, ongoing activities of the organization if the activities are not related to your project (e.g. marketing/promoting/networking solely benefiting the organization/individual);
- profit-making activities;
- activities that are completely funded through other contribution programs, grants or any other sources;
- funds intended for direct transfer to clients such as bursaries, payments for internships, or honoraria; and
- professional development for project staff, that is outside the IRCC-funded project.

Stage 1: Letter of Interest

The EOI is a two-stage process intended to minimize the time and effort required to submit a proposal. In Stage 1, preliminary information is submitted via a Letter of Interest. Only applicants whose Stage 1 submissions pass the assessment will be invited to submit a full detailed proposal.

How to Submit a Letter of Interest

Once you have read through and understood these Funding Guidelines and the Settlement Program Terms and Conditions, you are ready to submit your Letter of Interest. Submitting your Letter of Interest is a three steps process:

1. Obtain your GCS Organization ID (for new applicants only)

A Grants and Contributions System (GCS) Organization ID is required to access the Fluid Review portal in which the Letter of Interest must be completed.

If you do not yet have a GCS Organization ID, click on the “Create an Account” option at the following link to obtain your Organization ID: <https://gcs-ssc.cic.gc.ca/>

2. Create a Fluid Review account

Letters of Interest for this funding process can only be submitted online through the Fluid Review portal.

To create an account with Fluid Review go to the following link: <http://ircc.fluidreview.com>

3. Submit your Letter of Interest by November 27, 2018 5:00 p.m. MST

Access Fluid Review using your Organization ID to complete the Letter of Interest.

You can **submit your Letter of Interest through Fluid Review from November 13 to 27, 2018 5:00 p.m. MST.**

After submitting, you will not be able to resubmit or modify your Letter of Interest.

Assessment

Your Letter of Interest will pass through a screening process to assess:

- the project’s alignment with at least one immediate and two intermediate outcomes;
- the applicant’s overall organizational ability to deliver services;
- demonstration of the necessary partnerships required to deliver the services in French;
- the feasibility of implementing the project within the given timelines; and
- the appropriateness of techniques and methodology described.

Communicating Results

Upon submission, IRCC will send you an automatic notification that your Letter of Interest has been received.

Within 25 calendar days of the close of Stage 1, you will receive notification via email advising whether your Letter of Interest has passed the screening process. If you are successful in Stage 1, you will be provided with Stage 2 submission deadline details and instructions on how to complete a full proposal.

Stage 2: Full Proposal

Invitation to Apply

Successful Stage 1 applicants will be invited via email to submit a full application. Exact instructions on how to submit a full proposal will be included in the invitation. Information requested about your project in Stage 2 will include: summary and rationale for the project, details for each activity, outreach plan, alignment with IRCC outcomes, ability to deliver, evaluation plan and budget details.

Mandatory documents will also be requested for applicants invited to apply to Stage 2. These will be specific to the type of applicant as listed below:

Public institutions (such as a school board) and any non-federal levels of government:

- letter of support from each financial partner

Other organizations:

- most recent Annual Report;
- full financial statements including comparative information for the last two fiscal years (audited preferred);
- names of persons on your board of directors;
- at least one of the following: Constitution, By-law, Letter of Incorporation or similar instrument of governance; and
- letter of support from each financial partner.

Individuals:

- your curriculum vitae; and
- your proof of Canadian citizenship or permanent resident status;
- letter of support from each financial partner.

Assessment

Stage 2 applications will be scored based on their relevance to this funding process, their potential for success and their cost-effectiveness using the following assessment criteria:

Project Relevance: 40% of project score

- Project effectively addresses all of the themes for this funding process.
- There are feasible project goal(s) with clear link(s) to IRCC's theme.
- Project activities address all aspects of the project, showing no major gaps, and activities are all relevant to the successful completion of the project.
- Project outcomes align with at least one immediate and two intermediate outcomes of IRCC's Settlement Program.

Potential for Success: 35% of project score

- Applicant has the capacity, experience, contextual knowledge and appropriate partners (if applicable) to carry out the project.
- Strategy to engage target clients is sufficient and appropriate.

- Each outcome is measurable and supported by an effective performance measurement plan.
- A plan is in place to monitor the overall project performance, assess the project results and mitigate risk.

Project Cost-Effectiveness: 25% of project score

- Project proposals will be evaluated against their cost-effectiveness ratio. Budget submissions must be in line with the estimated actual costs. Please note that if administration fees are indicated, IRCC will request a breakdown of these fees. In most cases, IRCC contributes a maximum of 15%.
- Proposed budget is cost effective with services being a good value-for-money.
- Proposed budget is balanced. All costs as well as revenues related to the project have been itemized and explained.
- Project costs are in line with average costs for similar services. The applicant demonstrates proper and responsible use of funds related to both administration and program delivery.

Stage 2 funding decisions will be based on the assessment score and departmental considerations, as well as certain organizational parameters. Therefore, submitting organizations should demonstrate the following in their proposal:

- experience providing settlement services to French-speaking newcomers
- being part of and having good knowledge of the northern and central Alberta Francophone community networks
- connections with the broader settlement eco-system in Alberta
- evidence of good past results in implementing activities deriving from its mandate
- concrete evidence of ability to work with various funders
- utilization of existing expertise within the community
- appropriate policies and safeguards to ensure that all clients are served equitably in a safe environment

Communicating Results

Upon submission of a full proposal, IRCC will send you an automatic notification confirming that your application has been received.

Within 110 calendar days from the close of Stage 2, IRCC will send you a written notification advising whether the Department is or is not interested in entering into negotiations, or whether IRCC needs more time before issuing a final decision.

Contact IRCC

For any questions or if you require further clarification, please contact us at CFP@cic.gc.ca.

Please note that IRCC cannot provide guidance on the content of proposals.