

Be involved, be welcomed

Department of Post-Secondary Education, Training and Labour
Population Growth Division

Immigrant Settlement
Support Funding Guidelines

2011-2012





This document is available online at

www.gnb.ca/population

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Contents

- Background 2
 - Deadlines for applications for funding 3
 - Things to consider when developing your proposal ... 3
- Objectives 4
- Funding priorities 5
- Eligibility criteria 6
 - Eligible applicants 6
 - Ineligible applicants 6
 - Eligible funding activities 6
 - Funding categories 6
 - Eligible clients 8
 - Eligible costs 8
 - Ineligible costs 9
- Application process 10
 - Funding application review 10
 - Contribution agreements 11
 - Payment schedule 11
- Roles and responsibilities 12
 - Role of the Population Growth Division 12
 - Role of the Organization 12
- Appendix A: Conflict of interest guidelines 13



By 2007, the province's population decline was a clear challenge to planning for New Brunswick's future economic health and security. In response, the province vigorously renewed its commitment to population growth through repatriation and attraction, retention of our people, and immigration.

The provincial government recognized that settlement and integration services were insufficient to support increased numbers of newcomers. So, the province has since provided significant new resources including funding for enhanced language training; bridge-to-work programming; new support for community organizations providing settlement services; investments in the creation of new settlement organizations; and labour market integration.

The province has made immigrant attraction and retention one of its highest priorities. It will continue to invest in supporting settlement and multiculturalism programming with the understanding that this investment will have long-term returns for a stronger and more prosperous province.

These guidelines are intended to help organizations apply for funding for programs which will assist newcomers and help them integrate, which in turn will increase retention of immigrants in the province. It is divided into the following sections: objectives; funding priorities; eligibility criteria; the application process; and roles and responsibilities.

Submitting an application for funding

The deadline for applications for funding each year is January 31.

We strongly encourage you to contact the Population Growth Division about your proposed project or program before developing an application. You may do this by calling 506-453-2491 and asking to speak with a program consultant in the settlement and multiculturalism branch.

Please allow sufficient time in advance of the deadline:

- To discuss your project idea with a program consultant;
- To develop your proposal; and
- To submit your proposal with any supporting documentation to the Population Growth Division.

Things to consider when developing a proposal

When developing your proposal, these are some things you may want to think about :

- What gaps exist in settlement services available for newcomers in your community?
- How many new immigrants have arrived in the last year? How many are expected in the next year?
- What are the countries of origin of newcomers to your community?
- What exactly is it that you would like to do?
- How will this support immigrant settlement in your community?
- Why do you think funding is required from the provincial government?
- Will this program or project further the fulfilment of the objectives of the population growth strategy?
- What do you see as the role and responsibility of your group in this proposed program or project?
- How will the community benefit from the proposed program / project?
- How will local employers benefit from the proposed program / project?
- How will new immigrants benefit from the proposed program / project?
- How will you evaluate the success of your program / project?

A Tool Box of Ideas for Smaller Centres, Attracting and Retaining Immigrants (<http://www.icavictoria.org/toolbox.htm>) may be a helpful resource.

To encourage transparency, your organization is encouraged to consider adopting conflict of interest guidelines. An example is included as Appendix A.

** These questions are modeled on the Community Capacity Building Fund Proposal Template of the Saskatchewan government's Advanced Education, Employment and Labour. Used with permission.*

The funding process will be guided by the following objectives:

- **Fulfilment of the province's goal of increasing immigrant attraction, integration and retention;**
- **Mutual benefits:** Proposals should demonstrate mutual benefits for immigrants and the communities in which they live, in the areas of settlement, integration and retention;
- **Fairness and transparency:** All eligible organizations are to have an equal chance to receive funding;
- **Balance:** Proposals are sought that will benefit urban and rural areas and francophone communities; and
- **Clear accountability:** Accountability measures will ensure that public dollars are invested wisely and results are achieved.



Funding priorities

Priority will be awarded to programs/projects that:

- Support the objectives of the Population Growth Division to attract, assist with the integration of, and retain newcomers;
- Enhance and build on existing infrastructure and services rather than duplicate existing community resources;
- Meet a clearly-defined or demonstrated need;
- Focus on action and measurable results leading to sustainable and lasting changes to address community issues;
- Show extensive co-operation by a variety of partner organizations or agencies; and
- Involve multiple funding partners (including in-kind contributions such as volunteer time or the donation of facilities, services, materials or equipment).

Please note that prior government support does not guarantee future support for the same or a similar program. The Population Growth Division will not guarantee deficit funding of an organization resulting from programs or services delivered to immigrants.



Eligible applicants

Applicants will be considered for funding according to the following criteria:

- 1) If the community or region receiving a substantial number of immigrants within the next year has already received a substantial number, or has identified immigration as a key growth strategy;
- 2) Is incorporated as a non-profit corporation OR has a written agreement with an appropriately incorporated organization to handle the administration of the funds;
- 3) Demonstrate community support by showing wide representation of stakeholders on a committee or board and / or through letters of support from key stakeholders;
- 4) Satisfy the Division that they can receive, handle and account for public funding in a fair and transparent manner;
- 5) Organization is in accordance with the Division's population growth goals and mandate;
- 6) Must comply with provincial and federal legislation, including those on labour, human rights and privacy;
- 7) Have developed, or adopted, standard conflict of interest guidelines (see Appendix A for sample guidelines);
- 8) Must have ability to mobilize volunteers to assist with reception, settlement and integration of immigrants; and
- 9) Funding will be considered when it is demonstrated that there are no other settlement services available, other than that provided by employers, or that those in place do not meet the unique needs of the newcomer immigrants.

Ineligible applicants

- Individuals;
- Businesses, companies or private organizations; and
- Funding bodies (organizations whose sole mandate is to award grants or funding).

Eligible funding activities

Eligible funding activities would be those that help with the settlement, integration and retention of newcomers in New Brunswick's communities; that facilitate integration of newcomers into the local labour force; and / or that promote and encourage understanding of the benefits of newcomers to New Brunswick's economy and cultural and social lives.

Funding categories

Settlement program funding is divided into two categories:

- **Community capacity settlement funding**
- **Settlement and multiculturalism services funding**

Community capacity settlement funding

Community capacity settlement funding is designed to help start-up or existing service-providing organizations to increase significantly and enhance their capacity to deliver services in their respective regions. Community capacity settlement funding is also designed to help organizations develop strong infrastructure as well as providing access to capacity-development training and resources in areas such as financial management and planning, project management and boards governance. The community capacity initiative encourages regional organizations and agencies to co-ordinate efforts to welcome immigrants destined to their community and to plan immigration initiatives. Priority will be awarded to proposals that demonstrate collaboration among organizations and agencies serving immigrants.

Eligibility criteria

Examples of partnering organizations and agencies may include:

- Settlement organizations;
- Regional development authorities (such as Enterprise agencies);
- Multicultural or ethnocultural organizations;
- Employers, business and labour organizations;
- Community service providers such as literacy organizations, libraries, etc.;
- Professional and trade associations;
- Government (federal, provincial, municipal);
- Educational institutions (school boards, colleges, universities); and
- Faith groups.

Community capacity settlement funding could fund resources such as:

- A co-ordinator who addresses settlement needs;
- Space rental for the creation of an immigrant resource centre or welcome centre;
- Co-ordination of support and assistance to immigrants;
- Co-ordination of volunteers helping with settlement and integration services along with capacity development of these volunteers;
- Co-ordination of settlement and integration committees or board of directors meetings, and administrative tasks directly related to the work of the committees or boards;

Examples of activities could include:

- Settlement and integration support to children, youth, adults and families;
- Assessment, information provision, and / or referral to services;
- Facilitating access to orientation information; materials and delivery;
- Settlement and integration volunteer programs;
- Raising local and or regional awareness about immigration; engaging the community and employers in settlement and multicultural activities; and developing welcoming initiatives;
- Establishing regional immigration work groups and developing community plans to co-ordinate the delivery of integration services for immigrants; and
- Programming that matches immigrants with volunteer individuals or families to help them in developing friendships and networks and gain better understanding of Canadian and New Brunswick life and culture.

Settlement and multiculturalism services funding

Settlement and multiculturalism services funding is designed to help organizations in carrying out special projects or programs that will benefit the community by delivering needed services to newcomers. These projects would be designed to run for a finite period and could be considered for multi-year funding, subject to the availability of the annual budget.

Examples of projects that could be considered under this program include:

- Projects focused on identifying barriers to labour market integration for newcomers and / or helping newcomers find suitable training programs and obtain trade/professional certification and recognition of academic credentials;
- A volunteer language tutor program through which a tutor co-ordinator matches volunteer tutors with newcomer English or French learners;
- Development of orientation materials specific to a region of the province; and
- A program targeted to meeting the special needs of newcomer youth, women or seniors.

Eligible clients

Settlement program funding can support programs and services for the following clients:

- Permanent residents of Canada;
- Canadian citizens born outside of Canada (though services to recent immigrants to New Brunswick will be given priority);
- Protected persons as defined in Section 95 of the Immigration and Refugee Protection Act;
- Foreign nationals (and their dependants) temporarily living in New Brunswick and who have been nominated (received a certificate of nomination) under the New Brunswick Provincial Nominee Program; and
- In some cases, international students or temporary foreign workers.

International students and temporary foreign workers are valuable to the province and are potential provincial nominee applicants or future permanent residents. Therefore the Population Growth Division may consider activities to assist international students and temporary foreign workers integrate and / or to become successful provincial nominee applicants.

Eligible costs

Eligible costs under settlement program funding include:

Salaries: Salaries of staff involved in direct delivery of the program or project. Contract positions may be included.

Benefits: Benefits of salaried person(s) delivering the program or project. This may include medical and dental benefits and pension programs. Mandatory employment-related costs (MERCs) are payments that the employer is required by law to make in relation to employees (for more information, contact the Department of Post-Secondary Education, Training and Labour: <http://www.gnb.ca/0105/index-e.asp>)

Supplies and resources: Office supplies related to delivering the program (writing tools, paper products, electronic storage media (CDs and DVDs, for example), filing materials, postage, etc.) Educational or promotional material, other printed materials, audio-visual resources and software used directly in delivering the program / project.

Facilities and Equipment: Office rent during portion of office use devoted to project; heat and electricity during office hours devoted to project; rent for meeting rooms or event space; equipment rental, photocopier rental, telephone, fax, internet account, for direct program delivery. Rent cannot be charged for space belonging to members of the board of the organization. Computer hardware costs of up to \$1,000 are eligible. For verification on eligibility of items and costs, please refer to a program consultant at the Population Growth Division.

Travel: Travel within the province for staff and volunteers directly delivering the program / project.

Other: Includes items that do not fall into other categories, such as registration fees for a workshop conference related to the project or other miscellaneous expenses.

Eligibility criteria

Administration: Up to 15 per cent of the total program budget may fall into this category. These costs may include:

Salary: Salaries of staff providing oversight or supervision to project staff for the hours spent directly supervising the project, as well as the benefits of those staff members (MERCs). Salaries of staff providing administrative support to the program / project. Organizations may include contract administrative positions under this heading.

Benefits: Benefits of staff outlined above who are providing supervisory or administrative support to the program / project, for the hours devoted to the project. This may include medical and dental benefits and pension programs.

Other: Bank charges, liability or other insurance, annual audit, bookkeeping.

Ineligible costs

The following lists ineligible costs and activities:

- Capital costs including vehicle purchases or construction or renovation of buildings, monuments;
- Travel outside New Brunswick except in special circumstances pre-approved by the Population Growth Division;
- Multicultural activities such as multicultural or ethnocultural festivals, art and craft exhibits, musicals, etc. Contact a program consultant about possible funding under the Multiculturalism Grants Program for such activities;
- Financial losses / deficits incurred by the organization;
- Wage subsidies, training allowances or tuition payments; and
- Lobbying / advocacy activities of the organization.



Funding application review

Proposals will be screened by the Population Growth Division. Proposals that do not fall within the eligible applicants, eligible clients or eligible activities will be screened out. Eligible proposals will then be assessed by the Population Growth Division.

Project evaluation criteria

When considering applications for specific projects under both streams of funding, the Division will evaluate project proposals on the basis of the following criteria:

- Description of the need for the project **(two points)**
 - Explanation of how the project meets the stated need **(four points)**
 - Identification of whether the project's impact will be local, regional, or provincial, with explanation **(two points)**
 - A list of clear project objectives and expected outcomes demonstrating how the project will produce measurable results **(four points)**
 - Clear explanation of how the project objectives or capacity-building goals advance the Population Growth Division's goal of attracting, helping to integrate, and retaining newcomers to New Brunswick communities. **(four points)**
 - An explanation of how immigrants and communities will have mutual benefits from the implementation of proposed programming or capacity development. **(two points)**
 - Description of how this project or the development of this capacity will encourage efforts to involve newcomer immigrants to participate in the social and economic life of their new communities. **(two points)**
 - Description of community participation and role of partners in the project, demonstrating how the communities most affected by the issue are involved throughout the key phases of development, planning, implementation and evaluation of the project. **(four points)**
- Description and profile of applicant organization demonstrating clear evidence that the applicant has the capacity, expertise, and skills to undertake and successfully complete the proposed project. If this is the first application submitted by an organization, attach a list of the board members and a copy of the constitution and letters of incorporation. **(four points)**
 - Ability of applicant organization to raise complementary funds towards the project. To that end, the applicant organization must submit a complete balanced provisional budget of expenditures and revenues, including the grants / contributions from all partners and public and private funders for the project, as well as the other possible funding sources. **(four points)**
 - Evaluation plan, preferably based on a results-based management model **(four points)**
 - Completeness of application. **(two points)**

Note: Only projects scoring at least 26 points (maximum 38 points possible) may receive a grant.

Final decisions are made by the Population Growth Division and will be communicated to applicants in writing. Decisions will be dependent on amount of funding available.

Application process

Contribution agreements

A contribution agreement will be sent to organizations that received approval for their proposal. A contribution agreement outlines the terms and conditions that must be met by both parties. For funding of less than \$10,000, an information letter outlining conditions of funding will be issued.

Payment schedule

For funding of \$10,000 or less, a single payment will be made to the organization. A final report is required.

Funding of more than \$10,000 may be issued in one payment or, at the discretion of the Population Growth Division, may be issued in two installments: 75 per cent and 25 per cent.

An interim report and a final report will be required of all funding recipients. The interim and final reports must include information on the progress toward the expected objectives, outputs, outcomes and evaluations, including cash flow statements and any other relevant financial information. This is an essential accountability element in the funding process.



Roles and responsibilities

All partners in the funding process share responsibility for results.

Role of the Population Growth Division

The Population Growth Division will:

- Develop and clearly communicate the criteria for proposal submission and project approval;
- Oversee a fair and transparent proposal assessment and evaluation process;
- Make and communicate decisions in a timely manner;
- Distribute funding as per the terms of the contribution agreement;
- Monitor and evaluate programs and services; and
- Co-ordinate, where possible, joint proposals or projects to avoid duplication and to maximize benefits by leveraging funding available from all partners.

Role of the organization

Organizations submitting proposals are expected:

- To use and follow this guide in preparing proposals
- To submit all required information;
- To meet project and reporting deadlines;
- To work actively with the Population Growth Division during the proposal evaluation process; and
- To be accountable for using the funding for its intended purpose, by providing required documentation such as interim reports and final report.



Appendix A: Conflict of interest guidelines

Following are some of the items that organizations and agencies should consider regarding conflict of interest. Groups or organizations are welcome to adopt these guidelines or to develop their own.

- 1. Purpose:** This guideline is intended to help immigration working groups in addressing conflict of interest. The guideline recognizes that working group members are volunteers committed to see their communities succeed; and that there can be many perceived conflict of interest issues in communities. Perceived conflict of interest can create an appearance of impropriety that could undermine confidence in the ability of individual members, or of the working group as a whole, to act properly. Discussing conflict of interest upfront may save the working group future difficulties.
- 2. Definition:** Conflict of interest can be any situation in which an individual is in a position to exploit his or her participation in a group for personal benefit.
- 3. General principles:** In carrying out their activities, working group members shall:
 - 3.1 Act with honesty and uphold ethical standards to honour and enhance public confidence in the working group's ability to act in the public interest and for long-term public good.
 - 3.2 Perform their activities in a manner that will bear the closest public scrutiny.
 - 3.3 Have a transparent decision-making process that includes recording how decisions are made and what they are.
- 3.4 Disclose fully any personal or private interests that could put ethical practice at risk or that could result in an improper advantage as a result of his / her participation in the working group.
- 3.5 Not solicit or accept gifts or any type of economic benefit from persons, groups or organizations having, or likely to have, dealings with the working group. Ensure that any help they may give individuals or organizations would not result in preferential treatment to any individuals or organizations.
- 3.6 Not act, after they leave the working group, in such a manner as to take improper advantage of their previous position with the group.
- 4. Conflict of interest policies:** Working group members shall consider adopting the following conflict of interest policies:
 - 4.1 Members must not be involved in any business, commercial or financial transaction with the working group. If a member applies for employment or any other remunerative relationship with the group, the member must resign from the group.
 - 4.2 Members must promptly disclose to the working group any activities involving business, commercial or financial interests that may conflict with the interests of the working group or the duties of the individual member.
 - 4.3 Members shall not vote to approve any contract, grant, award, contribution, project or situation in which they have a business, commercial or financial interest.
 - 4.4 Members must not be compromised by an obligation owed to an individual or organization which may benefit commercially or financially from the individual's membership in the working group.
 - 4.5 Members must ensure that their actions do not commit the working group or its members to unreasonable financial or other liabilities.

Appendix A: Conflict of interest guidelines

5. Disclosure and decision-making procedures:

The working group shall consider adopting the following disclosure and decision making procedures:

- 5.1 Disclosure of a conflict of interest, whether real, potential or apparent, must take place as soon as the member becomes aware of the conflict.
- 5.2 A written notice to the working group shall be sufficient declaration of conflict of interest.
- 5.3 In the event that the matter to be disclosed is of a confidential or sensitive nature that would cause undue prejudice through open disclosure, then such matters may be disclosed in confidence to the working group's chairperson. If, after receiving such disclosure the chairperson determines that such matters are not of a confidential or sensitive nature or that the principles or interests of the working group would not be fulfilled without full and open disclosure, then the chairperson shall notify the disclosing individual of same and give such individual the opportunity to make such full disclosure. If the individual involved fails to make such disclosure, it shall then be considered a breach of working group policy.
- 5.4. The working group shall determine in each case whether a disclosed interest is acceptable and may continue.

6. Dissemination: Members shall be informed of conflict of interest policies adopted by the working group and such policies shall be part of the public record, available for community members to review.

7. Compliance: Members shall use reasonable efforts to ensure that the activities of other individuals in the working group comply with conflict of interest policies adopted by the group.

8. Consequences: Failure to comply with conflict of interest policies adopted by the working group shall lead to removal from the working group.

Note: The Conflict of interest guidelines are modeled on those developed by Saskatchewan government's Department of Advanced Education, Employment and Labour. Used with permission.