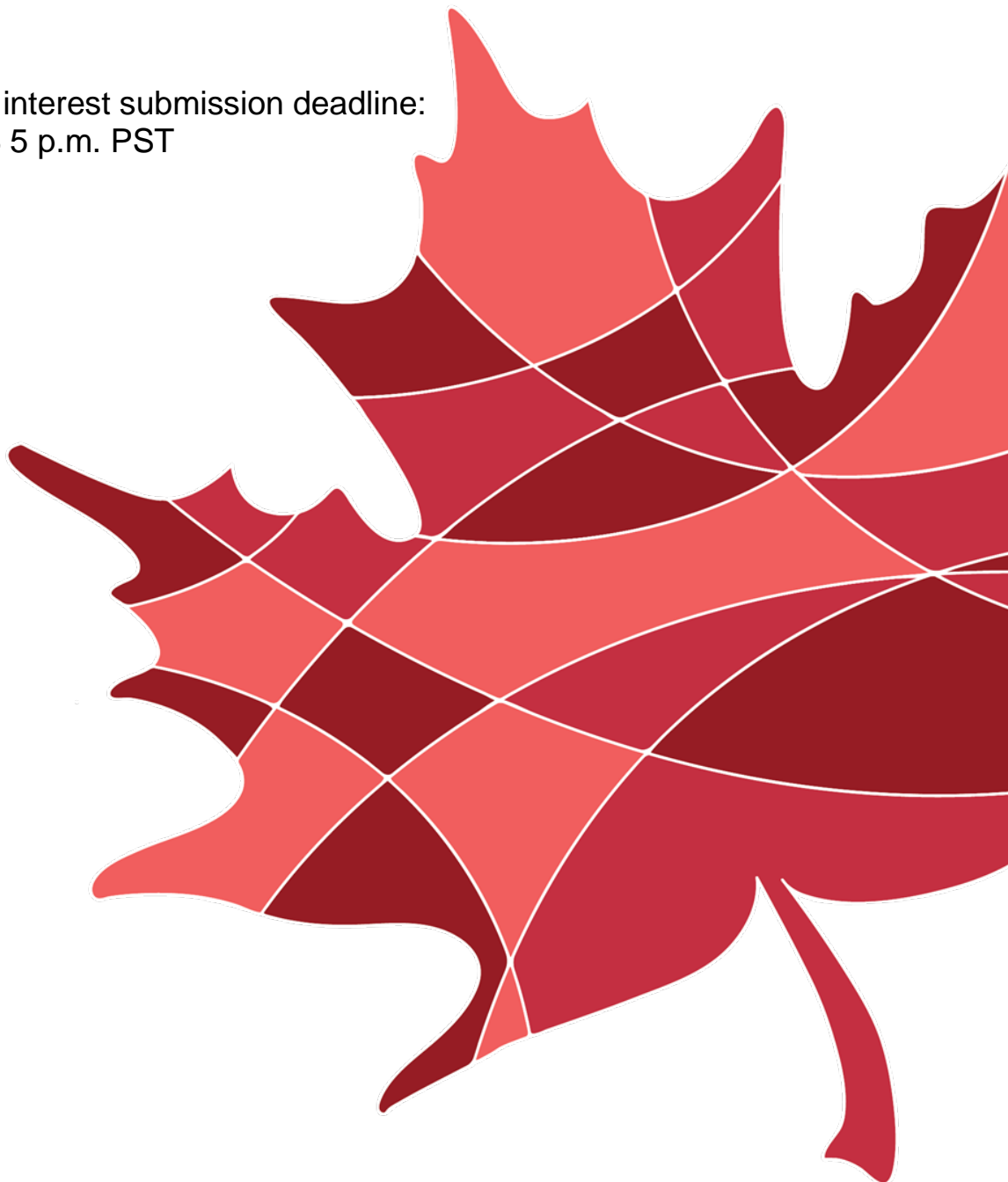


# Funding guidelines

Expression of interest:  
Adapted language training for  
newcomers in Francophone minority  
communities

Stage 1 - Letter of interest submission deadline:  
December 3, 2018 5 p.m. PST



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## Foreword

Immigration, Refugees and Citizenship Canada (IRCC) recognizes that acquiring proficiency in Canada's official languages is an important driver for newcomer economic and social integration.

Currently, through IRCC's Settlement Program, formal language training is delivered across the country in both English (Language Instruction for Newcomers to Canada - LINC) and French (Cours de langue pour les immigrants au Canada - CLIC). This training includes task-based teaching that combines language acquisition and settlement content. Courses are available from literacy to advanced language ability levels.

As a key contributor to the Government of Canada's [Action Plan for Official Languages 2018-2023](#), IRCC will deliver innovative initiatives to support the Francophone Integration Pathway<sup>1</sup> to ensure French-speaking newcomers, and allophone newcomers who have declared French as their official language of preference, obtain complete information regarding Francophone Minority Communities (FMCs)<sup>2</sup> and are offered high-quality settlement services in French. This includes increasing the amount of and access to language training adapted to the needs of these newcomers.

Consequently, IRCC is now launching an Expression of Interest (EOI) process to seek proposals from organizations able to deliver official language training adapted to the needs of French-speaking immigrants, and allophone newcomers who have declared French as their official language of preference, in FMCs.

IRCC is under no obligation to fund any submission, or part thereof, received in response to this funding process. If you are successful in stage 1 (letter of interest) of this process, you will be invited to provide a full proposal. If your proposal is then selected for further consideration in Stage 2, the department will first inform you in writing that the project has been approved-in-principle, and a contribution agreement will then be negotiated specifying details such as the amount of funding and scope of activities. Any expenditure incurred prior to the signing of such an agreement by IRCC, or any costs related to the preparation of a proposal, will not be reimbursed.

Should you require clarification about this invitation or have questions concerning this process, please [contact us](#).

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<sup>1</sup> Vision: Newcomers have an opportunity to settle and thrive in French and to make a positive contribution to Canadian society and the vitality of Francophone communities. This is supported by a Francophone integration pathway, which begins before they arrive in Canada and continues until they obtain citizenship.

<sup>2</sup> Francophone Minority Communities refer to those outside of Quebec.

## Eligible applicants

IRCC aims to provide funding for settlement language training services for French-speaking newcomers, and allophone newcomers who have declared French as their official language of preference, under the Action Plan for Official Languages 2018-2023. Therefore, eligible applicants for this funding process will primarily be **Francophone organizations**<sup>3</sup> who fall **within one of the following types of applicants** below, as per IRCC's Settlement Program Terms and Conditions:

- 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; and
- international organizations.

## Project Specifications

### Timeline

The anticipated duration of the contribution agreements resulting from this funding process will begin no earlier than April 1, 2019 and must be completed by March 31, 2023, contingent on satisfactory delivery of services.

### Theme

Proposals must align with the Settlement Program's **language training and skills development** theme to be considered for funding. Language training and skills development services help newcomers attain the language proficiency they need to function and participate in all aspects of Canadian society and economy. These services include:

- language placement assessments in English and/or French and referrals to training;
- language training targeted at supporting newcomer engagement in basic social interactions and acquisition of Canadian citizenship;
- language training and skills resources that support labour market entry, including occupation or job specific language training, in or for the workplace, and enhanced language training where need warrants at basic, intermediate and advanced CLB/NCLC levels; and

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<sup>3</sup> 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. For this funding process, non-Francophone organizations who demonstrate capacity to serve French-speaking clients and support the Francophone Integration Pathway will also be considered.

- informal language learning activities outside a classroom or workplace setting such as targeted matching and conversation circles to develop comfort and confidence needed to communicate effectively.

## **Funding priorities**

Priority will be given to projects that aim to meet needs, increase the availability of and access to settlement language training services of clients in FMCs, and which include:

- Language placement assessments in English **and/or** French.
- Language training services in English and/or French delivered in person, online, or a combination of the two. Language training services could include, but not be limited to, classes that focus on targeted Canadian French vocabulary, literacy needs, short-term and sector-specific workplace language instruction and informal language learning activities.
- The design, development and implementation of a service delivery model adapted to learners in FMCs that offers the combination or sequencing of English and French instruction.
- Activities that enhance awareness and referrals to French language training services or language training services that promote the Francophone Integration Pathway and FMCs.
- The development of resources that enhance program delivery, such as training tools and adapted content to promote the Francophone Integration Pathway and FMCs.

Support services, including transportation assistance, interpretation, crisis counselling, translation, provisions for persons with disabilities and child care services for newcomers, are also available for funding to facilitate client access to services.

## **Target clients**

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;

Proposals submitted through this EOI must specifically focus on the needs of newcomers settling in FMCs. Only persons of an age that means they are legally able to stop attending school within their applicable province or territory can access this language training.

## **Outcomes**

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

#### **Immediate Outcomes**

- French-speaking clients and allophone newcomers 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 FMCs.
- Clients learn official language skills and other skills for adapting to Canadian society and FMCs.
- Clients acquire knowledge, skills and connections related to the Canadian work environment.

#### **Intermediate Outcomes**

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

### **Ineligible activities**

Please note as you are developing your proposal that IRCC cannot fund:

- daily, ongoing activities of the organization if these 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 an application. In Stage 1, preliminary information is requested 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 step process:

#### **1. Obtain your GCS Organization ID**

Your 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 to obtain it.

**2. Create a Fluid Review account**

Letters of interest for this funding process can only be submitted online through the [Fluid Review portal](#).

**3. Complete your letter of interest by December 3, 2018 5 p.m. PST**

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 19 to December 3, 2018 5 p.m. PST.**

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 capacity to deliver services;
- the demonstration of necessary partnerships in order to deliver the services;
- the feasibility of implementing the project within the given timelines; and
- the appropriateness of adapted languages training services 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 informing you whether your letter of interest has passed the screening. 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 application

### Invitation to apply

Applicants assessed as successful with their letter of interest in stage 1 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. However, 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 a clear need for the project and 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 language services in FMCs to French-speaking newcomers;
- capacity to establish partnerships with Francophone organisations in their community and within the settlement sector that serve clients in FMCs;
- being part of and having good knowledge of their local francophone minority community and their regional francophone immigration network (Réseau en immigration francophone);
- evidence of good past results in implementing activities deriving from its mandate; and
- concrete evidence of ability to work with various funders.

## **Communicating results**

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

**Within 80 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](#).

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