



# FUNDING GUIDELINES

National Call for Proposals 2012

Grants and Contributions:  
Settlement and Resettlement Programs

DEADLINE FOR SUBMITTING APPLICATIONS:

September 7, 2012, 11:59:59 p.m. EDT

Submit your electronic application at [www.cic.gc.ca/cfp2012](http://www.cic.gc.ca/cfp2012)



Citizenship and  
Immigration Canada

Citoyenneté et  
Immigration Canada

Canada

*Building a stronger Canada: Citizenship and Immigration Canada (CIC) strengthens Canada's economic, social and cultural prosperity, helping ensure Canadian safety and security while managing one of the largest and most generous immigration programs in the world.*

**Publications Feedback Survey**

We invite you to provide us with your comments on this publication by completing our electronic feedback survey, found at **[cic.gc.ca/publications-survey](http://cic.gc.ca/publications-survey)**.

**For additional copies, contact**

Distribution Services  
Citizenship and Immigration Canada  
Ottawa, Ontario K1A 1L1  
Fax: 613-954-2221  
Email: [Distribution-services-service-des-distributions@cic.gc.ca](mailto:Distribution-services-service-des-distributions@cic.gc.ca)

Available in alternative formats upon request.

**Visit us on line**

Facebook: **[www.facebook.com/CitCanada](http://www.facebook.com/CitCanada)**  
YouTube: **[www.youtube.com/CitImmCanada](http://www.youtube.com/CitImmCanada)**  
Twitter: **[@CitImmCanada](https://twitter.com/CitImmCanada)**  
Website: **[www.cic.gc.ca](http://www.cic.gc.ca)**

© Her Majesty the Queen in Right of Canada, represented by the Minister of Citizenship and Immigration, 2012  
Cat. no. Ci1-18/2012E-PDF  
C&I 1544-07-2012

# Table of Contents

|  |           |
|--|-----------|
| <b>Foreword and Program Overview .....</b>       | <b>2</b>  |
| <b>Part A: Program Funding Priorities .....</b>  | <b>7</b>  |
| Settlement Program .....                         | 7         |
| Resettlement Program .....                       | 15        |
| <b>Part B: Eligibility Criteria .....</b>        | <b>16</b> |
| Eligible Applicants .....                        | 16        |
| Eligible Activities .....                        | 17        |
| Ineligible Activities .....                      | 18        |
| Eligible Costs .....                             | 18        |
| Ineligible Costs .....                           | 19        |
| <b>Part C: Screening and Assessment .....</b>    | <b>20</b> |
| Assessment Criteria .....                        | 20        |
| <b>Part D: Submitting Your Application .....</b> | <b>23</b> |
| Service Standards .....                          | 24        |
| <b>Annex A: Budget Submission Details .....</b>  | <b>25</b> |





# Funding Guidelines

## 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 Call for Proposals (CFP) for funding under the Settlement and Resettlement Programs, but not the Inter-Action Program at this time.

This *Funding Guidelines* document is intended to help applicants understand the CFP process, prepare a funding application and submit it electronically at [www.cic.gc.ca/cfp2012](http://www.cic.gc.ca/cfp2012) **by no later than September 7, 2012**. Applications received after that date will not be processed. Whether you are requesting funding for the first time or currently have an agreement with CIC, this CFP applies to you; you should therefore read this document carefully.

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 [CFP2012@cic.gc.ca](mailto:CFP2012@cic.gc.ca). A questions and answers package, which will be accessible on our website at [www.cic.gc.ca/cfp2012](http://www.cic.gc.ca/cfp2012), will be updated on a regular basis to reflect answers to any questions you may have. Please note that while we will make every effort, we cannot guarantee a response to questions which are **received after August 31, 2012**.

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. Only one application per funding program is required, unless you are submitting more than one project, in which case a separate application is required for each. If you are interested in both the Settlement and Resettlement Programs, you must submit an application against each one. If you are interested in more than one delivery stream within the settlement program, you may present that in one 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. Project proposals may cover activities that could last up to three years.

Proposals must confirm whether they are regional/local, national, or international in scope, whether they are intended to benefit a single or many communities and the needs they are intending to address.

A proposal is considered **regional** in scope, i.e., the impact is regional if it addresses needs and includes participants as well as activities from one of the following CIC Regions:

- Western Region (British Columbia\*, Alberta, Saskatchewan, Manitoba\*, Yukon, Northwest Territories and Nunavut)
- Ontario Region (province of Ontario)
- Eastern Region (Quebec\*\*, New Brunswick, Newfoundland and Labrador, Nova Scotia and Prince Edward Island)

# Funding Guidelines

- \* As settlement funding is currently administered by British Columbia and Manitoba through the Canada-British Columbia Immigration Agreement, and the Canada-Manitoba Immigration Agreement respectively, proposals for the delivery of settlement services in these provinces will not be eligible under this CFP.
- \*\* Likewise, under the Canada-Quebec Accord, Quebec is responsible for the delivery of settlement services in this province. This CFP therefore does not apply to the province of Quebec.
- **Local** projects have an impact and seek to address needs in a local area, such as a municipality or a metropolitan area (excluding in British Columbia, Manitoba and Quebec).
- **National** in scope addresses needs and includes participants as well as activities from more than one Region; for example, Ontario Region + Eastern Region, or the entire country. Prospective applicants from anywhere in the country (including British Columbia, Manitoba, and Quebec) are eligible for consideration of a National project under this CFP, as long as their projects are not British Columbia, Manitoba or Quebec specific.
- A proposal is considered to have an **international** impact if it addresses overseas activities that support newcomers prior to their arrival in Canada.

CIC is under no obligation to fund any proposal submitted through this CFP or to fund the entire duration of a requested project. 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 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 in the community of funding recipients.

## About our programs and funding opportunities under this CFP

### Settlement Program

Funding is available to support the direct provision of services to newcomers to Canada, as well as innovative ways to improve such delivery. In order to receive Settlement Program funding from CIC, your project and ensuing activities must correspond to one or more of the delivery streams below, as well as ultimately resulting in at least one of the five main Settlement Program Outcomes.

1. **Information and Orientation:** This stream 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.



## Funding Guidelines

2. **Language and Skills Development:** 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. In addition to language, many newcomers also require development of other skills (for example, life skills for higher-needs clients). Through this stream, service providers can support newcomers in developing the requisite skills to integrate and contribute to Canada economically, socially and culturally.

*Please note that an application under the Language and Skills Development stream should follow the Language Instruction for Newcomers to Canada (LINC) levels and the Canadian Language Benchmarks (CLB). Please visit [www.language.ca](http://www.language.ca).*

3. **Labour Market Participation:** The majority of newcomers come to Canada intending to enter the labour market. Examples of activities under this stream include projects that help skilled immigrants obtain the training they need to get work in a regulated or non-regulated profession; job search help; skills training; provision of labour market information and workplace orientation; internships; mentorships, work placements; and other services that are intended to equip newcomers with the skills, information 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.
4. **Community Connections:** This stream recognizes settlement as a reciprocal process with rights and responsibilities for both the newcomers and the community/society that receives them. Through this stream, activities focus on individual and community bridging, including mentoring programs; connecting with Canadian citizens, employers, community organizations and public institutions; fostering cultural awareness, social inclusion; and enhancing the capacity of mainstream institutions to address the needs of newcomers.
5. **Needs Assessments and Referrals:** “Needs assessment” is a formal review of newcomer needs across a broad spectrum of settlement areas (housing, language, employment, 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 service provider as well as community supports.
6. **Support Services:** This stream, which acts as an “enabler” to support participation in other CIC-funded settlement services, includes *Care for Newcomer Children (CNC)* (replacing the LINC Child minding and Occasional Child Care). This service provides for the care and supervision of children of CIC Settlement Program clients at the same site in a long-term, short-term or a setting that combines the two; accommodation for clients with disabilities; and assistance with transportation to settlement programs. Support Services also include translation and interpretation services (for example, of documents from country of origin) and short-term or “transitional” settlement-related counselling services which can deal with immediate needs and crisis, 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. They include projects that are aimed at coordinating settlement service delivery in a community (for example, Local Immigration Partnerships (LIPs)), those developing new and innovative interventions (pilots), holding conferences as well as workshops that seek to enhance capacity in the service provider community, updating training content, conducting research, creating new tools and curricula, etc. Most of our funding, however, will be devoted to direct services.



# Funding Guidelines

Any and all activities within the service streams covered by your proposal must **ALSO** result in at least one of the following *Settlement Program Outcomes*:

- A. **Orientation** – Newcomers have timely, useful and accurate information that they need to make informed settlement decisions; and newcomers understand life in Canada, including laws, rights, responsibilities and how to access community resources.
- B. **Language/Skills** – Newcomers have the official language skills and those with high needs, including resettled refugees, have the life-skills needed to function in Canada.
- C. **Labour Market Access** – Newcomers obtain the required assistance to find and apply for employment; have the training to enhance their skills and knowledge of the Canadian work environment; and are connected to local labour markets.
- D. **Welcoming Communities** – Newcomers receive help to establish social and professional networks so they are engaged, able to participate and feel welcome in their communities. The receiving community and mainstream public institutions are aware of the newcomers' needs as well as contributions and are engaged in newcomer settlement.
- E. **Policy and Program Development** – Initiatives that ensure services to newcomers are delivered efficiently and effectively; initiatives that ensure services achieve comparable settlement outcomes across Canada; innovative approaches as well as the promotion of best practices; evidence-based research and knowledge dissemination.

## Resettlement Program

The Resettlement Assistance Program (RAP) supports resettled refugees immediately following their arrival in Canada. Unlike settlement, proposals for delivery of resettlement services in British Columbia and Manitoba are eligible under this CFP as CIC provides resettlement services in these provinces. Under the Canada-Quebec Accord, Quebec is responsible for the delivery of both settlement and resettlement services in the province, and therefore this CFP does not apply in Quebec.

Funding under the RAP is available to support:

1. Direct delivery of immediate and essential services in RAP **centres**, as well as other supports to Government-Assisted Refugees (GARs):
  - assistance at Port of Entry upon arrival in Canada (Vancouver, Calgary and Toronto);
  - interpretation and translation services;
  - transportation services;
  - temporary allowance to meet basic needs;
  - provision of temporary accommodation and assistance in seeking permanent accommodation;



## Funding Guidelines

- linking to mandatory federal and provincial programs (such as National Child Benefit and provincial health programs);
  - providing financial and basic orientation, including life skills for higher needs clients;
  - conducting needs assessments and providing referrals to settlement and community services.
2. Indirect initiatives such as projects, workshops or conferences which aim to enhance capacity among service providers and improve the delivery of RAP services:

Expected outcomes of the RAP include:

- A. meeting the immediate and essential needs of RAP clients;
- B. ensuring that the RAP services are timely, useful and accessible;
- C. linking newcomers to settlement and other services.

Funding is also available to provide support (e.g., training) to the refugee sponsoring community under the Private Sponsorship of Refugees (PSR) Program. Through this program, organizations and groups of individuals can sponsor refugees from abroad who qualify to come to Canada as permanent residents. A key outcome is:

- meeting, at a national level, the information and ongoing training needs of the sponsorship community as well as the initial information needs of refugees.

***This CFP does not apply to the Inter-Action (Multiculturalism) Program.***



# Funding Guidelines

## 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 budget) will be allocated to support direct services to newcomers.

- **Direct Services:** projects or services which involve a direct intervention (generally, 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), 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, CIC will prioritize funding of the following core service levels under each delivery stream, 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 *Information and Orientation* stream:

- 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;



## Funding Guidelines

- 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.

### 2. Priority services for the *Language and Skills Development* stream

- Newcomers have access to a language placement assessment that is based on the national language framework – 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-7);
- All language training services – whether in-person, online, 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.

### 3. Priority services for the *Labour Market Participation* stream

- “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 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.

### 4. Priority services for the *Community Connections* stream

- 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.

# Funding Guidelines

## 5. Priority services for the *Needs Assessments and Referrals* stream

- 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.

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

- Newcomers have access to “enabling services” which allow their participation in all settlement services. Services include CNC, which encompasses a suite of options, including long-term care (that supports ongoing programming such as language training); short-term care (supporting occasional activities such as group orientations, individual appointments), and combined care (which combines regular and occasional clients in the same space);

Note: *As with all child care arrangements, provincial legislation and regulations pertaining to unlicensed and licensed care continue to apply. CNC is applicable only for unlicensed care.*

- Newcomers also have access to “enabling services” such as 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* stream

- 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.



## Funding Guidelines

**In addition to the national priorities identified above, CIC is seeking proposals for the Settlement Program that also address one or more of the following specific settlement priorities for projects that are regional/local in scope but complement and align with the national ones.**

### **Western Region funding priorities:**

All projects where the proposed activities will take place in one or more of the provinces of British Columbia, Alberta, Saskatchewan, Manitoba, and/or Yukon, Northwest Territories and Nunavut.

#### **British Columbia:**

- Under Information and Orientation Stream: provision of newcomer reception services at Vancouver International Airport.

#### **Alberta:**

- Programs related to supporting newcomer youth at risk;
- LIPs (in Edmonton, Calgary and elsewhere in Alberta);
- Employment related services: targeting immigrants in low to mid-skill occupations; developing basic skills for entry-level positions; support for newcomers entering the skilled trades; language and workplace culture training for professionals;
- Expansion of programs under the Community Connections stream establishing links between mainstream entities and the newcomer populations;
- Establishment of Information and Referral Welcome Centre (at Edmonton International Airport and in Southern Alberta) to provide assistance to newly-arrived immigrants;
- Expansion of child care services.

#### **Saskatchewan:**

- Employment related services targeting immigrants in the low to mid-skill occupations;
- Labour Market programming focusing on employers engaging in meeting the language requirements of employed newcomers;
- Expansion of Settlement Workers in Schools (SWIS) or SWIS-like programming to rural centres;
- LIPs;
- Coordination of language assessment in support of clients referred to language training.

# Funding Guidelines

## Manitoba/Northwest Territories/Nunavut:

- No regional priorities at this time.

## Yukon:

- LIPs;
- Information and orientation settlement services for Francophone immigrants;
- Projects that foster community connections, including Settlement Workers in Schools.

## Ontario Region funding priorities:

All projects where the proposed activities will take place only in the province of Ontario.

## Information and Orientation stream

- Provision of standardized orientation workshops for newcomers as part of the *Orientation to Ontario* program;
- Programming which connects newcomers to the post secondary system (college, university, etc.);
- Provision of services addressing domestic violence and increasing awareness about Canadian laws;
- Programming which addresses intergenerational issues;
- Citizenship Education (rights and responsibilities of Canadian citizenship);
- Programming which better connects newcomer parents to the school system.

## Language and Skills Development stream

- Coordination of language assessment and referral for all federal and provincially funded language training programs in Ontario;
- Lower CLB/NCLC level and literacy classes;
- Lower level (CLB/NCLC 1- CLB/NCLC 4) labour market language training;
- Focus on learner pronunciation and writing skills;
- Financial literacy training initiatives using previously developed resources;
- Language classes specifically targeted for refugees;
- Flexible and innovative training delivery models (e.g., weekends/evenings, virtual teaching to reach remote areas, language in the workplace, combination of in-class and home based learning, etc.);
- Language programs tailored to specific demographics (e.g., families with young children, seniors, etc.).



# Funding Guidelines

## Labour Market Participation stream

- Volunteering, mentorship and networking activities which help newcomers gain employment experience;
- Employment programming to address needs of newcomers with little or no education, training or work experience (i.e., low skill, entry-level labour market employment);
- Profession-specific conversation circles;
- Entrepreneurial and self-employment programs for newcomers.

## Community Connections stream

- Volunteering and mentorship activities which enhance and promote civic involvement;
- Intercultural communication and integration training (e.g., social integration and cultural competency skills);
- Services that address emotional well-being and isolation;
- Sports and arts oriented programs to encourage integration in the full spectrum of Canadian life;
- Informal and conversational language training (e.g., conversation circles, etc.) to enhance language acquisition and development of soft skills.

## Needs Assessments and Referrals stream

- Create partnerships with community organizations to better facilitate service to clients and facilitate referrals to services provided by other government and non-governmental organizations. For example:
  - o Youth serving organizations;
  - o Mental health organizations;
  - o Lesbian, gay, bisexual and transgender (LGBT) organizations;
  - o Organizations serving people living with physical disabilities;
  - o Women-specific organizations;
  - o Senior serving organizations;
  - o Language trainers (colleges, online learning and other).

# Funding Guidelines

## Indirect Services

- Initiatives that aim to support innovative service delivery models to provide accessible settlement services to remote areas and hard to reach clients;
- Establishment of LIPs in communities where they do not currently exist through the demonstration of need for a Partnership Council and an overall Settlement Strategy;
- Engaging employers in hiring and retaining newcomers (e.g., Diversity training, Cultural sensitivity training, Employer education on benefits of hiring Internationally Educated Professionals and the provision of supports for employers in hiring newcomers).

## *Client Specific Priorities in Ontario:*

### Seniors:

- Information and referral geared specifically toward meeting the needs of seniors (responsive location and models of delivery);
- Education on individual rights and freedoms;
- Senior-specific language classes, pedagogically geared toward the language topics and pacing suitable for seniors;
- Social activities geared for seniors.

### Youth:

- Peer networks, drop-in centres and events to facilitate social integration;
- Services geared specifically to refugee youth, and female youth and the unique challenges they may face;
- Employment preparation for youth so that they can enter the part-time job market (summer/after school work);
- Mentorship programs for youth.

### Women:

- Employability training geared toward newcomer women;
- Language classes with accessible hours to allow attendance and which cover topics specific to women;
- Services adapted to the needs of single mothers, stay-at-home mothers and isolated women;
- Specialized workshops and social networking opportunities for women.





## Funding Guidelines

### Refugees:

- Language training and conversation circles for refugees;
- Programs geared to assisting refugees with employment particularly in the acquisition of work experience including unpaid internships or mentorships, etc.;
- Training for agency staff on mental health issues as well as general health needs of refugees.

### LGBT:

- Training for settlement agencies to better recognize the needs of LGBT clients and to create a LGBT-positive environment;
- New and strengthened partnerships with LGBT agencies with whom settlement SPOs can collaborate on activities.

### Francophone:

- Quality information and orientation services delivered by francophone organizations dedicated to the integration of francophone immigrants;
- Language courses to francophone immigrants through new technologies and alternative means and focused on occupation specific language training, including internships and mentoring;
- Initiatives to facilitate the economic integration of francophone immigrants in partnership with economic drivers (private companies, Anglophone and Francophone employers, municipalities, etc.);
- Consultation networks working in partnership with public sectors in the three Ontario regions (East, North and Centre-South-West).

### People living with physical disabilities:

- Employment programs for newcomers with physical disabilities;
- Outreach programming and awareness initiatives to combat isolation for newcomers living with disabilities.

### Mental Health:

- Training and tools for settlement workers so that they can better recognize mental health concerns and make appropriate referrals to existing mental health supports;
- Information to educate and promote awareness on mental health issues within the newcomer community.

# Funding Guidelines

## **Eastern Region funding priorities:**

All projects where the proposed activities will take place in one or more of the provinces of New Brunswick, Nova Scotia and Prince Edward Island and Newfoundland and Labrador

- In addition to the specific priorities identified below and by province, proposals under other Settlement Program streams, as well as LIP, may be considered, budget permitting;
- Projects for Francophone Minority Communities.

## ***Newfoundland and Labrador:***

- Proposals for Language Services.

## ***Nova Scotia:***

- Proposals for Language Services (including language assessment) and In-School Settlement and Support services.

## ***New Brunswick:***

- Proposals for Settlement Program Services to be delivered in urban centres.

## ***Prince Edward Island:***

- All streams of settlement services including language services

## **FUNDING PRIORITIES FOR THE RESETTLEMENT PROGRAM**

Proposals for funding under the Resettlement Program must address at least one of the following priorities:

1. direct delivery of immediate and essential services to RAP clients
2. addressing gaps in RAP service delivery, such as to develop and pilot RAP youth orientation services
3. training or other support for the private (refugee) sponsorship community



# Funding Guidelines

## PART B: Eligibility Criteria

| Eligible Applicants:  | Settlement | Resettlement |
|---|------------|--------------|
| Provincial, territorial, municipal or regional governments  | X          | X            |
| International not-for-profit organizations or corporations  | X          | X            |
| Canadian not-for-profit and non-governmental organizations or associations<br><i>Non-profit organizations must demonstrate that they are governed by a democratically elected board or executive body composed of Canadian citizens or permanent residents</i>  | X          | X            |
| Community groups and umbrella organizations   | X          | X            |
| Businesses  | X          | X            |
| Educational and other Public Institutions<br>• <i>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.</i> | X          | X            |
| Individuals   | X          | X            |
| The United Nations High Commissioner for Refugees (UNHCR)   |            | X            |
| <b>Eligible Recipients:</b> CIC funding is intended to support delivery of services to the following clients  |            |              |
| Permanent Residents, Protected Persons, Convention Refugees, Live-in Caregivers, and individuals who have been selected to become permanent residents.  | X          |              |
| RAP – Government Assisted Refugees, Humanitarian and Compassionate cases (exceptional basis only), Public policy cases – IRPA 25.2.   |            | X            |
| Privately Sponsored Refugees (PSRs)   |            |              |

# Funding Guidelines

## Eligible Activities:

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.

| Settlement Program  | Resettlement Programs  |
|---|--|
| Direct services that address Settlement related needs detailed under the broad delivery streams.  | Port of entry services (assist with processing at port of entry and the issuance of clothing for winter arrivals) (includes PSRs).   |
| Development and testing of tools, reference guides, materials to market information and to encourage awareness and learning.  | Interpretation and translation services.   |
| Building partnerships and networks to share best practices and to build approaches on common settlement issues and approaches.  | Orientation sessions, including assistance in acquiring a basic knowledge of everyday life skills.   |
| Facilitating the creation of engagement opportunities and social networks for newcomers.  | Transportation services within Canada (e.g., transport from the airport to temporary accommodation, and transport to permanent accommodation).   |
| Enabling Pan-Canadian fora for stakeholders to share and discuss evidence-based information on settlement issues with a view to improving services to newcomers.  | Temporary accommodation services immediately upon arrival and assistance with locating permanent accommodation.  |
| 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. | Information on, and links to, mandatory federal and provincial programs.   |
|   | Assessments and referrals to other settlement programs, and community based services.  |
|   | Any other justifiable service deemed appropriate to support the objectives of the RAP such as engaging in research projects and other initiatives intended to support and improve the program. |
|   | Training or other support for the private (refugee) sponsorship community.   |



## Funding Guidelines

### Activities not eligible for CIC funding – Both Settlement and Resettlement programs:

- Daily, ongoing activities of the organization
- Project activities that take place outside of an approved geographical location
- Profit-making activities
- Activities that are completely funded through other contribution programs from government departments/agencies and/or grants from other sources
- Paid internships
- Professional development for project staff that is independent of the CIC-funded project

### Eligible Costs:

| What CIC can fund   | Settlement | Resettlement |
|---|------------|--------------|
| Gross salaries, wages and related benefits  | X          | X            |
| Training and professional development   | X          | X            |
| Travel, accommodation and other related costs   | X          | X            |
| Delivery assistance tools and material  | X          | X            |
| Costs related to research   | X          | X            |
| Costs related to conferences and workshops  | X          | X            |
| Publicity costs   | X          | X            |
| Professional and consultant fees  | X          | X            |
| Copyright fees  | X          | X            |
| Capital expenditures  | X          | X            |
| Client transportation costs (support services)  | X          | X            |
| Child care costs  | X          |              |
| Temporary accommodation costs for RAP clients (commercial and reception house format) |            | X            |
| Cost of temporary allowance given to RAP clients                                      |            | X            |
| Costs of meals for RAP clients or providing them with means to obtain food elsewhere  |            | X            |
| Costs associated with administration  | X          | X            |
| Overhead costs (i.e., other program delivery costs)                                   | X          | X            |
| Compliance/applicant audit  | X          | X            |
| GST/HST   | X          | X            |

# Funding Guidelines

## Ineligible Costs:

| What CIC does not fund  | Settlement | Resettlement |
|---|------------|--------------|
| Profit making activities  | X          | X            |
| Annual general meetings or regular executive board meetings of an organization or association, including related travel | X          | X            |
| Activities/costs that have been undertaken/incurred before the signing of a contribution agreement                      | X          | X            |
| Activities/costs that are already paid for by other partner(s) and/or funder(s)   | X          | X            |
| Any type of Director's fees for volunteer members of Boards or other governing bodies                                   | X          | X            |
| Cash payments to eligible client  | X          |              |
| Costs associated with validation of individuals' credentials  | X          | X            |
| Depreciation/amortization of capital assets   | X          | X            |
| In-kind expenses  | X          | X            |



# Funding Guidelines

## PART C: Screening and Assessment

### Assessment Criteria:

Proposals will first be screened to determine whether the:

- o application is complete;
- o submitting applicant is eligible to receive CIC funding; and
- o 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 of the **Settlement Program** and/or **Resettlement Program** outcomes.
- 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 is able 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.



# Funding Guidelines

In addition, for the **Settlement Program**, 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 highest scored 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 several local service providers;
- Projects that develop innovative delivery networks that are either appropriate for 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 in a way to facilitate 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;
- Resettled refugees are provided with a seamless settlement experience that bridges their transition into CIC settlement services from the RAP and settlement assistance provided by private sponsors;
- 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;



## Funding Guidelines

### (iii) Project Impact and Performance Measurement

- Proposals that are focused on demonstrated outcomes for newcomers through proper collection of information about project results;
- Proposals that commit to submit an annual report with specific attention on demonstrable outcomes for newcomers by providing details on how planned activities have been met and how set outputs and outcomes have been achieved in relation to performance indicators. Projects should also evaluate why certain expectations were not met and identify trends and challenges.

Further to this, projects identified as having an **overseas component and/or overseas activities** will undergo additional screening and must meet the following criteria:

- a) Organizations must have international experience through past overseas projects and achievements, illustrating organizational capacity to deliver proposed activities;
- b) Knowledge of legal, logistical and cultural environment and requirements of the country or countries where the activities will be managed in the case of the provision of overseas settlement services; and
- c) Have in place partnerships with stakeholders who have relevant overseas related resources and tools and who deliver services within Canada.

# Funding Guidelines

## PART D: Submitting your Application

In order for us to consider your proposal, you must submit the following documents by electronic submission by **September 7, 2012, at 11:59 p.m. EDST**. This is the preferred method for receiving applications. Should you choose to hand deliver your proposal, it must be received by the Department by **4:00 p.m., September 7, 2012**. If mailed in, proposals must be postmarked by **September 7, 2012**.

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;
- ☐ Constitution and by-laws;
- ☐ If your project has financial partners, provide letters confirming the contributions from your two largest 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.

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



## Funding Guidelines

### 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/cfp2012](http://www.cic.gc.ca/cfp2012) in order to fill out and send in your application package. If you have any questions, please contact [CFP2012@cic.gc.ca](mailto:CFP2012@cic.gc.ca).

**It is strongly recommended** that all submissions use our online submission system. However, CIC will accept application packages addressed to **CFP 2012** and delivered in person, by regular or registered mail or by courier to: Jean Edmonds South Tower, 365 Laurier Avenue West, Ottawa, Ontario K1A 1L1. Packages using courier, regular or registered mail services must be postmarked by **September 7, 2012**, or they will not be considered.

### Service Standards

|   |                              |
|---|------------------------------|
| <b>Acknowledgment</b><br>Confirmation that the proposal was received by the Department.   | <b>By September 17, 2012</b> |
| <b>Eligibility</b><br>Confirmation that the applicant and proposal meet or do not meet eligibility criteria.                                  | <b>By October 17, 2012</b>   |
| <b>Decision</b><br>Confirmation of funding decision.<br><b>OR</b><br>Notice that the Department needs additional time to process application. | <b>By January 10, 2013</b>   |

# Funding Guidelines

## Annex A: Budget Submission Details

These guidelines are intended to help you prepare and submit the budget template. 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:

|   | Eligible costs as per CIC's terms and conditions for each program | Settlement | Resettlement |
|---|---|------------|--------------|
| 1 | Gross salaries, wages and related benefits                        | X          | X            |

### 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);
- In establishing the EHT rate, the first \$400,000 of payroll which is exempt from EHT must be taken into consideration;



## Funding Guidelines

### EHT Formula:

- o A = Total organization payroll
- o B = EHT exemption (\$400,000)
- o C = Net amount of EHT taxable (A-B = C)
- o D = EHT amount payable (C x 1.95% = D)
- o E = EHT % (E = D/A)
- 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:
  - o Medical insurance plans
  - o Dental insurance plans
  - o Life insurance
  - o 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 costs;
- Maternity, parental and long-term disability, except if legislated mandatory employer costs;
- Any forms of board of directors remuneration;
- 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.

# Funding Guidelines

|   | Eligible costs as per CIC's terms and conditions for each program | Settlement | Resettlement |
|---|---|------------|--------------|
| 2 | Training and Professional Development                             | X          | X            |

- 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.

|   | Eligible costs as per CIC's terms and conditions for each program | Settlement | Resettlement |
|---|---|------------|--------------|
| 3 | Travel, accommodation and other related costs                     | X          | X            |

- They 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;
- 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:
    - <http://www.njc-cnm.gc.ca/directive/index.php?did=10&lang=eng>;
    - transportation: most economical manner, i.e., economy class for airline travel and one level higher than economy for rail travel;
    - 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;
- International travel is not eligible.

|   | Eligible costs as per CIC's terms and conditions for each program | Settlement | Resettlement |
|---|---|------------|--------------|
| 4 | Delivery assistance tools and materials                           | X          | X            |

- 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.





## Funding Guidelines

|          | Eligible costs as per CIC's terms and conditions for each program | Settlement | Resettlement |
|----------|---|------------|--------------|
| <b>5</b> | Costs related to research   | X          | X            |

- Costs related to research consultants for project identified as a policy and program development outcome.

|          | Eligible costs as per CIC's terms and conditions for each program | Settlement | Resettlement |
|----------|---|------------|--------------|
| <b>6</b> | Costs related to conferences and workshops                        | X          | X            |

- Costs related to the organization of conferences, workshops and attending such events (including logistic 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;
- Hospitality:
  - food and/or refreshments for meetings, workshops, conferences and receptions;
  - purchase of alcoholic beverages is not eligible;
  - purchase of illegal substances is not eligible;
  - hospitality for staff functions and events is not eligible;
  - employee food (breakfast, snack, lunch, etc.) is not eligible;
  - hospitality for meetings with public servants is not eligible;
  - hospitality cannot exceed the lesser of:
    - 1) the recipient's hospitality policy or;
    - 2) TB Policy on Hospitality:
- Food and beverage cost per person per TB Policy
  - o <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=19855&section=text#secA.2;>
- Allowances per the TB Policy
  - o <http://www.njc-cnm.gc.ca/directive/index.php?sid=98&chl=1&lang=eng>

# Funding Guidelines

|   | Eligible costs as per CIC's terms and conditions for each program | Settlement | Resettlement |
|---|---|------------|--------------|
| 7 | Publicity costs   | X          | X            |

- Includes costs related to publicity, promotion and advertising.

|   | Eligible costs as per CIC's terms and conditions for each program | Settlement | Resettlement |
|---|---|------------|--------------|
| 8 | Professional and consultant fees                                  | X          | X            |

- Direct program/project costs such as:
  - translators, interpreters, subject matter experts and computer consultants;
- Professionals and consultants are not employees. Therefore, MERCs and other benefits do not apply.

|   | Eligible costs as per CIC's terms and conditions for each program | Settlement | Resettlement |
|---|---|------------|--------------|
| 9 | Copyright fees  | X          | X            |

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

|    | Eligible costs as per CIC's terms and conditions for each program | Settlement | Resettlement |
|----|---|------------|--------------|
| 10 | Capital expenditures  | X          | X            |

- 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 funding requested of CIC;
  - cannot exceed 50% of the total funding requested in any given fiscal year.



## Funding Guidelines

Example—Funding requested of CIC:

Year 1: \$2M

Year 2: \$3M

Year 3: \$5M

Total funding requested of CIC: \$10M

Maximum capital expenditures eligible for CIC funding = 15% X total funding requested = \$1.5M

Options:

i) The Year 1 maximum could be up to \$1M, with \$500k remaining to be spread out over

Year 2 and Year 3.

ii) Spend \$1.5M in Year 2 (50% of that year's budget) or Year 3 (less than 50% of that year's budget) with no capital costs in other years.

- Costs related to arrangements and devices for eligible clients with disabilities:
  - o cannot exceed \$10,000 per disabled client up to a maximum of \$100,000 per year per agreement;
  - o 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;
  - o applicants are to research what financial assistance may be offered by other levels of government or funders.
- Depreciation/amortization costs are not eligible.

|    | Eligible costs as per CIC's terms and conditions for each program | Settlement | Resettlement |
|----|---|------------|--------------|
| 11 | Client transportation costs (support services)                    | X          | X            |

- Support services 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;
- Settlement:
  - Access to settlement services by the client (e.g., bus tickets or transportation tokens);
  - CIC may fund costs to run vehicles to get clients to services, where public transportation is not available (or ineffective).
- Resettlement:
  - Transportation costs of all RAP clients from the airport to the reception house and from temporary to permanent accommodations, within Canada;
- Car allowance is not eligible;

# Funding Guidelines

- Employee mileage (from home to work) is not eligible;
- Employee parking at work or public transportation passes to get to work are not eligible.

|    | Eligible costs as per CIC's terms and conditions for each program | Settlement | Resettlement |
|----|---|------------|--------------|
| 12 | Client child care costs   | X          |              |

- Support Services are limited to a maximum of 20% of the value of the contribution agreement;
- Cash payments made directly to the clients will not be funded;
- Access to settlement services for eligible clients; and
- Child care costs can include:
  - o unlicensed options (long-term, short-term as well as combined long- and short-term care in the same space)
  - o costs for buying licensed spaces for children, if onsite services are not available
  - o 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

|    | Eligible costs as per CIC's terms and conditions for each program                     | Settlement | Resettlement |
|----|---|------------|--------------|
| 13 | Temporary accommodation costs for RAP clients (commercial and reception house format) |            | X            |

- Reception house format: costs associated with maintaining a facility to house RAP clients prior to moving to a permanent accommodation;
- Commercial format: in a location where a reception house is not available, the cost of obtaining commercial accommodation (e.g., hotel) for RAP clients prior to moving to a permanent accommodation.



## Funding Guidelines

|    | Eligible costs as per CIC's terms and conditions for each program  | Settlement | Resettlement |
|----|--|------------|--------------|
| 14 | a) Cost of temporary allowance given to RAP clients<br>b) Costs of meals for RAP clients or providing them with means to obtain food elsewhere |            | X            |

- Temporary costs to cover RAP client food expenses prior to the move to permanent accommodation;
- Costs of meals can be either:
  - o the cost of providing meals on site (e.g., most reception houses) or;
  - o the cost of providing RAP clients with the means to obtain food elsewhere prior to placement in a permanent accommodation
- Where an allowance is used, it should be based on a daily rate negotiated with CIC.

|    | Eligible costs as per CIC's terms and conditions for each program | Settlement | Resettlement |
|----|---|------------|--------------|
| 15 | Costs associated with administration                              | X          | X            |

- The Department is assessing the option of using a flat rate for administration related expenses. The final decision will be incorporated when Contribution Agreements are negotiated;
- 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):
  - o personnel costs associated with corporate functions: executive director's office, finance, human resources, corporate administrative assistant, etc.;
  - o personnel costs include salaries, wages and benefits;
  - o rent and utility as well as other facility charges associated with the corporate functions;
  - o all telephone, facsimile, Internet or other communications costs;
  - o all postage;
  - o printing and photocopying, except for delivery assistance tools and materials;
  - o bank charges;
  - o payroll charges;
  - o all office supplies;
  - o travel, accommodation and other costs related to the administration of the contribution agreement for corporate personnel;

# Funding Guidelines

- o security;
- o financial statement audit costs;
- o standard insurance costs (e.g., property and board of directors liability); and
- o legal fees.

|    | Eligible costs as per CIC's terms and conditions for each program | Settlement | Resettlement |
|----|---|------------|--------------|
| 16 | Overhead costs (i.e., other program delivery costs)               | X          | X            |

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

|    | Eligible costs as per CIC's terms and conditions for each program | Settlement | Resettlement |
|----|---|------------|--------------|
| 17 | Compliance/applicant audit  | X          | X            |

- The compliance audit is only related to the CIC funding component and is an independent assessment to provide assurance of a recipient's compliance with CIC's contribution agreement.



## Funding Guidelines

|    | Eligible costs as per CIC's terms and conditions for each program | Settlement | Resettlement |
|----|---|------------|--------------|
| 18 | GST/HST   | X          | X            |

- See below for GST/HST eligible rates by province;
- 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/HST" line. The amounts estimated on the individual line items will be the invoice amount net of the taxes. For more information on the HST, please visit the following links:
  - o <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/gst-tps/rbts/psb/menu-eng.html>;
  - o <http://www.cra-arc.gc.ca/tx/tchncl/gsthst-eng.html>;
- Penalties associated with federal and/or provincial tax assessments/audits are not eligible.



# Funding Guidelines

## Eligible GST/HST by Province to be Claimed by an Applicant

| Public Service Bodies | GST or Federal Part of HST (5%) <sup>1</sup> |              |
|-----------------------|--|--------------|
|                       | CRA  | CIC Eligible |
| Municipality          | 100%   | 0%           |
| University            | 67%  | 33%          |
| School Authority      | 68%  | 32%          |
| Public College        | 67%  | 33%          |
| Hospital Authority    | 83%  | 17%          |
| Charity               | 50%  | 50%          |
| Non-profit Org.       | 50%  | 50%          |

| Public Service Bodies | British Columbia            |     |                    | Ontario                     |     |                    |
|-----------------------|-----------------------------|-----|--------------------|-----------------------------|-----|--------------------|
|                       | Provincial Part of HST (7%) |     | TOTAL CIC Eligible | Provincial Part of HST (8%) |     | TOTAL CIC Eligible |
|                       | CRA                         | CIC |                    | CRA                         | CIC |                    |
| Municipality          | 75%                         | 25% | 14.58%             | 78%                         | 22% | 13.54%             |
| University            | 75%                         | 25% | 28.33%             | 78%                         | 22% | 26.23%             |
| School Authority      | 87%                         | 13% | 20.92%             | 93%                         | 7%  | 16.62%             |
| Public College        | 75%                         | 25% | 28.33%             | 78%                         | 22% | 26.23%             |
| Hospital Authority    | 58%                         | 42% | 31.58%             | 87%                         | 13% | 14.54%             |
| Charity               | 57%                         | 43% | 45.92%             | 82%                         | 18% | 30.31%             |
| Non-profit Org.       | 57%                         | 43% | 45.92%             | 82%                         | 18% | 30.31%             |

| Public Service Bodies | Quebec                   |       |                    | New Brunswick               |      |                    |
|-----------------------|--------------------------|-------|--------------------|-----------------------------|------|--------------------|
|                       | QST (9.98%) <sup>2</sup> |       | TOTAL CIC Eligible | Provincial Part of HST (8%) |      | TOTAL CIC Eligible |
|                       | RQ                       | CIC   |                    | CRA                         | CIC  |                    |
| Municipality          | 0%                       | 100%  | 66.62%             | 57.14%                      | 43%  | 26.38%             |
| University            | 47%                      | 53%   | 46.32%             | 0%                          | 100% | 74.23%             |
| School Authority      | 47%                      | 53%   | 45.99%             | 0%                          | 100% | 73.85%             |
| Public College        | 47%                      | 53%   | 46.32%             | 0%                          | 100% | 74.23%             |
| Hospital Authority    | 51.5%                    | 48.5% | 37.99%             | 0%                          | 100% | 68.08%             |
| Charity               | 50%                      | 50%   | 50.00%             | 50%                         | 50%  | 50.00%             |
| Non-profit Org.       | 50%                      | 50%   | 50.00%             | 50%                         | 50%  | 50.00%             |



## Funding Guidelines

|                       | Nova Scotia                  |        |                    | Newfoundland and Labrador   |      |                    |
|-----------------------|------------------------------|--------|--------------------|-----------------------------|------|--------------------|
| Public Service Bodies | Provincial Part of HST (10%) |        | TOTAL CIC Eligible | Provincial Part of HST (8%) |      | TOTAL CIC Eligible |
|                       | CRA                          | CIC    |                    | CRA                         | CIC  |                    |
| Municipality          | 57.14%                       | 42.86% | 28.57%             | 0%                          | 100% | 61.54%             |
| University            | 67%                          | 33%    | 33.00%             | 0%                          | 100% | 74.23%             |
| School Authority      | 68%                          | 32%    | 32.00%             | 0%                          | 100% | 73.85%             |
| Public College        | 67%                          | 33%    | 33.00%             | 0%                          | 100% | 74.23%             |
| Hospital Authority    | 83%                          | 17%    | 17.00%             | 0%                          | 100% | 68.08%             |
| Charity               | 50%                          | 50%    | 50.00%             | 50%                         | 50%  | 50.00%             |
| Non-profit Org.       | 50%                          | 50%    | 50.00%             | 50%                         | 50%  | 50.00%             |

### Notes:


1. For provinces where HST does not apply (AB, SK, MB, PEI, NWT, NU, YK), the CIC eligible amount is applied on the GST only.
2. QST is applied on the total after GST, therefore the effective rate of 9.98% is used. The nominal rate of QST is 9.5%

### 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).

# Funding Guidelines

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

|  Citizenship and Immigration Canada    Citoyenneté et Immigration Canada |  |  |  |                                       |   |       |
|---|--|--|--|---------------------------------------|---|-------|
| <b>Program:</b>   | Settlement   |  |  |                                       |   |       |
| <b>Program Delivery/Project Salary Expenditures</b>   |  |  |  |                                       |   |       |
| Expenditures  | Details  | Total Salary Project Costs<br>Year 1                     | Amount requested<br>from CIC           | Amount of other<br>resources (cash)   | Amount of<br>other resources<br>(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<br>Annual salary of \$60,000 for 4 month total \$20,000  | \$20,000   | \$20,000                               |                                       |   | 100%  |
| Salary  | 1 Project Assistant<br>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<br>Annual bonus at 10% of project salary   | \$2,000  |  | \$2,000                               |   | 0%    |
|   |  | \$72,480   | \$70,480                               | \$2,000                               | \$0                                       |       |
| <b>Program Delivery/Project Non-Salary Expenditures</b>   |  |  |  |                                       |   |       |
| Expenditures  | Details  | Total Non-Salary Project<br>Costs Expenditures<br>Year 1 | Amount requested<br>from CIC           | Amount of other<br>resources (cash)   | Amount of<br>other resources<br>in-kind   | CIC % |
| Travel, accommodation and other related costs   | Round trip flight to Vancouver for Project Coordinator. (75% reimbursement requested from CIC)<br>-Flight \$1,500<br>-2 nights hotel accommodation \$140 a night for a total of \$280<br>-Meals and incidentals for 3 days at \$40 per day \$120 | \$1,900  | \$1,425                                | \$475                                 |   | 75%   |
| Training and professional development   | Professional accreditation seminars<br>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<br>Boardroom rental \$200   | \$200  |  | \$200                                 |   | 0%    |
| <b>Total</b>  |  | \$4,800  | \$4,125                                | \$675                                 | \$0                                       |       |
| <b>Capital Expenditures</b>   |  |  |  |                                       |   |       |
| Expenditures  | Details  | Total Capital Project Costs<br>Year 1                    | Amount requested<br>from CIC           | Amount of other<br>resources (cash)   | Amount of<br>other resources<br>in-kind   | CIC % |
| Capital   | Service table<br>1 table \$800<br>3 chairs \$200 each  | \$1,400  | \$1,400                                |                                       |   | 100%  |
| Capital   |  | \$0  |  |                                       |   |       |
| <b>Total</b>  |  | \$1,400  | \$1,400                                | \$0                                   | \$0                                       |       |
| <b>Administration</b>   |  |  |  |                                       |   |       |
| Expenditures  | Details  | Total Project Costs<br>Year 1                            | Amount requested<br>from CIC           | Amount of other<br>resources (cash)   | Amount of<br>other resources<br>in-kind   | CIC % |
| Administration  |  | 15%  | \$11,191                               |                                       |   | 100%  |
| <b>GST/HST</b>  |  |  |  |                                       |   |       |
| Expenditures  | Details  | Total Project Costs GST/HST<br>Year 1                    | Amount requested<br>from CIC           | Amount of other<br>resources (cash)   | Amount of<br>other resources<br>in-kind   | CIC % |
| GST/HST   |  | \$0  |  |                                       |   |       |
| <b>Total GST/HST</b>  |  | \$0  | \$0                                    | \$0                                   | \$0                                       | 0%    |
| <b>Total Project Costs</b>  |  | \$89,871   | \$87,196                               | \$2,675                               | \$0                                       |       |
| <b>Funding Sources</b>  |  |  |  |                                       |   |       |
| Legal name of funding source  | Description of costs to be funded  | Amount of other<br>resources (cash)                      | Amount of other<br>resources (in-kind) | Amount requested for<br>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>  |  |  |  | \$89,871                              |   |       |