



Citizenship and  
Immigration Canada

Citoyenneté et  
Immigration Canada

# Funding Guidelines: British Columbia–Specific Call for Proposals 2013

Deadline for submitting applications: July 8,  
2013 5:00 p.m. (17:00) Pacific Time



Citizenship and Immigration Canada



# TABLE OF CONTENTS

<b>Foreword and Program Overview .....</b>	<b>1</b>
<b>Part A: Program Funding Priorities.....</b>	<b>4</b>
<b>Part B: Eligibility Criteria.....</b>	<b>8</b>
Eligible Applicants.....	8
Eligible Activities.....	9
Ineligible Activities.....	9
Eligible Costs.....	9
Ineligible Costs.....	10
<b>Part C: Screening and Assessment.....</b>	<b>11</b>
Assessment Criteria.....	11
<b>Part D: Submitting Your Application.....</b>	<b>12</b>
Service Standards.....	13
<b>Annex A: Settlement Program Logic Model.....</b>	<b>14</b>
<b>Annex B: Budget Submission Details .....</b>	<b>15</b>
<b>Annex C: Frequently Asked Questions .....</b>	<b>24</b>
<b>Annex D: British Columbia-Specific Priorities .....</b>	<b>30</b>

## Foreword

The Department of Citizenship and Immigration Canada (CIC) administers three major funding programs: Settlement, Resettlement and Inter-Action (Multiculturalism). Through these programs, CIC works with many partners in the delivery of services to newcomers to Canada, as well as responding to the needs of new and established Canadians and their communities. The Department is continually working to modernize and improve delivery of services and, ultimately, improve outcomes for its clients. To this end, CIC is now inviting applications through this British Columbia-specific Call for Proposals (CFP) for funding under the **Settlement Program**.

This *Funding Guidelines* document is intended to help British Columbia-based applicants understand the CFP process, prepare a funding application and submit it electronically at [www.cic.gc.ca/BCCFP](http://www.cic.gc.ca/BCCFP) by **no later than July 8, 2013**. Applications received after that date will not be processed.

CIC staff will not assist applicants in the development of their submissions. However, if you have questions or need clarification on any matter, you may send a message to [BCCFP@cic.gc.ca](mailto:BCCFP@cic.gc.ca). A questions and answers package has been prepared to address frequently asked questions (see Annex C). Should you have questions that are not covered therein, please submit them to [BCCFP@cic.gc.ca](mailto:BCCFP@cic.gc.ca). Please note that while we will make every effort, we cannot guarantee a response to questions which are **received after July 4, 2013**.

Your application must be fully completed and as detailed as possible and must include all mandatory documents to ensure that your proposal can be properly assessed. Incomplete applications will not be assessed and there will be no follow-up to obtain missing information or documents. You may request funding for more than one project; a separate application is required for each. However, if you are interested in offering to deliver more than one program component within the Settlement Program (e.g. Needs Assessments and Referrals as well as Information and Orientation), you may present them in a single application.

Definitions are provided throughout this document and are supported by additional explanations in the application form. Please note that under this CFP, preference will be given to organizations that have been in existence for at least two years.

Proposals must clearly demonstrate the needs they are intending to address, and confirm which communities within British Columbia they are intended to benefit.

CIC is under no obligation to fund any proposal submitted through this CFP or to fund the entire scope or duration of a requested project. CIC funding under this CFP will be available for up to two years. There is **no appeal process** to contest a CIC funding decision; however, the Department may opt to provide feedback to applicants, as warranted.

If a proposal is selected for funding, the Department will first inform the applicant that the submission has been *approved-in-principle*. The amount of funding and scope of activities that will be supported by the Department will be contingent on the satisfactory negotiation of a contribution agreement. **Applicants must not assume that their submission has been approved-in-principle until notified by CIC in writing**. Any expenditure incurred prior to the signing of the contribution agreement by CIC and CIC's approved project start date, or any costs related to the preparation of a proposal, will not be reimbursed.

Under the *Official Languages Act*, CIC has obligations toward official language minority communities (OLMC) and encourages organizations serving them to apply for funding under this CFP. Proposals will be evaluated taking into account OLMC and the needs as well as realities of French-speaking immigrants. The Department will also strive to ensure gender and ethno-cultural balance among all funding recipients.



## About the Settlement Program and funding opportunities under this CFP

Funding is available to support the direct provision of services to newcomers to British Columbia, as well as innovative ways to improve such delivery. Our goal is to address the needs of newcomers with targeted and high quality client service, through the transition to federal administration of the Settlement Program in British Columbia and beyond.

In order to receive Settlement Program funding from CIC, your project must address at least one of the following immediate and intermediate outcomes outlined in our settlement logic model (Annex A):

### Immediate Outcomes

- Clients receive appropriate information and services to address settlement needs
- 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

- Clients make informed decisions about life in Canada, enjoy rights and act on their responsibilities in Canadian society
- Clients use Canada's official languages to function and participate in Canadian society
- Clients participate in local labour markets, broader communities and social networks

As well, your project must ensure that the services correspond to one or more of the program components below:

**1. Needs Assessments and Referrals:** "Needs assessment" is a formal review of newcomer needs across a broad spectrum of settlement areas (language, employment, housing, etc.). Referrals are links to specific services that help newcomers settle in Canada. These activities usually result in the development of a Settlement Plan for the newcomer, which outlines a strategy to achieve settlement success based on identified needs and available CIC-funded service provider and other community supports.

**2. Information and Orientation:** This component provides newcomers with the information they need about Canada and the community in which they intend to settle. It includes information provided via the Web, orientation sessions overseas, and post-arrival information/orientation sessions or classes, assistance with life skills and generalized individual/family settlement counselling.

**3. Language Training:** Official language training is a key settlement service for which there is an established infrastructure, with clear attainment benchmarks being used by trainers and assessors. Official language proficiency is key to success for newcomers, not only in the labour market, but in navigating life outside of work. **Please note** that an application under the Language Training component should follow the Canadian Language Benchmarks (CLB). Please visit [www.language.ca](http://www.language.ca)



**4. Employment Related Services:** The majority of newcomers come to Canada intending to enter the labour market. Examples of activities under this component include projects that help skilled immigrants obtain the training they need to get work in a regulated or non-regulated profession; skills training; provision of credential assessment process facilitation; internships; mentorships, work placements; and other services that are intended to equip newcomers with the skills and support they need for entry into the labour market. Ideally, services are provided as part of a seamless continuum of supports for both newcomers and employers.

**5. Community Connections:** This component recognizes settlement as a reciprocal process with rights and responsibilities for both the newcomers and the community/society that receives them. Through this component, activities focus on individual and community bridging, including mentoring programs; connecting with Canadian citizens, employers, community organizations and public institutions; fostering cultural awareness and social inclusion; and enhancing the capacity of mainstream institutions to address the needs of newcomers.

**6. Support Services:** In addition to the five major program components, clients have access to support services. This program component, which acts as an “enabler” to support participation in CIC-funded settlement services, includes services for care and supervision of children of CIC Settlement Program clients. Note that in British Columbia, child care and childminding services are governed under the [Community Care and Assisted Living Act](#) and the [Child Care Licensing Regulation](#), including unlicensed childminding that is exempt from license as defined by the same Act. Care provisions funded by CIC will be required to follow the act and regulation.

Support Services also include accommodation for clients with disabilities; assistance with transportation to settlement programs; translation and interpretation services (for example, of documents from country of origin) and short-term or “transitional” settlement-related crisis counselling services which can deal with immediate barriers to the uptake of settlement programming due to personal or family crises, including the referral of newcomers to more targeted, publicly-available services.

**7. Indirect Services:** These are projects and activities that **do not involve a direct** intervention or service to eligible newcomer clients. There are two key purposes: to enhance capacity in the CIC-funded settlement community to optimize client outcomes; and to assist partners engaged in settlement (employers, community organizations, other levels of government and public institutions) to connect with newcomers, establish inclusive practices, and facilitate the contribution of newcomers to Canada. They include projects that are aimed at: community-level planning and coordination (e.g. [Local Immigration Partnerships](#) (LIPs)); development of new and innovative interventions (e.g. pilots); support to facilitate the foreign credential assessment process with regulatory bodies and related organizations; support to employers to connect with job-ready newcomers within their community; development/updating of training content, tools and curricula; and, research on unmet needs and successful practices. Most of our funding, however, will be devoted to direct services.



## Part A: Funding Priorities for the Settlement Program

While CIC plans to use the following as **benchmarks** for the allocation of Settlement Program funding under this CFP, the proportions may change to support more direct service delivery to our clients:

- A **minimum of 90%** of available program funding (from the overall Settlement Program envelope for British Columbia) will be allocated to support direct services to newcomers.
  - **Direct Services:** projects or services which involve a direct intervention (often, in-person or face-to-face) with an eligible newcomer client; for example, language instruction classes, job search workshops, orientation sessions, online training, etc. Direct services may also extend to activities having an immediate impact on services to newcomers, such as the provision of training for teachers or volunteers who deliver direct settlement services to newcomers. Also included in direct services are the costs associated with administrative expenditures and support services required to deliver services to newcomers.
- A **maximum of 10%** of the available Settlement Program funding envelope will be allocated to projects and activities that do not involve a direct intervention or service to eligible newcomer clients.
  - **Indirect Services:** these include projects that are aimed at coordinating settlement service delivery in a community (for example LIPs), connecting employers with job-ready newcomers, those developing new and innovative interventions, holding conferences and workshops, updating training content, conducting research, creating new tools as well as curricula, etc.

### National Priorities

In order to make accessible a standard platform of core services for all eligible newcomers across the country and including British Columbia, CIC will prioritize funding of the following core service levels under each program component, before giving consideration to other proposed activities. Once this standard level of services is in place for all newcomers, and if funding is still available, CIC will support other services that address a demonstrated need or demand.

### 90% Direct Services

#### 1. Priority services for the *Needs Assessments and Referrals* component

- Newcomers have early access to a formal needs assessment and obtain the appropriate referrals to available CIC-funded and other community services that allow them to pursue a defined plan for integration;
- When multiple and intersecting needs are identified, the needs assessment process should result in the development of a Settlement Plan in order to guide newcomers toward next steps along their settlement pathway.

#### 2. Priority services for the *Information and Orientation* component:

- Newcomers have access to the information and orientation they need to settle in their community and to prepare themselves for entry into the Canadian labour market;



- Newcomers have access to information that helps prepare them to become active citizens;
- Newcomers have access to **national** and/or regional level settlement information that aligns with that produced by CIC; all such information could be disseminated via a website, information sessions or published documents;
- Newcomers in areas with substantial pools of immigrants have access to **local** information through orientation sessions developed by an accessible service provider, or a local settlement guide;
- Information and orientation services to newcomers should be coherent with and complementary to the CIC national level settlement information. They should focus on the national themes: Introduction to Canada; sources of information, rights and freedoms; Canadian law and justice; important documents such as a Social Insurance Number card, driver's license or a Permanent Resident card; improving one's knowledge of and ability to function in English or French; employment and income; education; housing; health; money and finances; transportation; communications and media; community connections and becoming a Canadian citizen. Collaborative resources that have a partnership approach should be proposed.

### **3. Priority services for the *Language Training* component**

- Newcomers have access to a language placement assessment that is based on the national language framework – Canadian Language Benchmarks CLB/Niveaux de compétence linguistique canadiens (NCLC);
- Newcomers have access to the training needed to attain proficiency in English or French required for basic social interactions and acquisition of Canadian citizenship (from literacy to CLB/NCLC-4);
- Newcomers have access to the training needed to attain proficiency in English or French required to help them find jobs in the Canadian labour market and pursue their education (up to CLB/NCLC-8);
- All language training services – whether in-person, on-line, or a blend of both – must be led by a qualified teacher, guided by CLB/NCLC frameworks and the LINC/Cours de langue pour les immigrants au Canada (CLIC) curriculum guidelines and other pedagogical materials developed under LINC.

### **4. Priority services for the *Employment-Related* component**

- "Job-ready" newcomers have access to services which help them adapt their skills and knowledge to the Canadian work environment through gaining Canadian work experience and/or connections with employers and employees in their field;
- Newcomers who do not have prior work experience (in Canada or outside) have access to services which enhance their skills or knowledge of the Canadian labour market to increase their employability;
- Newcomers have access to electronic and in-person opportunities to interact with hiring employers who have actual job openings, such as through job fairs, online job banks and service provider organization (SPO) matching projects;
- Any employment-related service must complement and not duplicate provincial/territorial efforts. This should be clearly demonstrated in the proposal.



## **5. Priority services for the *Community Connections* component**

- Newcomers who face multiple barriers to integration have access to mentoring services with established Canadians (within their new communities or elsewhere in the country) and public institutions, to facilitate their integration into communities;
- Newcomers make connections with Canadians for cross-cultural integration, social inclusion, and to develop as well as apply official language skills in an informal setting.

## **6. Priority services for the *Support Services* component**

- Newcomers have access to “enabling services” which allow their participation in all settlement services. Newcomers have access to “enabling services” such as child care/childminding, translation and interpretation services, access to transportation support, crisis counselling and provisions for addressing activity limitations and disabilities;
- In general, the costs for support services should not exceed 20% of the overall budget of your funding submission (with the expectation that organizations will strive for an even lower cost percentage).

## **10% Indirect Services**

### **7. Priority services for the *Indirect Services* component**

- Canadian employers have access to supports with which to connect and access a foreign-trained work force;
- Community-level planning and coordination for immigrant integration, such as LIPs and Réseaux en immigration francophone;
- Initiatives that aim to support public institutions, the private sector, and community organizations as they seek to foster welcoming communities (e.g. through sensitization and other training);
- Initiatives that seek innovative ways to improve the delivery of settlement services (including pilot projects) and strengthen the settlement sector in Canada;
- Initiatives that lead to the development of national standards as well as the sharing of best practices, relevant research, and results. Other examples include the development of program resources and guidelines, such as curriculum and assessment tools, updating training content, professional development including conferences and workshops, and promotion of the settlement sector.

In addition, the following guidance will be used to prioritize final funding decisions:

#### **(i) Project Outreach and Access to Services**

- CIC seeks to avoid duplication of services in a local geographic area. The Department reserves the right to fund only the strongest proposal(s) for the same service to newcomers in a single geographic area. It will also consider favourably proposals that are joint submissions or reflect partnerships involving multiple local service providers;
- Projects that develop innovative delivery networks in underserved and/or difficult to service areas OR take advantage of possible economies of scale where a critical mass exists;



- Newcomers settling in official language minority communities have access to services in the official language of their choice;
- Newcomers have access to integrated settlement programming that combines multiple activities that aim to achieve more than one of the outcomes of the Settlement Program;
- Newcomers have access to services whether they choose to settle in urban or rural settings (to be facilitated by technology/tools and other innovative approaches);
- Proposals that clearly demonstrate that the project builds on and incorporates existing national or regional standard products, such as Discover Canada, standard LINC/CLIC materials, Welcome to Canada, the LINC Citizenship Resource, or the [LIPs handbook](#);

## **(ii) Project Design**

- Proposals that seek to build an integrated settlement service that seamlessly combines activities which address multiple priorities into a comprehensive experience for the client;
- In communities where a local planning or coordination body exists, proposals that demonstrate they meet the local needs identified by these bodies;
- Proposals that demonstrate that they have a strategy to maximize the impact of their proposal through best practice sharing; maximizing reach; link with mainstream institutions such as employers, schools and public institutions; and/or using distance learning and information tools;
- Proposals that are designed to address the particular needs of certain vulnerable client groups (for example, women, youth, seniors, high needs refugees, or official language minorities) who may face multiple barriers to integration;

## **(iii) Project Impact and Performance Measurement**

- Proposals that are focused on demonstrated outcomes for newcomers through proper collection of information about project results.

## ***British-Columbia Specific Priorities: See Annex D***



## Part B: Eligibility Criteria

### Eligible Applicants:

- Provincial, territorial, municipal governments;
- International organizations;
- Not-for-profit organizations including non-governmental organizations, non-profit corporations, community groups, umbrella organizations, and regulatory bodies and apprenticeship authorities. Not-for-profit organizations must be governed by a board of directors or executive body composed of Canadian citizens or permanent residents;
- Businesses (e.g., employers hiring newcomers, private language schools, conference organizers, web or production firms for tool development);
- Educational institutions (including school boards, districts and divisions)<sup>1</sup>;
- Individuals who are permanent residents or Canadian citizens.

### Eligible Clients:

CIC funding is intended to support 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 Citizenship and Immigration Canada;
- Convention refugees and protected persons outside Canada who have been selected for resettlement in Canada by Citizenship and Immigration Canada; and,
- Temporary foreign workers who hold or received approval of a work permit under section 112 of the *Immigration and Refugee Protection Regulations* (IRPR) (Formerly known as Live-in Caregivers) or received initial approval for permanent residence under section 113 of the IRPR (Formerly known as Live-in Caregivers).

Restrictions:

- To access language training, persons must be of legal school-leaving age within their applicable province or territory.
- Canadian citizens and non-permanent residents are **not** eligible persons. However, the Settlement Program provides opportunities for citizens and other residents of Canada to participate in settlement services to clients as volunteers.

### Activities and Costs

The following sections are intended to help you understand what CIC will and will not fund, and thereby guide you in preparing your budget submission.

---

<sup>1</sup> Must be recognized and licensed to operate under provincial or territorial statute. They include: public community colleges, vocational schools, public degree-granting universities and colleges, school boards, districts, divisions as well as their elementary and secondary institutions; Chambers of commerce; law enforcement; hospitals and other health-care institutions.

## **Eligible Activities:**

- Direct services that address Settlement related needs detailed under the broad program components;
- Development and testing of tools, reference guides, materials to market information and to encourage awareness and learning;
- Building partnerships and networks to share successful practices and to build approaches on common settlement issues and approaches;
- Facilitating the creation of engagement opportunities and social networks for newcomers;
- Enabling Pan-Canadian stakeholders to share and discuss evidence-based information on settlement issues with a view to improving services to newcomers;
- Where gaps are proven to exist, research and information gathering to analyze, develop as well as evaluate new tools and models to help increase participation rates by newcomers in settlement activities.

## **Activities not eligible for CIC funding:**

- Daily, ongoing activities of the organization not related to your project;
- Project activities that take place outside British Columbia;
- Profit-making activities ;
- Activities that are completely funded through other contribution programs from government Departments/agencies and/or grants from other sources;
- CIC funds transferred directly to clients such as bursaries, payments for internships, or honorariums;
- Professional development for project staff, that is independent of the CIC-funded project.

## **Eligible Costs:**

- Gross salaries, wages and related benefits;
- Training and professional development relevant to the CIC-funded activities;
- Travel (restricted to economy class), accommodation and other related costs considered essential, necessary and reasonable;
- Delivery assistance tools and material;
- Costs related to research;
- Costs related to conferences and workshops;
- Publicity costs;
- Professional and consultant fees;
- Copyright fees;
- Capital expenditures;
- Support Services (client transportation, interpretation, translation, provisions for disability, assessment/referral);
- Child care / child minding costs;
- Costs associated with administration;
- Overhead costs (i.e. other non-salary program delivery costs);
- Compliance audit;
- GST/HST.



## **Ineligible Costs:**

- Profit making activities;
- Annual general meetings or regular executive board meetings of an organization or association, including related travel;
- Activities/costs that have been undertaken/incurred before the signing of a contribution agreement by CIC;
- Activities/costs that are already paid for by other partner(s) and/or funder(s);
- Any type of Director's fees for volunteer members of Boards or other governing bodies;
- Financial assistance (except transportation and child care costs) paid directly to eligible clients;
- Costs associated with validation of individuals' credentials;
- Depreciation/amortization of capital assets;
- In-kind expense.



## Part C: Screening and Assessment

### Assessment Criteria:

Proposals will first be screened to determine whether the:

- application is complete;
- applicant is eligible to receive CIC funding; and
- project activities are eligible.

Submissions meeting the criteria above will then be assessed to determine:

#### A. Project Relevance:

- The project activities and results will contribute to one or more immediate outcome(s) AND one or more intermediate outcome(s) of the **Settlement Program** outcomes (See page 2 and Annex A).
- Project is feasible and supports one or more of the priorities identified in Part A of this guide.
- The need for this project is clearly identified and supported by evidence.
- The objectives are achievable, realistic and designed to effectively result in the proposed deliverables.

#### B. Potential for Success:

- Proposed budget is balanced and sufficiently detailed. All costs as well as revenues related to the project have been itemized and explained.
- Project is clear and has an effective performance measurement plan. A logic model may be helpful.
- The applicant demonstrates clearly their ability to plan, monitor and measure performance on the progress of activities and evaluate project results.

#### C. Project Cost-Effectiveness:

- The project is cost-effective and demonstrates value-for-money; costs are reasonable and/or in line with local, regional, or provincial rates.



## Part D: Submitting Your Application

In order for us to consider your proposal, you must submit the following documents by electronic submission no later than **July 8, 2013 at 5:00 p.m. (17:00) PDT**. However, CIC will accept application packages addressed to **CFP British Columbia 2013** and delivered in person, by regular or registered mail or by courier to: *Citizenship and Immigration Canada*, 1148 Hornby Street, Vancouver, British Columbia, V6Z 2C3. Proposals must be received by the Department no later than **5:00 p.m. (17:00) Pacific Time, July 8, 2013**. If mailed in, proposals must be postmarked by **July 8, 2013**.

We encourage you to not wait until the final day to submit your proposal. We begin assessment shortly after your submission is received.

***You must submit the following documents. Incomplete applications will not be considered.***

### **Mandatory Documents – For Organizations:**

- *Application for Funding Form*, fully completed;
- At least one of the following – Constitution, By-law, Letter of Incorporation;
- If your project has one or more financial partners<sup>2</sup>, provide letters<sup>3</sup> confirming the contributions from your partner or two largest partners, if you have two or more partners;
- Most recent annual report, including signed financial statements for the last two fiscal years (audited preferred); and
- Names of persons on your Board of Directors, and your Chief Executive Officer/Executive Director, or equivalent.
- If you do not have the required documents, please contact [BCCFP@cic.gc.ca](mailto:BCCFP@cic.gc.ca) prior to July 4<sup>th</sup>.

Note: Other levels of government and public institutions such as school boards, are only required to submit a Completed Application for Funding Form. No other mandatory documents are required under this CFP. However, when you submit your application please tick off the boxes for the other mandatory documents (ie. Constitution & by-Laws, Annual Report, etc.) on the submission page, as you cannot submit an application without these boxes being selected/ticked.

### **Mandatory Documents – For Individuals:**

- *Application for Funding Form*, fully completed;
- If your project has financial partners, provide letters confirming contributions from your two largest partners;
- Your curriculum vitae; and

---

<sup>2</sup> For the purposes of this CFP, a financial partner is another organization or individual that is providing financial, material or in-kind support. Please review the Tutorials on the CFP web page for further clarification on partners.

<sup>3</sup> We require that you identify all type of potential partners (not just financial) in the Partnership section in the Application for Funding Form; however, Letters of support are only required from financial partners. The letters must be addressed to your organization and specifically identify the project you are proposing to us.

- Proof of citizenship or permanent resident status (you should scan these for inclusion in your submission).

**Other Supporting Documents – Organizations And Individuals:**  
(recommended)

Please make reference to published documentation by identifying websites that can be viewed or indicate how the material can be accessed, if it is not available online.

- DO NOT SUBMIT hard copy brochures, magazines, videos, diskettes or bound reports with your proposal. Instead, you may make reference to published documentation and identify websites that can be viewed or indicate how the material can be accessed, if it is not available online.

Go to [www.cic.gc.ca/BCCFP](http://www.cic.gc.ca/BCCFP) in order to fill out and send in your application package. If you have any questions, please contact [BCCFP@cic.gc.ca](mailto:BCCFP@cic.gc.ca)

**Service Standards:**

**Acknowledgment – By July 8, 2013**

Confirmation that the proposal was received by the Department.

**Eligibility – By August 17, 2013**

Confirmation that the applicant and proposal meet or do not meet eligibility criteria.

**Decision – By November 10, 2013**

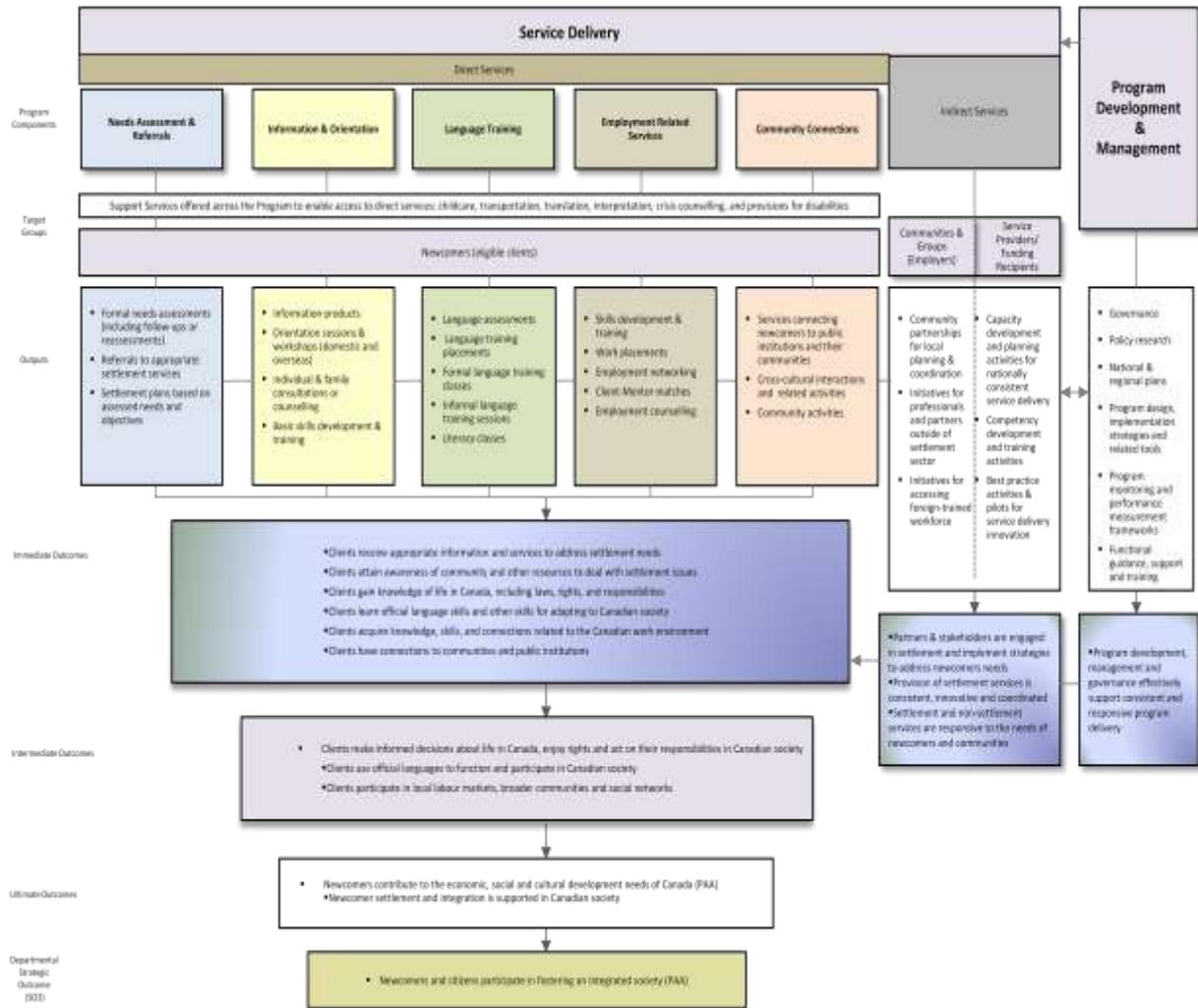
Confirmation of funding decision.

**OR**

Notice that the Department needs additional time to process application.



# Annex A: Settlement Program Logic Model



## Annex B: Budget Submission Details

These guidelines are intended to help you prepare and submit the budget template. The electronic budget template is directly on the application form that you can download from our website. While not every section or item of information may apply to you, it is important that the overall cost of your project be as accurate as possible.

### Definition of Eligible Costs:

#### Gross salaries and wages:

- When preparing the budget form each part-time and full-time position, if applicable (including those at different wage levels in the same job), should be listed by job title grouping multiple personnel in the same category (for example, 50 language instructors). The rates of pay, hours of work per week and number of weeks (or any other frequency based on the pay frequency) should be listed for each position. For full-time positions, either fully or partially funded by CIC, where salary is based on an annual rate, the annual salary (pro-rated, if applicable) should be listed. In addition, for shared costs, the percentage of CIC's portion should be clearly stated;
- CIC will not fund both vacation pay **AND** paid leave (only one or the other).

#### Mandatory Employment Related Costs:

- In the budget submission, a breakdown of Mandatory Employment Related Costs (MERCs) and other benefits must be provided. They must be detailed by position, with the associated percentages;
- Based on federal and provincial/territorial laws, MERCs are costs that employers are required to pay out based on federal and provincial/territorial laws;
- Under the federal law, MERCs include employment insurance (EI) and Canada Pension Plan (CPP);
- Under provincial/territorial laws, MERCs include vacation pay, Employer Health Tax (EHT), Worker's compensation (Workplace Safety and Insurance Board), education taxes, provincial pension plans and any other provincial/territorial benefits, where mandated;
- Only the employer's share of the MERC is eligible (not that of the employee);
- Statutory holidays will be funded according to the employment standards of the province or territory. These must be identified in the employer's Personnel Policy or equivalent.

#### Other Benefits:

- Discretionary benefits defined as per the employer's personnel policy may include benefits such as:
  - Medical insurance plans
  - Dental insurance plans
  - Life insurance
  - Private pension plans or registered retirement savings plans (RRSPs)
- Must be offered to all staff under the employer's Personnel Policy or equivalent.



### **Not Eligible:**

- Pay in lieu of benefits;
- Employee benefits not administered by a third party;
- Severance pay, except if legislated mandatory employer cost;
- Maternity, parental and long-term disability, except if legislated mandatory employer costs;
- Any forms of remuneration for board of directors;
- Payroll/Canada Revenue Agency (CRA) penalties;
- Staff bonuses;
- Salary costs related to union activities;
- Paid lunch breaks;
- Employee portion of MERCs/benefits;
- Retroactive salary adjustments resulting from collective agreement bargaining, unless within funding period.

### **Training and Professional Development:**

- Professional development activities must be related to the activities and objectives of the project as well as improve staff performance in the delivery of programs;
- CIC will fund the salary costs when an employee is on training, but will not pay costs for replacement employees;
- Eligible costs include tuition, registration fees, and costs to run a PD day.

### **Travel, accommodation and other related costs:**

- Employees and volunteers can claim for travel that is related to delivery of the project, including travel for professional development, workshops, conferences and training;
- Travel is restricted to economy class and must be considered essential, necessary and reasonable. Alternatives to travel must be considered first;
- Costs include transportation, meals, incidentals and accommodation during travel status, specifically related to the delivery of the program, for employees and volunteers only;
- Travel must be within Canada, international travel is not eligible;
- CIC will fund the lesser of:
  1. the rate outlined in the recipient's internal travel policy or;
  2. the rate outlined in [the Treasury Board \(TB\) Travel Directive](#):
    - meals and incidentals: up to the allowances set out in the TB Travel Directive.
- Travel costs for executive or board meetings are not eligible;
- Employee travel from home to work is not eligible;
- Travel should be by the least cost method considering time and expense – mileage, taxi, rental, airfare, etc.

### **Delivery assistance tools and materials:**

- The delivery assistance tools and other associated costs must support direct service delivery to clients;

- Existing programming: CIC will fund textbooks and other instructional material to replace what is broken, outdated or unusable;
- New programming: CIC will fund the development or purchase of new delivery assistance tools and materials;
- CIC will fund photocopying or duplication/printing costs of non-copyrighted and copyrighted material approved for duplication. This is a program delivery cost;
- Other photocopying or printing is to be included as administrative cost.

#### **Costs related to research:**

- Research for projects that develop a policy or program as an outcome (i.e. indirect services) or for direct service projects;
- Honoraria for participants in focus groups are eligible;
- Consultant costs are to be included as 'Professional and Consultant Fees'.

#### **Costs related to conferences and workshops:**

- Costs related to the organization of conferences, workshops and attending such events (including logistics and venue as well as travel);
- For travel costs, refer to the travel, accommodation and other related costs section;
- Honorariums payable to speakers at conferences and workshops;
- Food and beverage:
  - food and/or refreshments for meetings, workshops, conferences and receptions;
  - purchase of alcoholic beverages is not eligible;
  - purchase of illegal substances is not eligible;
  - food and beverage for staff functions and events is not eligible;
  - employee food (breakfast, snack, lunch, etc.) is not eligible;
  - food and beverage for meetings with public servants is not eligible;
  - hospitality cannot exceed the lesser of:
    1. the recipient's food and beverage/hospitality policy or;
    2. the Treasury Board (TB) Policy on Hospitality:
      - [Food and beverage cost per person per TB Policy](#)
      - [Allowances per the TB Policy](#)

#### **Publicity costs:**

- Includes costs related to publicity, purchase of promotional items and advertising to market or promote a particular CIC service, but not to promote the recipient organization itself.



### **Professional and consultant fees:**

- Direct program/project costs such as translators, interpreters, subject matter experts, third party evaluators, and computer consultants;
- Professionals and consultants are not employees. Therefore, MERCs and other benefits do not apply;
- Computer maintenance plan costs are not professional fees, but rather are included as an administrative cost.

### **Copyright fees:**

- Fees related to approval of duplication/printing of copyrighted materials.

### **Capital expenditures:**

- Necessary costs to the operation of the program for capital assets such as computers, furniture, other tangible property, purchased and/or leased (with option to buy). It also includes leasehold improvements as well as costs for arrangements and devices for eligible clients with disabilities;
- Any assets costing more than \$1,000 should be included in the capital category.
  - Multiple items of one kind are to be considered capital, even if less than \$1,000 individually (e.g., desks/tables and chairs for classes);
  - Components: i.e., items that work together to make a whole are to be considered capital even if each item taken individually is less than \$1,000 (e.g., computer, printer, screen, keyboard);
- Leased assets are to be considered capital if there is an option to buy in the lease agreement and if there is reasonable assurance that the lessee will obtain ownership at the end of the lease agreement;
- Maximum to be funded by CIC:
  - up to 15% of the total value of the direct program delivery funding requested of CIC;
  - cannot exceed 50% of the total direct program delivery funding requested in any given fiscal year.
- Costs related to arrangements and devices for eligible clients with disabilities:
  - acceptable expenditures include special training material, special equipment, special furniture, ramps and other features to make buildings accessible, interpreters, readers, Braille material and large print material;
  - applicants are to research what financial assistance may be offered by other levels of government or funders.
- Depreciation/amortization costs are not eligible.

### **Support Services (excluding child care):**

- Support services include client transportation, translation and interpretation, provisions for disabilities, crisis counselling and child care. (Note: Child care is described separately, below)



- Support services, including child care, are limited to a maximum of 20% of the value of the contribution agreement;
- Cash payments made directly to the client will not be funded;
- Costs for clients to access settlement services (e.g., bus tickets or transportation tokens) are eligible;
- CIC may fund costs to run vehicles to get clients to services, where public transportation is not available or is not feasible;
- Car allowance is not eligible;
- Employee mileage (from home to work) is not eligible;
- Employee parking at work or public transportation passes to get to work are not eligible;
- Costs associated with translation of written documents (e.g. birth certificate, educational transcripts) are eligible;
- Costs associated with an oral interpretation service which is essential to a client's immediate needs (e.g. communicate with recipient staff, schools) are eligible;
- Costs to allow a client with a physical or learning disability to participate in programming are eligible up to \$1,000;
- Crisis counselling includes advice and support to clients to address problems while adjusting to life in Canada. It is a short-term service and does not include in-depth social or psychological counselling.

#### **Client child care costs:**

- Child care is included as a support service. Support services would normally be limited to a maximum of 20% of the value of the contribution agreement;
- Child care can be short-term, long-term or a combination of the two;
- Child care costs can include:
  - Providing on-site child-minding program as per Section 2(2) of the Province of British Columbia *Child Care Licensing Regulation*;
  - Costs for providing or buying licensed child care spaces, if on-site services are not available;
  - Salaries and wages costs for child care staff to care for children, including set-up as well as clean-up time before and after the program on a daily basis as well as other related costs;
- Child care shall be in compliance with the Province of British Columbia [Child Care Licensing Regulation](#).

#### **Costs associated with administration:**

- The Department is using a flat rate for administration-related expenses. The flat rate constitutes a percentage (not exceeding 15%) of CIC's total contribution for Program Delivery expenses. When preparing your budget submission, you must ensure that no cost associated with administration is included under the program delivery cost category. Administrative costs should be presented as a single line item on the budget, and will normally be exempt from detailed review and audit as the CA is managed. The flat rate will be applied to each claim submitted over the life cycle of the agreement.
- Costs related to the overall organizational administrative infrastructure or centralized administrative costs. Costs that are necessary in general but not specifically tied to the program delivery activities;



- Cost associated with administration include the following expenses (which should not be included as separate cost items in the budget template):
  - personnel costs associated with corporate functions: executive director's office, finance, human resources, corporate administrative assistant, etc.;
  - personnel costs include salaries, wages and benefits;
  - rent and utility as well as other facility charges associated with the corporate functions;
  - all telephone, facsimile, Internet or other communications costs;
  - all postage;
  - printing and photocopying, except for delivery assistance tools and materials;
  - bank charges;
  - payroll charges;
  - all office supplies;
  - travel, accommodation and other costs related to the administration of the contribution agreement for corporate personnel;
  - security;
  - financial statement audit costs;
  - standard insurance costs (e.g., property and board of directors liability); and
  - legal fees.

**Overhead costs (i.e., other non-salary program delivery costs):**

- Other incremental costs directly related to program activities/delivery, excluding all "Costs associated with administration" listed above.
- Includes:
  - material incremental costs;
  - rental of office space, utilities and equipment associated with program delivery;
  - membership/association fees associated with program delivery
    - support for the maintenance of individual worker's credentials not eligible;
  - specific insurance costs (e.g., child care);
  - volunteer recognition awards (e.g., plaque) for CIC funded programs – gift cards are not eligible.

**GST/PST:**



- See below for GST/PST eligible rates;
- Where recipient is eligible for a tax rebate or an input tax credit, CIC will fund up to 100% of the taxes paid on purchases, less the federal and provincial tax rebate entitlements;
- When preparing the budget form, the amount to be funded by CIC should be estimated and included as a lump sum on the "GST/PST" line, for both program delivery and capital cost categories. The amounts estimated on the individual line items will be the invoice amount net of the taxes.
- Penalties associated with federal and/or provincial tax assessments/audits are not eligible.



## Eligible GST to be Claimed by an Applicant

Public Service Bodies	GST (5%)		PST (7%)		TOTAL CIC Eligible
	CRA Rebate %	CIC Eligible %	CRA Rebate %	CIC Eligible %	
Municipality	100%	0%	75%	25%	14.58%
University	67%	33%	75%	25%	28.33%
School Authority	68%	32%	87%	13%	20.92%
Public College	67%	33%	75%	25%	28.33%
Hospital Authority	83%	17%	58%	42%	31.58%
Charity	50%	50%	57%	43%	45.92%
Non-profit organization	50%	50%	57%	43%	45.92%

### Important Information:

Where costs are to be shared among different funders and/or projects, a cost allocation matrix/model will be required to ensure the fair share of cost distribution. This should include the methodology used to determine cost drivers (e.g., square footage, full-time equivalents, level of funding, etc.) and the breakdown by funders (including CIC's share).

Please see below an example of a completed proposed budget submission under this CFP.



Program: Settlement \*\* This would be selected section C Applicant information, it affects the drop down list in the Program Delivery/Project Expenditures Table

**Program Delivery/Project Salary Expenditures**

Expenditures	Details	Total Salary Project Costs Year 1	Amount requested from CIC	Amount of other resources (cash)	other resources (in-kind)	CIC %
	MERCs - CPP 4.95%; EI 2.49%; EHT 1.95%; group benefits 8.61% (health 4%, dental 4.61%); vacation 4% = 22% Project coordinator 22% of \$20,000 = \$4,400 Project Assistant 22% of \$39,000 = \$8,580					
Benefits/MERC	Total MERCs & Benefits = \$12,980	\$12,980	\$12,980			100%
Salary	1 Project Coordinator Annual salary of \$60,000 for 4 month total \$20,000	\$20,000	\$20,000			100%
Salary	1 Project Assistant Wages are \$20/hr at 37.5 hrs a week over a 50 week period	\$37,500	\$37,500			100%
Other Salary (not funded by Citizenship and Immigration Canada)	Pay in lieu of benefits for Project Coordinator Annual bonus at 10% of project salary	\$2,000		\$2,000		0%
<b>Total</b>		<b>\$72,480</b>	<b>\$70,480</b>	<b>\$2,000</b>	<b>\$0</b>	

**Program Delivery/Project Non-Salary Expenditures**

Expenditures	Details	Total Non-Salary Project Costs Expenditures Year 1	Amount requested from CIC	Amount of other resources (cash)	Amount of other resources in-kind	CIC %
Travel, accommodation and other related costs	Round trip flight to Vancouver for Project Coordinator. (75% reimbursement requested from CIC) -Flight \$1,500 -2 nights hotel accommodation \$140 a night for a total of \$280 -Meals and incidentals for 3 days at \$40 per day \$120	\$1,900	\$1,425	\$475		75%
Training and professional development	Professional accreditation seminars 4 seminars \$50 per seminar	\$200	\$200			100%
Overhead costs (i.e. other program delivery costs)	Paper for class delivery 500 reams of 8.5 X 11 at \$5 per ream	\$2,500	\$2,500			100%
Other Expenditures (not funded by Citizenship and Immigration Canada)	Annual general meeting boardroom rental \$200	\$200		\$200		0%
<b>Total</b>		<b>\$4,800</b>	<b>\$4,125</b>	<b>\$675</b>	<b>\$0</b>	

**Capital Expenditures**

Expenditures	Details	Total Capital Project Costs Year 1	Amount requested from CIC	Amount of other resources (cash)	other resources in-kind	CIC %
Capital	Service table 1 table \$800	\$1,400	\$1,400			100%
Capital	3 chairs \$200 each	\$0				
<b>Total</b>		<b>\$1,400</b>	<b>\$1,400</b>	<b>\$0</b>	<b>\$0</b>	

**Administration**

Expenditures	Details	Total Project Costs Year 1	Amount requested from CIC	Amount of other resources (cash)	Amount of other resources in-kind	CIC %
Administration		15%	\$11,191			100%

Expenditures	Details	Total Project Costs GST/HST Year 1	Amount requested from CIC	Amount of other resources (cash)	other resources in-kind	CIC %
GST/HST		\$0				
<b>Total GST/HST</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>

	Total Project Costs Year 1	Amount requested from CIC	Amount of other resources (cash)	Amount of other resources in-kind
<b>Total Project Costs</b>	<b>\$89,871</b>	<b>\$87,196</b>	<b>\$2,675</b>	<b>\$0</b>

Funding Sources	Legal name of funding source	Description of costs to be funded	Amount of other resources (cash)	Amount of other resources (in-kind)	Amount requested for fiscal year 1
Requested funding from CIC					\$87,196
Applicant contribution			\$1,675		\$1,675
Other funding source 1 (please specify):	Organization XYZ		\$1,000		\$1,000
<b>Total Project Funding</b>					<b>\$89,871</b>

[View larger image](#)



## Annex C: Frequently Asked Questions

All relevant information required to complete a proposal is included in the Funding Guidelines: British Columbia –Specific Call for Proposals 2013 document and the *Application for Funding Form*. This CFP pertains *ONLY TO SETTLEMENT* Program funding.

**Q1.** Why is CIC using a CFP process for settlement services in British Columbia?

**A.1** The Call for Proposals process is CIC's established means of arriving at funding decisions for delivering settlement and resettlement services and undertaking multiculturalism initiatives across the country. It is a fair and transparent process to which eligible groups and individuals can apply for funding to support their proposals.

**Q2.** How long will the British Columbia-specific CFP be open?

**A2.** The British Columbia-specific CFP will be launched on June 3, 2013 and close on July 8, 2013. Following a thorough and comprehensive assessment of applications received, final funding decisions will be made for agreements with successful applicants to begin April 1<sup>st</sup> 2014.

**Q3.** Will all service providers who are currently funded by British Columbia be funded by CIC in 2014-2015?

**A3.** All service providers can participate in CFP-BC. Following a thorough and comprehensive assessment of applications received, final funding decisions will be made for agreements with successful applicants to begin April 1<sup>st</sup> 2014.

**Q4.** The *Application for Funding Form* does not appear to include all sections?

**A4.** Not all sections of the *Application for Funding Form* will be visible simultaneously when you are completing your application. Some will only become visible and accessible to you based on the earlier selections you have made. You will therefore need to complete the form in a chronological sequence to make sure you have provided all the required information. This feature allows you to focus on only those sections that are relevant to you and your application.

**Q5.** What is the deadline for the submission of proposals? Must CIC have received the proposal by this date or is the postmark sufficient?

**A5.** An electronic submission is preferable and must be received by **July 8, 2013, at 5:00 p.m. (17:00)** Pacific Time. Should you choose to hand deliver your proposal, it must also be received by the Department no later than **5:00 p.m. (17:00), July 8, 2013**. If you decide to mail it in, your proposal must be postmarked no later than **July 8, 2013**.

**Q6:** Is an extension to the deadline for submissions possible?

**A6:** No. To support fairness in processing, all proposals must be received by the deadlines indicated above. Any proposals received after the deadline will be screened out and not given further consideration for funding under this CFP.

**Q7:** How many copies of a proposal are required?

**A7:** Only one electronic copy of the submission is required and must utilize the BC CFP 2013 *Application for Funding Form* available from an e-platform.



**Q8.** What happens if I do not submit all mandatory documents with my application package? Will I be able to submit them later?

**A8.** Your application and all mandatory documents must be submitted together before close of the CFP on July 8, 2013. Applications that do not contain all required (mandatory) documents will be deemed incomplete, ineligible, and will not be processed.

**Q9.** When completing the *Application for Funding Form*, is there a limit on the number of pages allowed?

**A9.** While there is no overall page limit, most fields in the *Application for Funding Form* only allow a specified maximum number of words. We are expecting applicants to be clear and concise, thereby making for more effective applications.

**Q10:** Will I be able to speak with departmental representatives in order to ask questions concerning the CFP and develop my proposal?

**A10:** CIC staff will not be available to help in developing proposals. However, applicants can send questions about the CFP process to [BCCFP@cic.gc.ca](mailto:BCCFP@cic.gc.ca). A Questions and answers package will be on our website at [www.cic.gc.ca/BCcfp](http://www.cic.gc.ca/BCcfp) and will be accessible to all those interested in the CFP.

**Q11:** What is the normal duration of a project/agreement?

**A11:** Funding under this CFP will be for a maximum of two years.

**Q12:** How much funding is available? What is a reasonable amount for a project budget?

**A12:** That will depend solely on your proposed activities and project scope. It is important to remember that value-for-money and cost-effectiveness will be reviewed in the assessment phase to determine which projects CIC will fund from its limited budget envelope.

**Q13.** How long will it take for my proposal to be assessed for possible funding?

**A13.** CIC will acknowledge receipt of your proposal immediately upon you submitting it electronically. We will then confirm your eligibility to receive CIC funding by August 17, 2013. You can expect final decisions on your proposal by November 10, 2013. If we are unable to provide such, we will let you know and indicate when we expect to conclude our assessment.

**Q14.** How will the results of the CFP be announced?

**A14.** Applicants will receive written notification of funding decisions pertaining to their submission. Once contribution agreements have been successfully negotiated those with a value of \$25K or more will be listed on our proactive disclosure page at <http://www.cic.gc.ca/english/disclosure/index.asp>.

**Q15.** By when can successful applicants expect to start their project activities?



**A15.** Projects submitted under this CFP will start no earlier than April 2014 and activities will be funded for no more than two years. Activities that commence prior to a signed agreement being in place will not be reimbursed.

**Q16.** I am currently a Service Provider Organization, but I do not see the programming that we offer listed as a priority for British Columbia. Are we only able to obtain funding for the types of initiatives listed under the regional priorities?

**A16.** No, the priorities do not represent an exhaustive list of all eligible programming; they only identify areas of emphasis and complement our national priorities. You are invited to apply to continue delivering your current programming, if it achieves a settlement outcome and falls within an eligible program component.

**Q17.** Do we have to use the same application form if we are only able to mail in our submission? Do we have to use the e-submission format?

**A17.** We recommend that all applicants submit their applications and all mandatory documents via our e-submission website. You need to fully complete the electronic version of the *Application for Funding Form* which contains a series of sequential pop-ups. By printing the form before you have fully completed your application, you will very likely miss some crucial sections.

**Q18.** Do I need to have funding partners to support my application?

**A18.** Having funding partners provides an endorsement that the project has the support and assistance of additional members of the Settlement-serving community, helping to offset costs and ensure cost-effectiveness. Although it is not a requirement under this CFP, having funding partners and working collaboratively with other service providers to avoid duplication are both viewed favourably in the assessment process.

**Q19.** Do we need to provide all the budget details in the budget template on the application form at this time?

**A19.** An example of a completed budget is provided at the end of Annex B of the *Funding Guidelines* document. It contains **examples** of information that could be included as part of each expenditure category for a proposal. In completing the budget portion of the application form, you should ensure that, at a minimum, you provide a general description for each expenditure item being proposed. Annex B is not intended to be a checklist of requirements. However, in preparing your budget, if you are including any of the items listed in the Annex, please review our explanations to ensure that you are providing the proper details.

**Q20.** If I am a public institution, do I need to submit all mandatory documents?

**A20.** As indicated on page 12 of the *Funding Guidelines*, public institutions and other levels of government need only complete the application form.

**Q21.** I am looking at the current call for proposals and am wondering what the definition of a newcomer is to ensure that my non-profit organization fits within the funding guidelines.

**A21.** Please review the Funding Guidelines to see who is considered an **eligible client** for the purposes of this CFP. Those clients are considered "newcomers" and, in general, refer to persons who are permanent residents of Canada, not including Canadian citizens.



**Q22.** Could you please explain the distinction between Constitution and By-laws and what we need to submit?

**A22.** You should submit both, if available. If you have neither, please provide information indicating that your organization is a legally established entity.

**Q23.** My team is currently developing a project and I would really appreciate if you could provide further information about our project and if this type of project would receive funding.

**A23.** We will review all submissions and make funding decisions as per information provided in our *Funding Guidelines* and other documents, including Questions and Answers and the tutorials. Please review all information we have provided to support the preparation of sound, high quality proposals that align with our priorities. Regrettably, we will not be commenting on any individual project or assisting in its preparation.

**Q24.** Regarding section F of the *Application for Funding Form*, does typing in the "Signature" qualify as a signature?

**A24.** Yes, typing in the signature information is good enough. Since it is an e-submission, organizations don't need to manually sign the signature sections and then scan the documents. As this is just a proposal, you do not require the signatures of the Board of Directors. The signature of the Executive Director will suffice.

**Q25.** Where should the applicant attach additional required documents?

**A25.** Once you have uploaded the completed *Application for Funding Form*, you will be directed to a page that will allow you to upload all mandatory and supplemental documents. This is explained further in the "instructions" section of the E-submission page. In addition, you can click on the "Validate" button at the end of the form to verify whether you have missed any information that is required.

**Q26:** Our organization has by-laws but no constitution, what should we do?

**A26:** Please submit a copy of your by-laws only, and click the appropriate boxes on the mandatory documents section.

**Q27:** What is considered a partnership?

**A27:** A partnership is considered a shared responsibility between two or more entities (provincial/territorial governments and/or community-based organizations) that have interests and goals in common and have established either a formal relationship through a memorandum of understanding (MOU) or an informal information-sharing mandate through conferences, forums and consultative meetings. In the context of a contribution agreement, the term "funding partner" is often used to describe a shared responsibility as it pertains to project activities and funding.



In terms of a financial partner mentioned in Part D of the Funding Guidelines, Mandatory Documents, it is referring to other funders that provide a share of funding to cover the costs of the project that is being proposed.

**Q28.** Are Capital Expenditures eligible for administrative costs?

**A28.** In general, CIC does not provide funding for capital expenditures for general administrative functions. We expect that applicants will have this capital infrastructure in place and any funding requests will need to be directly tied to the delivery of the project/services.

These proposed costs may be deemed eligible if they are, in the opinion of the Department, directly necessary for the provision of the services, reasonable, and are determined to be at a fair market value. The proposed capital costs related to administrative functions should not have the intention of building capacity. The proposed costs should add to the existing infrastructure and their necessity should be directly correlated to the successful delivery of the proposed program/activity.

**Q29.** How do I apply for funding under British Columbia CFP 2013?

**A29.** Please follow this step by step procedure to apply for funding under this CFP.

**1.** Go to the Online submission tool located on our website

**2.** Download the *Application for Funding Form* (located on the right hand side) and save it to your computer immediately. In order to actually submit the completed *Application for Funding Form*, you need to upload it from your computer onto the submission site, so you have no choice but to save it anyway. Once you save it, you can then go back to it at any time and make edits.

However, if you do not save it onto your computer and leave the form at some point, all the information that you have originally inputted will be lost.

**3.** Complete the *Application for Funding Form*. Not all sections of this form will be visible simultaneously when you are completing your application, including the budget template. Some will only become visible and accessible to you based on the earlier selections you have made. You will therefore need to complete the form in a chronological sequence to make sure you have provided all the required information. This feature allows you to focus on only those sections that are relevant to you and your application.

Ensure that your project activities align with the regional priorities and/or national priorities.

- In Section F, tick off the two declaration boxes and type your name in the signature box. It is not necessary to scan and provide your actual signature.

**4.** Upload the form onto the E-Submission page by clicking the "Browse" button and attaching the completed form; then click "Upload Form".

**5.** This will bring you to the next page where you will be asked to upload your Mandatory and Supplementary documents. To do so, you must click on the "Browse" button and attach your documents. You can click on the question mark beside the "Documents" header for appropriate formats. They include: CSV, DOC, DOCX, GIF, JPG, JPEG, PDF, PNG, RTF, TIF, TIFF, TXT, XLS or XLSX. You are allowed to send up to 5MB per attached document. Documents larger than this can be split.



After each mandatory document is uploaded, click on the corresponding Mandatory Documents checkbox. Note: Letters confirming contributions are mandatory if your project has financial partners. We only require letters from your two largest financial contributors/partners towards this specific project for which you are requesting CIC funding. You do not need to provide other letters of support indicating who are the largest contributors to your organization. Submitting additional letters of support is not necessary and will not impact our funding decisions.

-Please click on the boxes for both the Constitution and By-Laws, regardless of whether your organization has both. Please submit what (Constitution, By-Laws or both) is available. If you do not have constitution, by-law, or letter of incorporation please submit a written explanation why you do not have them.

6. Click on the "Validate" button at the end of the application form to ensure that you have not missed any required information.

7. Click on "Submit Application" box once everything is completed and it will be forwarded to our attention.

**Q30.** What is the difference between a constitution and by-law?

**A30.** A constitution is a set of fundamental principles or established precedents according to which an organization is governed. When these principles are written down into a single collection or set of legal documents, those documents may be said to comprise a written constitution.

By-laws refer to a set of laws passed under the authority of a higher law (i.e. constitution) specifying what things may be regulated by the by-law. It can also refer to the internal rules of a company or organization set up within a constitution. Most often by-laws are a part of an organization's constitution.

**Q31.** Do I have to list all of my organization's partners?

**A31.** Part 1 requires that you provide a short summary of your project. You do not need to outline all partners here – only the largest ones. By contrast, Part 5 asks you for **all** financial and non-financial partners actively participating in this project (i.e. the project for which you are requesting CIC funding). We do not want you to outline all partners within your organization, only individuals or organizations that are actively a part of making this particular project a success.

**Q32.** Can I include development of new products in my proposal?

**A32.** Yes, this can be included. Product refers to something tangible that results from your project (e.g. a guide book, a website, training material, handouts) which can be shared within the settlement or resettlement sector. CIC wants to avoid duplication in the preparation of such products (publications, videos, websites, orientation sessions etc.) particularly within small geographical areas (e.g. the production of multiple guides on housing for newcomers within Surrey or similar background documents about Kelowna). Therefore, we prefer information products that are developed collaboratively between SPOs and can, as a result, represent a single product being distributed to more newcomer clients.



## **Annex D: British Columbia-Specific Priorities**

**Note:** In the interest of a smooth transition, project proposals with similar designs to existing programming in British Columbia will be considered favourably, subject to differences in CIC programming such as client eligibility and access to support services. If no priorities are stated under a program component, the priorities are those found in the national plan. Programming designed to complement existing services will be prioritized. As the decision to continue *Skills Connect* meets some of the national priorities on employment related services, all proposals for funding under this stream must demonstrate that they do not duplicate Skills Connect programming. VIPP will continue for 2014-16. Any services proposed under this CFP must complement not duplicate VIPP programming.

### **Language Training component:**

Language training services guided by curriculum guidelines or other pedagogical materials and standards consistent with LINC (including the ELSA Curriculum Guidelines).

### **Lower Mainland- Language-CLB 7-9 – Occupational Specific**

Higher level labour market focused language training, including occupational specific language training, at CLB levels 7 to 9 that integrates essential skills.

### **Language-Alternative Service delivery**

Alternative service delivery including part time, evening, online and blended training will be prioritized where there is a need.

### **Language-client registration**

### **Community Connections-Settlement workers in public institutions-schools**

- School-based supports that connect immigrant students and their families to services and resources available in schools and the community, and that build capacity within the school system to welcome and include immigrants.

### **Labour Market – low skill**

- Labour market programming joined with other streams for low-skilled individuals;

### **Indirect Services**

- Key centralized sectoral supports to BC settlement service providers, including information exchange, regional and provincial convening, sector-wide training and staff development, and development, coordination and/or implementation of policy and resources, to support service delivery.
- Continuing community partnerships or tables in centres with sizeable newcomer populations and in smaller communities where sufficient need and capacity can be demonstrated.

### **Specialized supports for:**

- young refugee children (0-6) and their caregivers
- older immigrant youth (16 and older) including at-risk youth and high-functioning youth
- women
- seniors

with a particular focus on labour market, language and information and orientation related to family conflict and parenting.

**French Speaking Clients – Official language minority communities**

Where appropriate, services and referral across all lines of the settlement program provided in French with a particular priority given to services that support Francophone Minority Communities.

**Outside Lower Mainland: alternative delivery models and community partnerships**

Services in communities outside of the Lower Mainland with preference given to flexible delivery models, partnerships with other community actors and demonstrated community needs.

**Communities with small landings: information and orientation, language, informal language supports, employment services spouses, mainstream institutions**

Employment supports for spouses and dependants, information and orientation services, language training at CLB1-4 including informal training through tutors and community planning where the needs exist are the key priorities for communities with small numbers of landings. Alternative service delivery and programming that uses existing non-immigrant specific infrastructure are prioritized in communities without a pre-existing settlement agency.

