

**TO:** Key institution contacts for funding proposals for CIC LINC program  
**FROM:** Pam Stewart, consultant contracted to BC Colleges  
**DATE:** July 4, 2013  
**RE:** **How to submit your proposal to CIC**

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## 1. Purpose of this document

This is one in a series of communications sent to institutions that deliver English language training for adults. This communication provides advice about how to submit your proposal to CIC.

## 2. Workaround needed to submit your Application for Funding form

I'm drawing your attention to the following note on page 12 of CIC's *Funding Guidelines* in case you missed it. This applies to post-secondary institutions:

"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."

You will see the grayed out "Submit Application" button at the bottom of CIC's screen:

**Application Package**

**Question:**  
How do I include other mandatory documents in my application package?  
[Show Instructions](#)

Mandatory Documents	Documents
<input type="checkbox"/> Annual Report ? <input type="checkbox"/> Constitution ? <input type="checkbox"/> By-Laws ? <input type="checkbox"/> Board of Directors ? <input checked="" type="checkbox"/> Letters Confirming Contributions ?	CIC Application Form - ELSA - OSLT.pdf Logic Model.pdf

**Upload Document**

Note: You have the option of uploading any additional supporting documents in addition to the mandatory documents.

Document: ?

Browse...

Upload Document

**Application Package Options**

Clear Application    Submit Application ?

If you click "Show Instructions", you will see this popup box:

**Information** [X]

To be able to submit the application package you must ensure that all mandatory document checkboxes have been checked.

Ok

The "Submit Application" button is grayed out. You can't submit anything until all the "Mandatory Documents" checkboxes are checked, even if you don't actually submit any Mandatory Documents.

After you have checked all the Mandatory Documents checkboxes, you will see the "Submit Application" button and you can click it to submit your documents:

Mandatory Documents	Documents
<input checked="" type="checkbox"/> Annual Report ? <input checked="" type="checkbox"/> Constitution ? <input checked="" type="checkbox"/> By-Laws ? <input checked="" type="checkbox"/> Board of Directors ? <input checked="" type="checkbox"/> Letters Confirming Contributions ?	CIC Application Form - ELSA - OSLT.pdf Logic Model.pdf

**Upload Document**

Note: You have the option of uploading any additional supporting documents in addition to the mandatory documents.

Document: ?

Browse...

Upload Document

**Application Package Options**

Clear Application    **Submit Application** ?

### 3. Step-by-step screenshots of submitting a proposal

Vancouver Community College has successfully submitted its proposal to CIC. Thank you to Bill Radford, VCC's Vice President Community and Advancement, for sharing the screenshots in the Appendix to this document.

### 4. CIC's next steps

#### **Monday, July 8, 2013, 5:00 p.m. Pacific Time:**

Deadline to submit your proposal online. Go to [www.cic.gc.ca/bccfp](http://www.cic.gc.ca/bccfp) and under "How to apply", click on the link to "online submission tool". Once you've uploaded your completed PDF Application for Funding form, the webpage will immediately display a message confirming that your proposal has been received by CIC. An e-mail confirmation will also be sent immediately to the contact person named in your application form.

#### **By Saturday, August 17, 2013:**

Confirmation that your proposal meets the eligibility criteria. This means that CIC will now consider your proposal for funding. Institutions in other provinces received this confirmation by e-mail.

#### **By Sunday, November 10, 2013:**

Confirmation of funding decision, or notice that CIC needs additional time to process the application. This is confirmation that you will or will not receive funding. The amount of the funding will be discussed with you later when you negotiate your Contribution Agreement (i.e. your contract with CIC). People in other provinces have told me that the "negotiations" were just requests for clarification about statements or budget figures in the proposal.

### 5. Survey

Next week I will send an e-mail survey to all institution contacts asking if your institution submitted a proposal. I will report the results to the Steering Committee (Dawn Minty, Jim Reed and Ruth Wittenberg) and all institution contacts. If you don't reply, I will try to contact you or your VP by phone. Thank you in advance for your cooperation.

Best wishes for a successful proposal!

Pam Stewart

[Pam.Stewart@gov.bc.ca](mailto:Pam.Stewart@gov.bc.ca)

My website: [www.pstewart.com](http://www.pstewart.com)

## APPENDIX

### Screenshots of proposal submission by Vancouver Community College

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#### Step 1:

Go to [www.cic.gc.ca/bccfp](http://www.cic.gc.ca/bccfp) and under “How to apply”, click on the link to “online submission tool”. The eSubmission page will appear:

The screenshot shows the CIC BC CFP e-Submission page. At the top, there is a navigation bar with the Government of Canada logo and text in both English and French, along with links for Canada.gc.ca, Services, Departments, and Français. Below this is a blue banner with a red maple leaf and the text "CIC BC CFP e-Submission" and the "Canada" logo. The main content area has a "Home" section with a "Home" link. Below that is the "e-Submission" section. A blue bar indicates "BC CFP - OPEN" and states "The CIC BC CFP is open for submissions until 2013-07-08 (July 8, 2013) 17:00:00 (PT)". Underneath is an "Application Package" section with a question: "How do I start the process of submitting my application online?" and a "Show Instructions" link. Below the question is a "BC CFP Application for Funding Form" section with a "Browse..." button and an "Upload Form" button. On the right side, there is a sidebar with "Reference" and "Form" sections. The "Reference" section has a link to "BC CFP Funding Guidelines (HTML)". The "Form" section has a link to "BC CFP Application for Funding Form (PDF)".

#### Step 2:

**The first document that you upload must be the completed CIC Application for Funding form** (i.e. the fillable PDF form). Click the “Browse” button to find the form, then click the “Upload Form” button. The screen on the next page will appear, displaying “Application Details” extracted from your form.

### Step 3:

If you wish to upload additional documents, click the “Browse” button to find the document, then click the “Upload Document” button. You do not need to upload additional documents. Only the application form is mandatory.


Government of Canada / Gouvernement du Canada | Canada.gc.ca | Ser

# CIC BC CFP e-Submission

Home

Home


## e-Submission






 BC CFP Application for Funding Form 'CIC Application Form - ELSA - OSLT.pdf' has been added to the application package.

### Application Details


**Organization Name:** Vancouver Community College      **Type:** Organization  
**Impact:** Regional  
**Project Name:** Settlement language training for eligible newcomers to Canada, and the following 2 enhanced services: career preparation and occupation-specific language training, and specialized language training and life skills support services for youth ages 17-24  
**Program:** Settlement  
**Contact Name:** William (Bill) Radford  
**Contact Email:** bradford@vcc.ca


### Application Package

 **Question:**  
How do I include other mandatory documents in my application package?  
[Show Instructions](#)

Mandatory Documents	Documents
<input type="checkbox"/> Annual Report  <input type="checkbox"/> Constitution  <input type="checkbox"/> By-Laws  <input type="checkbox"/> Board of Directors  <input checked="" type="checkbox"/> Letters Confirming Contributions 	CIC Application Form - ELSA - OSLT.pdf

### Upload Document

 Note: You have the option of uploading any additional supporting documents in addition to the mandatory documents.

**Document:** 

### Application Package Options

## Step 4:


When you are ready to submit your documents, you must check all the checkboxes under “Mandatory Documents” even if you did not actually upload any of the Mandatory Documents. This will make the “Submit Application” button visible. Click the button to submit your documents to CIC.

### CIC BC CFP e-Submission

Home

Home

## e-Submission


 Document 'VCC DEVSO survey.pdf' has been added to the application package.

### Application Details

**Organization Name:** Vancouver Community College  
**Project Name:** Settlement language training for eligible newcomers to Canada, and the following 2 enhanced services: career preparation and occupation-specific language training, and specialized language training and life skills support services for youth ages 17-24  
**Contact Name:** William (Bill) Radford  
**Contact Email:** bradford@vcc.ca






**Type:** Organization  
**Impact:** Regional  
**Program:** Settlement

### Application Package


 **Answer:** [Hide Instructions](#)


1. Click on the button just above the “upload form” button below, to locate additional mandatory and supporting documents that you will submit.
2. Click on the “Upload Document” button below to attach the mandatory or supporting document(s) to your application package.
3. After each mandatory document is uploaded, click on the corresponding Mandatory Documents checkbox. Note: Letters confirming contributions are only mandatory if your project has financial partners, therefore, you do not have to click a checkbox for this.

If you have questions, please contact [✉ BCCFP@cic.gc.ca](mailto:BCCFP@cic.gc.ca).

Mandatory Documents	Documents
<input checked="" type="checkbox"/> Annual Report 	CIC Application Form - ELSA - OSLT.pdf
<input checked="" type="checkbox"/> Constitution 	Logic Model.pdf
<input checked="" type="checkbox"/> By-Laws 	VCC DEVSO survey.pdf
<input checked="" type="checkbox"/> Board of Directors 	
<input type="checkbox"/> Letters Confirming Contributions 	

### Upload Document

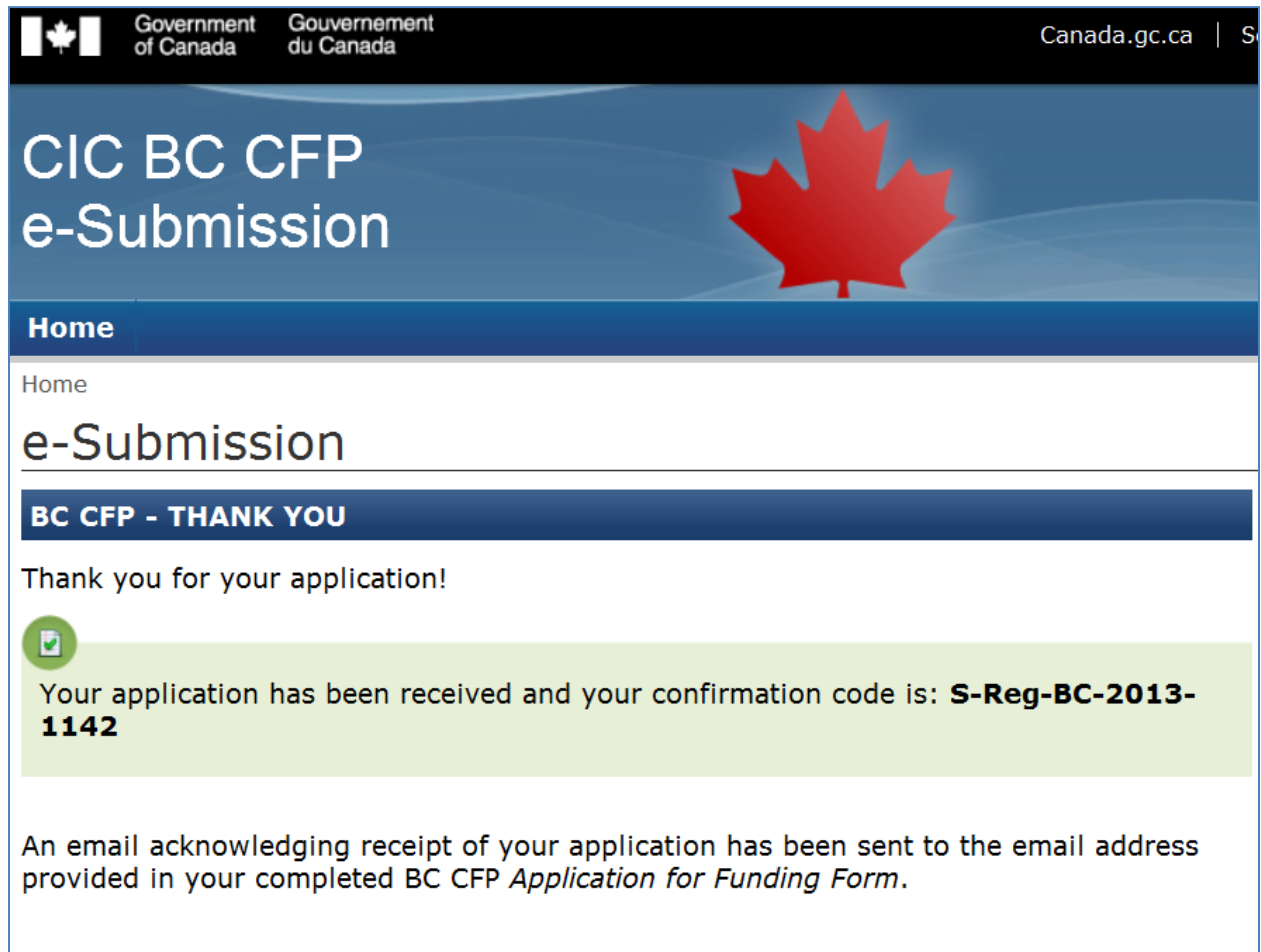
 Note: You have the option of uploading any additional supporting documents in addition to the mandatory documents.

**Document:** 

### Application Package Options

## Step 5:

Immediately after you submit your documents, a confirmation page will appear:



The screenshot shows a web page for the Government of Canada. At the top, there is a header with the Canadian flag, the text "Government of Canada" and "Gouvernement du Canada", and the URL "Canada.gc.ca". Below the header is a blue banner with the text "CIC BC CFP e-Submission" and a large red maple leaf. Underneath the banner is a navigation bar with "Home" selected. The main content area has a sub-header "e-Submission" and a blue bar with the text "BC CFP - THANK YOU". Below this, it says "Thank you for your application!". A green box contains a checkmark icon and the text: "Your application has been received and your confirmation code is: **S-Reg-BC-2013-1142**". At the bottom, it states: "An email acknowledging receipt of your application has been sent to the email address provided in your completed BC CFP *Application for Funding Form*."

## Step 6:

An e-mail message will automatically be sent immediately to the person named as your institution's contact in Section A of the application form:

**From:** "BCCFP@cic.gc.ca" <[BCCFP@cic.gc.ca](mailto:BCCFP@cic.gc.ca)>

**Date:** Thursday, July 4, 2013 10:21 AM

**To:** Bill Radford <[bradford@vcc.ca](mailto:bradford@vcc.ca)>

**Subject:** Acknowledgement of your application [Reference No. S-Reg-BC-2013-1142]



**Reference Number: S-Reg-BC-2013-1142**

This email acknowledges receipt of your application in response to Citizenship and Immigration Canada's (CIC) Call for Proposals (CFP) for Grants and Contributions. Your application has been assigned the above reference number. **Please refer to it in any communications with our office.**

Your application will now undergo an eligibility review. Subsequently, you will be notified in writing by August 17, 2013 if your application proceeds to the project assessment stage.

For any questions about the process, please contact CIC at [BCCFP@cic.gc.ca](mailto:BCCFP@cic.gc.ca).

We thank you for your interest in CIC's Grants and Contributions programs.

*British Columbia Call for Proposals  
Grants and Contributions  
Citizenship and Immigration Canada*