IMMIGRANT SETTLEMENT & LANGUAGE PROGRAMS (ISLP)
CALL FOR PROPOSALS
Language Training Program (LTP) - Innovative Language Projects
2017-2018 APPLICATION GUIDELINES

Objective:
To contribute to the successful integration of newcomers to Alberta through projects that explore innovative mechanisms and approaches to language training that address gaps and needs in the ESL system in Alberta.

Department:
Alberta Labour

Contact:
All inquiries pertaining to this Call for Proposals (CFP) should be directed to
NewcomerSupports@gov.ab.ca

CLOSING DATE AND TIME:
Applications MUST be received by **4:30 p.m. June 30th, 2017**

APPLICANTS' MEETING:
Questions submitted to the email address above by **4:30 p.m. May 23th, 2017** will be responded to at an Applicants' Meeting:

> Date: **May 30th, 2017**
> Time: **1:30 p.m.**
> Conference Call #: 780-409-9282 or 1-866-792-1317
> Conference Call ID#: 5170614

LTP Innovative Language Projects
2017-2018 APPLICATION GUIDELINES

I.   MANDATE

As outlined in Section 95 of the Constitution Act (1867), immigration is an area of shared federal and provincial jurisdiction.

A. GOVERNMENT OF ALBERTA

The Government of Alberta is working to make life better for all Albertans by creating and supporting jobs, by making life more affordable, and by protecting Health Care and Education.

B. MINISTRY OF LABOUR

The Government of Alberta recognizes the important contribution that newcomers make to the social and economic fabric of Alberta. The Ministry of Labour's mandate includes the responsibility to "ensure that newcomers have access to supports and services that will help them settle successfully in Alberta and prepare them to contribute to Alberta's dynamic economy."

The 2017-2020 Business Plan identifies three outcomes for the work of the Ministry. Outcome Three is *Workers and Newcomers are well-prepared to participate in Alberta's dynamic labour market*. Working toward this outcome, the Ministry supports employers in attracting, developing and retaining qualified workers and works with federal, municipal and community partners to "support the successful settlement and integration of all newcomers to Alberta."

C.   IMMIGRANT SETTLEMENT AND LANGUAGE PROGRAMS (ISLP)

ISLP promotes and supports the settlement and integration of all newcomers to Alberta, including refugees, recognizing that integration involves both the newcomer and the community. Through its funding of community partners, ISLP contributes to the Settlement and Integration system in Alberta by supporting:
- service providers in meeting the needs of newcomers
- communities, including workplaces, in being welcoming to newcomers

D. LANGUAGE TRAINING PROGRAMS (LTP) - INNOVATIVE PROJECTS

In support of newcomer integration, provincial programming is undergoing a process of renewal. The 2017-2018 fiscal year is one of transition.

The goal of LTP is for the ESL system to effectively provide adult English Language Learners (ELLs) with the opportunity to develop the language skills they need to fully participate in Alberta's society and economy.

Gaps and needs exist within the ESL system and Innovative Projects encourage and support the ESL community to investigate innovative solutions to address them.

The desired outcome from Innovative Language Projects this year is that **ESL providers have increased awareness, knowledge, and skills regarding innovative approaches to language instruction that promote successful workforce attachment.**

The key element to a successful proposal is the *innovation* in language training. **Innovation** is a process by which new and improved strategies, products and/or services are researched, developed and piloted.

 Priority will be placed on projects that:
- Incorporate collaboration or partnerships in the design and/or delivery of the project
- demonstrate innovative application of e-learning to support the outcomes of the project

II. FUNDING STREAM

LANGUAGE FOR WORKFORCE ATTACHMENT

Poor communication skills in English can be a significant challenge for immigrants and refugees seeking to attach to the workforce and advance in their careers. It can also be a challenge for employers to know how to support language learning. LTP seeks proposals for innovative approaches to language instruction that enhance or create employment pathways for immigrants to overcome barriers to successful labour force attachment and to bridge the communication gap between immigrants and their employers.

Areas of interest include (but are not limited to) projects that:
- support immigrants and refugees to improve employment related communication skills (intercultural competency, workplace culture, job-specific language, pragmatics, essential skills)
- provide language training for workplace readiness
- provide language support for immigrant workers who are employed to maintain their jobs and/or ladder to other opportunities
- provide job-specific language training for high-demand occupations (could include health care and social assistance; retail; food services; early childhood education; or other high-demand occupations in a regional or local area)
- involve collaboration with labour market partners (such as employers, professional regulatory organizations, sector councils, unions, etc.) to facilitate matching supply and demand
- create pathways to employment
- increase the capacity of ESL instructors to better meet the needs of learners

Notes:
- **Projects that address outcomes for Workplaces need to ALSO address outcomes for newcomers.**
- **Projects with curriculum, resource and assessment development activities MUST be attached to delivery of training.**

- **To avoid duplication, please go to https://www.atesl.ca/resources/resource-library/?query=&abinit_yes=on&publication_year=all to view previously funded projects.**

III.   OUTCOMES & MEASURES

Ultimately, the goal is to see newcomers integrated into communities and workplaces. Projects funded through *LTP - Innovative Language Projects* will contribute to two Intermediate Outcomes in support of that goal:
- ESL Service providers meet the language learning needs of newcomers.
- Workplaces create opportunities for newcomers to develop their communication skills.

Projects funded through this CFP will address one or more of the following broad Immediate Outcomes for three target populations: Newcomers, Workplaces and ESL Service Providers.

Newcomers	Workplaces	ESL Service Providers
- Increased awareness of their needs - Increased awareness of services available - Increased knowledge about how to access services - Increased ability to access services - Increased awareness of opportunities to connect with workplaces - Increased motivation to engage with workplaces - Increased knowledge about how to access opportunities to connect to community workplaces - Increased ability to connect to workplaces	- Increased awareness of newcomer needs and barriers - Increased understanding of the benefits of newcomer contributions - improved positive attitudes toward newcomers - Increased motivation to connect with newcomers - Increased understanding of their role in creating welcoming workplaces - Increased ability to welcome newcomers	- Increased knowledge of newcomer needs - Increased skill to serve newcomers effectively

A single project will likely not address all of these outcomes, but may address several across multiple target populations. Your project's immediate outcomes may address only a specific aspect of one of these outcomes. For example, you may provide a program for newcomers that increases occupation-specific language skill or workplace communication skills which would contribute to the broader outcome of increased ability to connect to the workplace.

A project is not limited to these outcomes and may include additional immediate outcomes.

Within a time-limited project, it is usually not feasible to measure beyond the immediate outcomes. Outcome measurement must include the measurement of at least one of the listed Immediate Outcomes for each target population impacted by the project.

IV. CONSIDERATIONS

If a project is an element of a larger initiative supported by another funding body such as Immigration, Refugees and Citizenship Canada (IRCC), a letter of acknowledgment from that source must be attached to the proposal.

The projects funded through this CFP will seek to avoid duplication of services, and will be targeted so that provincial dollars can best complement the framework of existing services and programs.

Projects building on a previously funded Innovative initiative(s) must:
- identify the previous project(s),
- provide results and observations of those project(s),
- explain how the current proposal builds on the previous one(s), and
- provide explanation of how you consulted with the partners involved (if the proposed initiative draws from project(s) other than your own).

V. SELECTION CRITERIA

A. ELIGIBLE ORGANIZATIONS

- Established non-profit organizations / community groups
- Post-secondary institutions
- Registered companies

Applicants must:
- have the experience, infrastructure and ability to undertake the administrative, reporting and financial requirements of the Alberta Labour agreement;
- have a minimum of two years' organizational experience:
  o as an ESL provider **or**
  o in their particular area of expertise, along with a demonstrated partnership that brings the necessary ESL knowledge and expertise to the project;
- deliver services/programs in a manner that is anti-discriminatory and appreciative of diversity.

Projects Involving a Partnership

The applying organization:
- must meet all the eligibility criteria listed above
- is the fiscal agent
- should have the lead role in planning the project scope, timeline and deliverables
- should lead the project coordination
- will be accountable for all project deliverables and reporting requirements

Partner organizations:
- will have a role in planning the scope, timeline, and / or deliverables of the project
- should not seek financial gain as the primary benefit of being a partner

Note: A contractor who will be hired to execute a specific task or component of the project is not considered a partner organization.

B. ELIGIBLE BENEFICIARIES

- Permanent Residents (refugees and immigrants)
- Naturalized Canadian Citizens
- Employers & Workplaces
- ESL Service Providers

C. ELIGIBLE PROJECTS

To be eligible for funding under this Call for Proposals, projects must:

- Be time-limited, (i.e. not lead to a need for on-going funding support from Language Training Programs). Projects can be up to 2 years in length, and can include several developmental phases.
- Fit the Stream identified in this Call for Proposals.
- Address at least one of the Immediate Outcomes stated above, and
- Include a plan to measure the impact of the project towards the common outcome(s).

VI. APPLICATION EVALUATION

Points for application components will be distributed as follows:

1. Project Need – 15 points
2. Project Description– 30 points
3. Outcomes Measurement Plan – 15 points
4. Ability to Deliver the Project – 20 points
5. Risk Management - 5 points
6. Project Cost – 15 points

Refer to numbers 3 and 5 in *Section VII. Application Components* below for a detailed description of the criteria for each of these areas.

VII. APPLICATION COMPONENTS

Only complete applications will be considered (i.e. all 6 components listed below have been submitted, including all supporting documents).

1. **One hard copy** of the completed Submission Checklist *Innovative Language Projects–Submission Checklist 2017-2018*

2. **One electronic copy** (MS Word-Unsigned) **PLUS, in hard copy, 1 original and 5 copies** of the completed, signed application form *Innovative Language Projects – Application Form 2017-2018*

3. **One electronic copy** (MS Word) **PLUS 6 hard copies** of the completed *ISLP – Project Description 2017-2018*. This section of the application must be no more than 10 **numbered** pages **(plus appendices)** with font size 12.

   (NOTE: If a project description is longer than 10 pages, only the first 10 pages will be read.)

   a) **Project Need**
      - Identify the issue
      - Provide evidence to demonstrate the need for the project.
      - Explain why this need cannot be addressed by existing services or programs.
      - Describe the innovative approach being explored including:
         - Why it is innovative
         - What awareness, knowledge, and/or skill(s) you as a provider are hoping to gain as a result of undertaking this project and how you will share your learnings with the ESL community

   b) **Project Description**
      - Explain how your project addresses the issue and links to the identified Stream.
      - State the target population(s) the project will serve and the targeted number of individuals who will benefit within each population.
      - Describe the project components, activities and outputs (include hours of instruction, length of course and whether it will be delivered face-to-face, online or in blended format).
      - Describe how your project design takes into account intersecting identity factors (such as gender, age, education, language, culture, income, geography) of the beneficiaries. (See Intersecting Identity Factors in the Glossary for further detail.)
      - Provide an implementation plan (work breakdown schedule) including a timeline (**can be an appendix**)
      - If the project involves a partnership, describe the role of the partner(s) and indicate how communication and workflow will be managed. Include a statement from the Partner(s) with your supporting documents in which they indicate what they bring to the project and outline their roles and responsibilities. (See 6k below for more detail.)
      - If the project will result in the development of resources or materials, these are to be sent to the Ministry of Labour / Language Training Program to be posted on the ATESL website and Tutela Resource database. Describe what other measures you will take to share them with the ESL community.
      - Describe your plans to build on the project's success once the project is over.

   c) **Outcomes & Measurement**
      - Identify which of the broad outcomes listed in this CFP will be addressed by the project.
      - If your project's immediate outcomes are more specific, clearly state them and how they relate to the broader outcome.
      - Describe how project activities will contribute to the identified outcomes.
      - Provide a plan for how you will measure the project's contribution to the stated outcomes. (See Measurement Plan in the Glossary for further detail.)

d) Ability to Deliver Project
- Describe your background, knowledge, experience and current capacity to deliver this project. Include your ability to undertake the administrative and financial requirements of Alberta Labour including the collection of information and management of client files, if applicable.
- Describe your expertise as it relates to the delivery of projects that serve newcomer integration, or your plan to bring in this experience.
- Provide a list of project positions clearly outlining the role and qualifications required for each. (can be an appendix)

e) Risk Management
- Describe any risks to the success of this project.
- State how you plan to mitigate those risks.

f) Appendices
- This section is optional.
- Add appendices as referenced in parts a-e.

4. **One electronic copy** (MS Word) **PLUS 6 hard copies** of the completed *ISLP – Project Summary 2017-2018*

5. **One electronic copy** (Excel- unsigned) **PLUS, in hard copy, 1 original and 5 copies** of the completed, signed *ISLP – Budget 2017-2018*
- Adapt the template to reflect your project's characteristics.
- Budgets should be reasonable and realistic.
- Print out the Budget Request to send with your application.
- Each page of the hard copy of the Budget Request must be initialed.
- The signature block must be on the last page of the Budget Request.
- Budgets that include an institutional overhead fee must, for accountability and audit purposes, indicate what this fee covers and prove how these fees apply to the project.

6. **One hardcopy** of each of the following supporting documents:
   a) Organizational chart and staff list;
   b) List of Board of Directors, if applicable;
   c) Business Plan or Strategic Plan approved by Board or equivalent;
   d) Organization mission and goals and general information on programs and services;
   e) Financial Statement for the organization for the last complete financial year, which includes at least a statement of financial position (formerly balance sheet) and statement of operations (formerly income statement), showing the organization name and fiscal year;
   f) Signature samples of those who have signing authority;
   g) Copy of policy or a statement describing your organizations commitment to diversity and inclusion;

h) A statement outlining your organization's experience (minimum 2 years) providing ESL **OR** a letter of commitment from the partnering organization describing their ESL knowledge and/or experience (See 6k below for more detail);

i) Certificate of Insurance for general liability in an amount not less than $2,000,000 inclusive per occurrence;

j) One letter of reference in support of the applicant; and

k) If there is a partner organization, a signed letter of commitment from them outlining what they bring to the project and their roles and responsibilities within it. If the partnering organization also brings the required 2 years of ESL experience, the letter should include a description of their ESL experience as per 6h above.

All documents submitted to Alberta Labour become the property of the Government of Alberta, and are subject to the disclosure provisions of the Freedom of Information and Protection of Privacy Act. This Act allows any person right of access to records in the custody or under the control of the department subject to limited and specific exceptions. Should you wish to learn more about the application of the Act to the proposal you are submitting, please see the following link: http://www.servicealberta.ca/foip/resources/guidelines-and-practices.cfm

VIII. ACCOUNTABILITY PROCEDURES

Selected grant recipients will be required to:
- demonstrate sound financial and personnel management;
- submit complete, timely, and accurate reports as requested;
- respond to further information requests regarding the project when needed;
- assist department staff, as requested, with verification of contract compliance through file audits or client follow-up;
- comply with the terms and conditions of the grant agreement.

In addition, if the grant recipient is required to collect or handle personal information, they must comply with the privacy requirements of the **Freedom of Information and Protection of Privacy Act** insofar as it applies to the recipient's operations and the personal information the recipient has access to, collects, or uses in providing the services under the contract. The grant recipient will be required to protect the confidentiality and privacy of each individual's personal information accessible to the recipient or collected under the agreement. Should you wish to learn more about the application of the Act to the proposal you are submitting, see Parts 3.5 and 5 of the FOIP Policy Manual (ISBN 0-7732-1822-1, Pub. PWSS 220) or check out the website at http://www.servicealberta.ca/foip/ .

IX. APPLICATION SUBMISSION & DUE DATE

Both electronic and hard copies of your application MUST be RECEIVED by **4:30 pm on June 30, 2017**. Late or faxed submissions will not be accepted.

a. **Electronic files**
   i. Send to NewcomerSupports@gov.ab.ca
   ii. In the Subject line, put *Application for LTP Innovative Projects*
   iii. Attach the required documents in the indicated format, using the following file naming convention: *your organization name - document name. (For the templates you may simply replace the text in the file name before the dash with your organization name.)*

b. **Hard copies:** Mail, courier or hand deliver your complete application to:

<div align="center">

LTP Innovative Language Projects
Immigrant Settlement & Language Programs
4th Floor, Commerce Place
10155 – 102 Street
Edmonton, AB, T5J 4L6

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X.   QUESTIONS AND APPLICANTS' CONFERENCE CALL

- There will be an applicants' conference call on **Tuesday, May 30, 2017 from 1:30-3:00 p.m.**
   o Please dial **780-409-9282** or toll free **1-866-792-1317**
   o Enter **5170614** at the prompt**.**
- **All those interested in applying for project funding are encouraged to attend.**
- You may submit your questions in writing prior to the conference call to NewcomerSupports@gov.ab.ca by **4:30 p.m. on May 23, 2017.**
- Responses to questions arising from the applicants' conference call will be posted on our website http://work.alberta.ca/Immigration/innovative-projects-grants.html.
- The applicants' conference call will be the final opportunity to have your questions answered for this year's Call for Proposals.

Appendix A: Glossary

Word	Definition
Community	Locations and/or groups comprised of people with similar characteristics or goals (e.g. shared sense of belonging)
Connect	To make contact with a person, group, or service to gain information, access services or develop a relationship/network
Innovation	For the purposes of this grant, innovation is defined as new approach to language learning, which could include new strategies, capabilities, products and/or services.
Integration	A two-way process that involves commitment on the part of newcomers to engage in life in Canada as well as on the part of Canadians to welcome and give value to the rich cultural diversity that newcomers bring
Intersecting identity factors	Identity factors refer to characteristics such as gender, age, culture, language, sexual orientation, education ability, geographic location, migration status, faith, ethnicity and socio-economic status. The overlapping of these characteristics contributes to one's experiences and influences the achievement of intended outcomes of an initiative.
Measurement Plan	A plan for measuring the outcomes of your project. The plan identifies what will be measured, how (survey, focus group, pre/post-test, etc), when and by whom.
Newcomers	Individuals born outside of Canada destined for or living in Alberta, either temporarily or permanently; an individual self-identifies as a newcomer until he/she identifies as integrated

Outcome	An outcome is the impact or consequence from the products or services produced. It addresses the questions: So what? What has been achieved by the project?
	• **Immediate outcomes**: generally changes in awareness, attitude, knowledge or skill that result from the products or services produced.
	   o Examples: participants who complete the program will feel more confident interacting in English with coworkers; participants who complete the program have increased occupation specific language skills.
	• **Intermediate outcomes**: changes in behaviour as a consequence of achieving one or more of the immediate outcomes.
	   o Examples: Participants demonstrate increased interaction with coworkers; Participants have more successful job interviews.

Word	Definition
Outcome Measure	The % change in the target population/group that "results" from the products and/or services delivered. Measurement tools include: administering a follow up procedure with each learner/client, administering a knowledge test to demonstrate improvement as a result of direct instruction, conducting a survey, organizing a focus group, etc. • Good example: The # and % of learners who complete the program who increase their score by 10 or more points on pre-/post-questionnaire. • Poor example: the # of learners attending the program. This is not an outcome measure because we do not know what impact the program had on the learners. This would be an example of an "output" (total number of clients) rather than an outcome. (See Output and Output measure for clarity).
Output/Output Measures	The number of products and services produced by the activities (deliverables). Examples include: # of materials or resources developed, # of clients served, # of workshops delivered, # of community members who attended the workshops, etc.
Promote	An outward action of making others aware and encouraging involvement in the settlement and integration of newcomers
Service Provider	Any person or organization in the public or private sector that provides services to newcomers including but not limited to Immigrant Serving Organizations
Smaller Centres and Rural Areas	All territory lying outside of the Calgary and Edmonton metropolitan areas.
Support	To provide financial assistance
Welcoming	Involves a continuum of activities (awareness, education) that create opportunities for the integration of newcomers

Resources on writing proposals
- http://www.ohcc-ccso.ca/en/webfm_send/723 *Strategies for Effective Proposal Writing:* Ontario Healthy Communities Coalition
- https://www.youtube.com/watch?v=3VLiDiTiQjA&feature=youtu.be Key Ingredients of a Good Grant Proposal: A video of a presentation by Dr. Jocalyn Clark from Grand Challenges Canada.